



EXAMINATIONS 2023/2024

Public Examinations Information for Students

School Tel No: 020 8361 2703
School email: office@ashmoleacademy.org
Website: www.ashmoleacademy.org

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INTRODUCTION

This booklet has been prepared so that you are familiar with the rules and procedures relating to public examinations. It is important that you read this carefully. Any questions should be addressed to a member of the Examinations Office.

The awarding bodies set down very strict criteria for the conduct of public examinations and the school is required to follow them precisely.

Final details of arrangements for examinations will be issued at the start of the examination season through the tutor or year group.

Read these notes carefully. Keep them in a convenient, safe place, so that you can refer to them as necessary.

IMPORTANT DATES

- The Summer Examination Season begins on **Thursday 9th May 2024** although some practical examinations may take place before this date.
- Non-Examination Assessments will take place throughout the academic year. Information on non-examination assessments can be found on the school web-site in the public examinations section; subject teachers should make you aware of the exact dates of your assessments.

STUDY LEAVE

Dates for study leave will be published closer to the summer examination period. Once study leave for you begins, you need not come to school after this date unless you have an examination.

Year 11

NB: For Year 11 students who have examinations outside of study leave, the following arrangements have been made:

Morning Examination: Attend examination and return to normal lessons at the end of the examination.

Afternoon Examination:	P1, 2 & 3	Normal lessons
	P4	Early lunch
	1pm	Afternoon examination session begins

Year 13

NB: For Year 13 students only, who have an examination outside of study leave, the following arrangements have been made:

Morning Examination: Attend examination and return to normal lesson at the end of the examination.

Afternoon Examination:	P1 and P2	Normal lessons
	P3	Study period
	P4	Early lunch
	1pm	Afternoon examination session begins

Mock Examinations

- Same examination conditions as public examinations.
- Examinations will take place during lesson time.

BEFORE PUBLIC EXAMINATIONS

- You will receive a copy of your Statement of Entry (which list all the examinations for which you have been entered) and an individual Examination Timetable. You should ensure that the Statement of Entry includes all the expected subjects and correct tiers of entry. Please check that your name and date of birth are correct as this is how they will appear on examination certificates. Note that you should be entered for your exams under a name that can be verified against suitable identification, such as a birth certificate or passport to prevent problems in the future, for example if you need to confirm your results to a third party (eg. a further education provider or employer).
- You should study your timetable carefully so that you know when your examinations will take place. You will be asked to complete a Google form confirming that the details are correct in advance of the examinations. A full timetable is available in the Public Examinations section of the school website.
- Note that the Academy is required to provide relevant personal data about you, including your name, date of birth and gender to the examination boards for the purpose of examining and awarding qualifications. The awarding bodies will then maintain a comprehensive archive of any examination results that you achieve to provide an audit trail of your results and to maintain an accurate record of your achievements.
- The awarding bodies have designated the following as contingency dates within the Summer 2024 exam timetable – the afternoon of 6th June and 13th June 2024 and the morning and afternoon of 26th June 2024. You will need to ensure you are available on all three dates even if you do not have an exam in case it should be necessary for the awarding bodies to re-schedule any GCSE or A level examinations as a result of any sustained national or local disruption during the examination series.
- Please ensure that the school has your up-to-date contact details.
- If there is a clash on your timetable a letter will be issued to you in due course to clarify the arrangements for the day.
- Make sure you revise for the right examination paper.
- If you miss an examination you cannot take it on another day. Your parents will be asked to repay the entry fee for any examination you miss without good cause.

IT IS YOUR RESPONSIBILITY TO CHECK YOUR EXAMINATION TIMETABLE CAREFULLY AND TO PRESENT YOURSELF FOR THE RIGHT EXAMINATION AT THE PROPER TIME. DO NOT RELY ON OTHER STUDENTS TO GIVE YOU CORRECT INFORMATION.

- Know where you are sitting before you go in to the examination room. You will be issued with an individual card with your name and examination number on it. It is important that you bring this card to every examination and place it on your examination desk in full view of staff and invigilators so that we can check you are present. Failure to do this may result in you missing an examination. Desks in the examination room will be numbered. You will be issued with individual timetables indicating the venue and seat number for your examinations.
- Notices may be issued via your form tutor or displayed by the examination venue so please ensure that you check noticeboards regularly and that you take note of any information that is published with regards to examination arrangements. Your form tutor will make you aware of where notices will be. **If you do not pay attention to the information given you may be late for, or even miss, the examination.**
- Full adherence to the school's uniform and appearance policy applies throughout the examinations; full school uniform includes proper shoes. Outdoor coats, bags and valuables

should be left in lockers (if you do not have a locker you must make your own alternative arrangements as bags and coats may not be left in the examination venues and the school cannot accept responsibility for their safe keeping). The school appearance rule relates also to hair and piercings. You must not attend with piercings or with haircuts or hair length not complying with the policy. If you are unsure, please check the uniform list in your planner or on the school website, or speak to the relevant person who is responsible for your year group. You may be refused entry into the examination room if you do not comply with the school uniform regulations.

- Year 13 students must be dressed appropriately. You are **not permitted** to wear hoodies or jackets in the examination venue.
- If your identity cannot be verified due to the wearing of religious clothing, you may be asked to remove this clothing for identification purposes. You would be taken to a private room by a member of staff of the same gender.

INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS & MALPRACTICE PROCEDURES

Your parents/carers have already been issued with the Information on our policy for Internal Assessments for External Qualifications and our Malpractice Procedures in the Public Examinations Information for Parents/Carers booklet. Should you wish to read this information it can also be found on the Ashmole Academy website under the Examinations heading. If there are any issues relating to the examination process, you should see Mrs Perera as soon as possible.

In addition to this, we would draw your attention to the following guidance for non-exam assessed work as failure to abide by this is likely to be considered malpractice and may result in severe sanctions, including disqualification:

You must not:

- submit work which is not your own;
- make available your work to other candidates through any medium;
- allow other candidates to have access to your own independently sourced material;
- assist other candidates to produce work;
- use books, the internet or other sources, including artificial intelligence (AI) without acknowledgement or attribution; If any sections of your work are reproduced directly from AI generated responses, those elements must be identified and you must understand that you will not be awarded marks for this work
- misuse AI such that the work you submit for assessment is not your own. In doing this you will have committed malpractice, in accordance with JCQ regulations, and may be liable for severe sanctions
- submit work that has been word processed by a third party without acknowledgement;
- include inappropriate, offensive or obscene material
- publicise your work, e.g. by posting it on social media.

Please ensure you have read the JCQ document, Information for candidates – Social Media: [JCQ Information for Candidates](#)

DURING PUBLIC EXAMINATIONS

Examinations will take place in the Sports Hall or Assembly Hall unless indicated otherwise on the noticeboard or on your individual timetable.

- You should arrive in the Refectory ten minutes before the start of the examination unless alternative instructions have been given.
- In the situation where Year 11 students have an examination before study leave begins form tutors will bring students to the main venue and supervise them there.
- Year 13 should go to registration and then directly to the main venue.
- A member of the Leadership Team will inform you when you need to make your way to your examination venue. You must make sure that you are appropriately dressed and fully equipped for each examination.
- Examinations usually begin at **8.45am** for the morning session. Afternoon examinations will usually begin at **1.00pm**. Students who wish to take lunch before an examination should report to the Refectory at **12.10pm** and remain there until **12.50 pm**. Lockers will only be available between **12.45pm and 12.55pm**.
- You may be refused entry to the examination room if you are late.
- On entry to the examination you will be checked by a security detector. You must ensure that you have emptied your pockets, removed any electronic devices from your person and have any equipment held out in front of you. This process is the beginning of the examination and must be completed in silence.
- Before the examination commences, sit silently facing the front, do not communicate in any way with other students, do not assist other students in finding their places and do not attempt to open the paper or begin to write anything until instructed to do so. Any communication must be with an invigilator or teacher inside the examination venue and you should put up your hand to indicate that you have a query. Failure to comply with exam rules will be classed as malpractice and may result in loss of marks or disqualification.
- Make sure that you come to the examination properly equipped. Bring a pen, pencil, ruler, eraser and spares. Some examinations require additional materials which **YOU MUST PROVIDE** (e.g. calculator, coloured pencils). Individual subject areas will advise you in advance. The school will not be able to provide such specialist materials, so ensure that you attend fully equipped. **Use BLACK INK only**. Leave everything else – bags, books, coats – in lockers. Do not try to take any **UNAUTHORISED** materials with you to your desk e.g. notes/exercise books etc. Writing notes on any part of your body or clothing is also prohibited.
- **Liquid paper (e.g. Tippex), mobile phones (even if they are turned off), airPods, earphones/ear buds, iPods, MP3/4 players or similar devices, watches, products with an electronic communication/storage device or digital facility are not allowed in the examination room. If you use liquid paper on your examination paper, or bring a mobile phone into the examination room, the Board will disqualify you from that and possibly subsequent examinations. STUDENTS ARE REMINDED THAT YEAR 11 ARE NOT ALLOWED TO HAVE MOBILE PHONES IN SCHOOL UNDER ANY CIRCUMSTANCES.**
- You are not permitted to bring wrist watches into an examination. If you have difficulties seeing the clock in the examination venue you should inform the invigilator as soon as possible.

If you are concerned about not being able to see the clock in a large venue you should speak to the Examinations Coordinator beforehand who will seat you in a more appropriate position (seating plans have to be prepared well in advance of an examination and seating details will

have been issued to all students so notification must be given at least a week prior to examinations taking place as it is difficult to make changes once timetables have been issued).

- Calculators are allowed in **some** examinations. Where calculators are allowed, the case and instructions must be handed in. Any data stored in the calculator **must** be cleared before you enter the examination room.
- Only clear pencil cases are allowed. If necessary, just use a see-through polythene bag.
- The only refreshment you may bring in to the examination room is still water, which must be in a transparent container with no label and a sports cap.
- Good behaviour is required in the examination room. You are not to do anything that distracts another candidate. You are not permitted to talk at any time while you are in the examination room. Any form of misconduct could result in disqualification from **all** examinations in **all** subjects. Make sure that you have read the Examination Boards' NOTICES TO CANDIDATES. They refer to unfair practices.
- Do not draw or graffiti on papers, desks or examination number cards. Inappropriate, offensive or obscene material may be considered as malpractice.
- You should use all the available time on your examinations and spend any time you have at the end to check your answers. You are not permitted to leave before the end of the examination. You must sit quietly at your desk so as not to disturb other candidates.
- At the end of the examination all work must be handed in – remember to cross out any rough work that you do not wish to have marked. If you have used more than one answer book or additional answer sheets, ensure that they are in the correct order and that your name and candidate number are written clearly on all attachments.
- Do not leave the examination until you are instructed to do so by an invigilator and then leave in absolute silence. Other examinations often continue after you leave. Remember you are still under examination conditions until you have left the room. Other students in school may still be in lessons and must not be disturbed. Attempts to communicate with other students whilst in the exam room will be considered malpractice and may result in you being penalised by the awarding bodies.
- If the **FIRE ALARM** sounds during an examination the invigilators will tell you what to do. Do not panic. If the room has to be evacuated, you will be asked to leave **in silence** and in the order in which you are sitting. You should put down your pen and close your paper and leave everything on your desk. You will be escorted to the Multi Games Area or another designated area. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

CLASH EXAMINATIONS

If you have a clash examination, your parents will be informed of this clash 48 hours before the examination. Students who are entitled to free school meals will be provided with lunch on this day, all other students are required to bring a packed lunch with them. You will be informed of a designated classroom, which will be open from 8:30am onwards on the day of the examination. You should leave your lunch and revision notes in this room before your first examination and the room will then be locked. Note: you are **not permitted** to bring any banned items or electronic devices as detailed previously into the designated room. After you finish your first examination, an invigilator will escort you to the designated room. This is a study room where there is a teacher supervisor and invigilator (where possible one male and one female). At the time of your afternoon examination you will be escorted back

to the examination venue. After your last examination, you can return to the designated room to retrieve your belongings.

INVIGILATORS

- The school employs invigilators to help in the conduct of examinations. Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. They must be treated as other members of the school staff.
- Invigilators are in the examination rooms to assist in the supervision of the conduct of the examination. They will help to distribute and collect the examination papers, hand out extra paper if required and deal with any problems that occur during the examination, for example, if you are feeling ill. To attract the attention of an invigilator, please raise your hand and wait for the invigilator to come to you.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

MISSED EXAMINATIONS

The Joint Council for Qualifications (JCQ) has issued advice on how marks are estimated for students who miss examinations, usually due to illness, or rarely because work has been lost. The main points are as follows:

- The method used to estimate a missing mark is the 'z-score' method. The z-score method is fairer than a simple pro-rata adjustment of marks as it takes into account variations in the performance of the whole cohort on the different papers. Detailed information on this method can be found at [JCQ Estimating a mark when a student is absent](#)
- An enhanced grade can only be awarded if you have completed at least one entire component of a qualification

SPECIAL CONSIDERATION

If you have suffered any adverse circumstances during the examination period, for example, you are ill, sustain an injury or have suffered a recent bereavement, your parent/carer must inform the Examinations Coordinator, Mrs Perera in writing immediately. Correspondence may be sent by email to exams@ashmoleacademy.org. Medical or other evidence may be required. Adverse circumstances must be reported to her **before** the end of the examination season or they cannot be processed.

COMMUNITY LANGUAGES

The school will endeavour to facilitate school-based examinations for those students who wish to sit community languages. The candidate will meet entry fees and costs for invigilation.

AFTER PUBLIC EXAMINATIONS

RESULTS

GCE: Results for examinations taken in May/June will be published on **Thursday 15th August 2024**. Results will be emailed to students between **08:00 and 08:30**. Staff will be in school on results day to give any necessary advice on post results services and university admissions.

GCSE: Results for GCSE are published on **Thursday 22nd August 2023**. Results will be emailed to students between **08:00 and 08:30**. Staff will be in school on results day to give guidance about results if you need it.

If you wish to nominate someone to collect your results on your behalf, written notification must be handed to the Examinations Office, or sent by email to exams@ashmoleacademy.org. The person collecting them will be required to show proof of their identity.

UNDER NO CIRCUMSTANCES WILL ANY RESULTS BE GIVEN OVER THE TELEPHONE

POST RESULTS SERVICES

The following services are available following the issue of provisional results for students who wish to query the marks that have been awarded to them.

Enquiries about Results

If you or the school makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, and there is no change to your grade
- Your original mark is raised so that your final grade may be higher than the original grade you received.
- Your original mark is lowered so that your final grade may be lower than the original grade you received.

Clerical Re-Check

This is a re-check of all the clerical procedures leading to the issue of a result. This service will include the following checks:

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks

The outcome of the re-check will be reported along with a statement of total marks awarded for each unit, or component, included in the enquiry.

Review of Results

The Review of Results of externally assessed units/components includes

- The clerical re-check detailed above.
- The review of the original marking is to ensure that the agreed mark scheme has been applied correctly. **It is not a re-mark of the script.**

Note: Fees for reviews are only refundable if the **overall grade** changes. If marks change but the overall grade does not the fee is not refundable. Please note that you cannot ask for a review of coursework.

Access to Scripts (ATS)

Recall of a photocopy of the written script.

Appeals

If you remain dissatisfied following the outcome of a review of your results, please refer initially to the examination board's Code of Practice and the JCQ publication Post Results Service. After consulting these documents, if you decide to go ahead with an appeal you **must** clearly set out the grounds for the appeal. The appeal **must** specify where the procedures or mark-scheme have not been properly and fairly applied. Charges apply at each stage of the appeal process.

Appeals must be submitted to examination boards within 30 days of the outcome of the review being issued by them and can only be submitted via the Examinations Co-ordinator.

For more information on Appeals, please visit <https://www.jcq.org.uk/examinations-office/appeals>

Further details of post results services, how to apply for them and the fees that are applicable will be provided in your results correspondence on results day.

CERTIFICATES

These arrive at various times during the Autumn Term. You will be notified when your certificates are available for collection, which would normally be in early November. It is important that you collect your certificates as you will need to produce them when applying for higher education courses or other employment. You may, if you wish, ask someone to collect them on your behalf. They will need to provide written confirmation from you that you have authorised them to pick up your certificates. They will also be required to show some form of ID. The Academy will keep any certificates that are not collected for a minimum of one year after which they may be destroyed.

You will notified by email when your passports have arrived; it is important that you ensure the school is notified of any change of email address after you have left the school and until you have been notified that your certificates are available for collection.

FREQUENTLY ASKED QUESTIONS

Q: I have lost my examination timetable – how do I get another one?

- You should keep your timetable safe but should you lose it you may go to the Examinations Office and Mrs Perera will send a copy of the timetable to you.

Q: I think I should have been entered for an examination that is not on my timetable – what should I do?

- Speak to the Head of Department.

Q: I think I have been entered for the wrong tier – what should I do?

- Speak to the Head of Department. If he/she thinks your tier of entry should be changed this will be discussed with your parent/carer and the Examinations Office will be informed if a change needs to be made in advance of the examination.

Q: I have more than one examination in the morning/afternoon on my timetable – what should I do?

- If you have two examinations timetabled for the same session (morning or afternoon) on the same day and the total time for both examinations does not exceed three hours you will take the papers one after the other.
- If you have more than three hours timetabled for the same session, it is likely that one of your examinations will be rescheduled to a different session that day. You will have to be supervised by a member of staff between the end of your morning examination and the start of your afternoon examination. You will be given detailed instructions on what to do.
- If you have more than five and a half hours of examinations at GCSE level or more than six hours at GCE level, timetabled for the same day, you must go the Examinations Office and speak to the Examinations Coordinator. In exceptional circumstances, it may be possible to reschedule one of your examinations for the following day.

Q: What do I do if I think I have the wrong paper in the examination?

- You will be asked to check that you have the correct paper before the examination starts. If you think something is wrong, raise your hand and tell the invigilator immediately.

Q: What do I do if I don't understand a question on the paper?

- Examination invigilators cannot give you any advice about answering questions.

Q: What do I do if I forget my candidate number?

- You will have been issued with a card with your name and candidate number and should bring this to the examination with you. If necessary, you may ask the invigilators for the information if you have forgotten your card.

Q: What do I do if I feel unwell during the examination?

- Raise your hand and an invigilator will help you. If you feel ill before the examination starts, tell an invigilator.

Q: If I am late, can I still sit the examination?

- Candidates who arrive late with good reason may be allowed to sit the examination. If you start the examination more than an hour late (for examinations which last one hour or more) or 30 minutes late (for examinations which last less than an hour), the school has to inform the awarding body and they may decide not to accept your work.

Q: If I miss the examination, can I take it on another day?

- **NO** – Timetables are regulated by the examination boards and you must attend on the given date and time.

Q: Can I leave the examination early?

- **NO** – It is school policy not to allow candidates to leave the examination room early. A candidate may not leave the examination room without the permission of an invigilator.

Q: What do I do if there is a fire alarm?

- The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence as instructed by an invigilator. You must not attempt to communicate with any other candidates during an evacuation. As with any fire alarm, the evacuation area is the Multi Games Area. You will be asked to line up in a separate area from the rest of the school and full rules of the examination remain throughout the evacuation.

Q: Can I go to the toilet during the examination?

- Raise your hand and an invigilator will help you. Students will not be allowed to go to the toilet in the final fifteen minutes of an examination. Please try and go to the toilet in advance of the examinations.

FURTHER INFORMATION:

Students must ensure that they have read the information for candidates documents published by the Joint Council for Qualifications (JCQ). The documents published by JCQ, with which all students must make themselves familiar, are listed below and are available in the Public Examination section of the Ashmole Academy web site or via the following link:

[Information for candidates documents - JCQ Joint Council for Qualifications](#)

- ❖ JCQ Information for Candidates – Written Examinations Sep2023
- ❖ JCQ Information for Candidates – On-Screen Examinations 2023
- ❖ JCQ Information for Candidates – Privacy Notice 2021-2022
- ❖ JCQ Information for Candidates – Social Media
- ❖ JCQ Information for Candidates – Coursework Assessments 2023
- ❖ JCQ Information for Candidates – Privacy Notice
- ❖ JCQ Information for Candidates – Non-Examination Assessments 2023
- ❖ JCQ Preparing to sit your examinations
- ❖ JCQ Social Media Infographic

Finally, we wish you every success with your exams.