



Information on examinations 2019/20
Outwood Academy Bydales
Centre Number 41233

Failure to comply with the enclosed rules may result in you being disqualified from one, some or all of your examinations. Please ensure that you read the following information carefully. If there is anything you don't understand, ask for help. Keep this booklet safe!

Introduction

It is the aim of the examinations staff at Outwood Academy Bydales to ensure that examinations run smoothly, with as little stress as possible for our students.

We hope that this booklet will provide some helpful information regarding examinations. Please take some time to read the contents carefully.

The rules and regulations for the conduct of examinations are determined by the Joint Council for Qualifications (JCQ). Outwood Academy Bydales is required to ensure that the strict criteria laid down for the conduct of examinations are followed precisely. It is important that you read the JCQ Notices contained in this booklet and follow JCQ rules at all times. Any breach of examination regulations by a student will be reported to the relevant examination board without exception, which may lead to disqualification.

Some of the questions you may have are answered in this booklet. If there is anything that you do not understand or any question that has not been addressed, please ask.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

Examinations Officer: Miss Marissa Hedley
The school telephone number is: 01642 474000

Key dates

Summer Examinations: Monday 11 May until Tuesday 16 June 2020.

GCSE Contingency Day: Wednesday 24 June 2020.

Results Day: Thursday 20 August 2020.

There are a number of subjects that take examinations before the published start dates (Art, Catering, Drama, Music, MFL), these are arranged at a convenient time in the run up to the first examination. Please speak with the relevant subject leader for the dates.

Examination entries and timetables

The following examination boards are used by the school: AQA, Pearson Edexcel, OCR, and WJEC.

Examinations now take place primarily each summer. Controlled assessments are arranged within the faculty and run throughout the academic year.

An individual provisional examination timetable will be issued once entries have been submitted to the examination boards. This will be shortly after the February half term break. This will show the dates and times of the examinations that you have been entered for together with your personal details.

Please check your individual provisional examination timetable very carefully. Pay particular attention to all personal details (date of birth, spelling of names). Your examination certificates will be printed with the details shown on your provisional timetable. If there are any mistakes you must tell the examinations officer immediately. Mistakes that are not spotted at this stage may be difficult and very costly to change once certificates have been awarded.

Where you are timetabled to take two or more examinations at the same time (i.e. you have a 'clash'), one will be taken after the other with a short supervised break in-between.

If there is an examination on your provisional timetable that you were not expecting to take, or an examination that you were expecting to take is missing, you must see the examinations officer immediately.

You will receive your final individual personal examination timetable showing the date, time, venue and seat number for each examination shortly after the Easter break. Make sure you know the venue and seat number for each examination (e.g. Sports Hall, seat A7) you may be in different venues. The majority of students will sit their examinations in the Sports Hall.

You alone are responsible for checking and keeping your individual examination timetable safe.

Examination seating plans will be displayed outside the examination room before the examination so that students can confirm their seat number. The examination desks in the room will be numbered.

Equipment

Outwood Academy Bydales will supply you with all of the equipment needed to do the examination. All examinations must be written in black ink, this is because the answer books are scanned and only black ink is accepted. You are allowed to bring the following equipment into the examination room:

Black pens

Pencils

Erasers

Rules

Highlighter pens - you can highlight parts of the question but must not highlight any part of your answers.

Protractors

Compass

You are NOT allowed:

Gel Pens

Tippex/Correcting pens

Scrap Paper

Dictionaries

Books

All items must be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Calculators

Some Examinations, such as mathematics and the sciences allow the use of calculators.

When allowed, a calculator will be provided.

Mobile Phones

Mobile phones, iPods, ALL Watches, MP3 players, Fitbits or equivalent or any other electrical communication or storage device must not be brought into the examination room - even if they are turned off. If you accidentally bring any such devices into the examination room they must be handed in when you are given the final warning and before the examination starts. You will be asked to place them in an envelope which will be removed from the Examination room and stored in the main office. All watches and heart rate monitors are not permitted in the examination room.

The school does not accept responsibility for your mobile phones etc. and it is your responsibility to collect your belongings from the main office at the end of the examination. If a mobile phone, MP3 player, iPod, watch or any other forbidden device is found in your possession during an examination (even if is turned off), it will be taken from you and a report made to the appropriate examination board, without exception. This can result in disqualification from the examination as well as the overall qualification. Minimum penalties imposed by the boards are as follows:

- Device found on you and turned on: disqualification from the entire subject qualification
- Device found on you and turned off: disqualification from that paper

Please do not risk being disqualified.

Food & Drink

Food is not permitted in any of the examination rooms but you may take a bottle of water into the examination with you.

Having water with you during the summer examination season is particularly important, especially as some examinations are long.

The bottle must be clear plastic and all labels must be removed. Fizzy drinks and cans of drinks are not permitted.

Examination Days

Examinations at Outwood Academy Bydales start at:

8.45am for all morning examinations

1.00pm for all afternoon examinations

On the day of an examination

- Make sure you have breakfast
- Make sure you have all your equipment with you
- Leave in plenty of time especially if coming to school by bus
- Check the location and seating plan for your examination on your arrival at school

You must arrive for your exam in good time and be outside the examination room ready to be admitted at least 5 minutes before the scheduled start time. If you arrive late, it is possible that you will not be allowed to take the examination. It is your responsibility to make sure you arrive for your examination on the correct day and at the correct time. Full school uniform must be worn by all students attending school for examinations.

Entering the examination room

Bags and coats are not allowed in the examination room.

Do not enter the examination room until you are instructed to do so by a member of staff or an invigilator. Examination conditions apply as soon as you have entered the room so find your seat quickly and silently. The examination desks in the room will be numbered to assist you and your candidate ID card will have been placed onto the correct desk. Listen carefully to the instructions you are given from staff or invigilators.

At the start of the Examination

The invigilators will distribute the appropriate paper and materials as indicated by the awarding bodies. You must write your name, candidate number and centre number in capital letters clearly on the front of your answer book and on any supplementary answer sheets that you use.

Always write your legal surname on answer booklets/sheets.

Your candidate number and the centre number will be shown on the candidate ID card on your desk.

Listen carefully to the instructions and notices read out by staff/invigilators - there may be amendments to the examination paper that you need to know about.

Check that you have the correct question paper – check the subject, paper and tier of entry (if applicable).

Read all instructions on the front cover and at the start of each section of the question paper. Read each question carefully before responding, especially where there are optional questions. Remember that questions can appear on all pages of a question paper, including the back page.

During the Examination

Manage and use the full time allowed for the examination. Remember that you can highlight parts of the question with a highlighting pen. You must not however, highlight any part of your answers.

All rough work must be done in the answer book and then crossed through with a neat line.

Remember that the examiner will look at any rough working when marking your paper.

If you finish the paper early use any time remaining to check over your answers, and if necessary add to your answers, and make sure that you have completed your details correctly.

During the examination do not try to attract the attention of other students or share equipment. If you need anything put up your hand and alert an invigilator. Do not give an invigilator the slightest cause to suspect that you may be trying to communicate with others or cheat.

Any candidate “suspected of cheating, collusion, misconduct, any form of dishonesty or malpractice” will be reported to the examination board without exception. It is possible that you will be disqualified not only from the subject concerned but from the current examination season (and possible entry to future examination seasons). Do not write on examination desks. This is regarded as vandalism and you will be asked to remove or pay for any damage.

At the end of the Examination

At the end of the examination make sure that you have filled in your personal details on the front of all answer booklets and supplementary sheets that you have used.

Whilst the examination papers and answer booklets are collected in you are still under Examination conditions so must remain silent in your seat until you leave the examination room.

Question papers, answer booklets and additional paper must not be taken from the examination room.

When you do leave the examination room, please do so quickly and in silence and show consideration for other candidates who may still be working.

Invigilators

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out additional answer booklets and sheets if required, and deal with any problems that may occur during the Examination, for example if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with you or explain the questions.

Late Arrivals

A candidate who arrives after the start of the examination may be allowed to sit the examination; this is at the discretion of the school.

If you arrive more than one hour after the scheduled start of an examination you may not be allowed to enter the examination room. If you are allowed into the room the examination board must be informed of all students who arrive after the hour deadline and it is extremely likely that they will not accept your work.

Illness/Absence during the Examination period

If you experience difficulties during the examination period such as (illness, injury, or personal problems) please inform the school at the earliest possible opportunity so that we can help or advise you.

Please be aware that it is not possible to sit an examination on a different day so it is really important to try and attend every examination you are timetabled to take.

- If you have a minor illness such as a headache, hay fever, stomach upset etc. you should try to sit the examination.
- If your illness is more serious or you have had hospital treatment, we will decide with you if you are well enough to take the examination.
- If you break a limb before or during the examination period, please contact the school as soon as possible. We will then be able to inform the awarding body and if necessary make arrangements for extra support during your examination.
- If you feel unwell during an examination, please let an invigilator know.

Parents and candidates are reminded that the school will require payment of entry fees (approximately £35 per paper) should a candidate fail to attend an examination without good reason and without informing the school.

Misreading the timetable will not be accepted as a satisfactory explanation of absence.

Special Consideration

Where your performance on the day of an examination has been affected by illness, injury or other circumstances beyond your control, and you can provide the appropriate evidence (e.g. doctor's note) an application can be made for special consideration.

Special consideration is an adjustment to a candidate's mark to reflect illness, injury or other indisposition at the time of the examination. Please see the examinations officer immediately if you feel that you have been affected by a circumstance beyond your control. Please note however that only minor adjustments can be made to the final mark awarded.

Fire Alarm

If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting.

You will be escorted to a designated assembly point. Leave everything on your desk. 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. You will be allowed the full working time for the examination and a report will be sent to the examination board detailing the incident.

Results Day - Thursday 20 August 2020

Exam results will be available for collection from the Main Hall between 10.00am – midday.

Students who are unable to collect their statement of results can nominate someone to collect them on their behalf. A signed letter from the student confirming that they give permission for a family member or friend to collect the results must be provided and they will need to bring a form of photo identification with them; otherwise the results will not be released.

Any results not collected (year 11) will be posted to the home address on the afternoon of Thursday 20 August 2020. If you want your results posting to a different address you must provide the Examinations Officer with a letter detailing this request together with a stamped addressed envelope before the end of the Summer Term.

No results will be given out by telephone or e-mail under any circumstances.