



Lydiard Park Academy

Examinations 2021

Guidance for
Pupils and Parents

Centre Number: 66510

School Telephone Number: (01793) 874224

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Introduction

It is the aim of Lydiard Park Academy to make the examination experience as stress-free and successful as possible for all pupils.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Lydiard Park Academy is required to follow them precisely. You should, therefore, pay particular attention to the Joint Council for Qualifications (JCQ) notices in the appendices of this booklet.

Some of the questions you may have are answered at the back of this booklet. If there is anything 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 school on (01793) 874224 and ask for Miss Hunter, Examinations Officer.

All the best and good luck!

Before the Examinations

Statements of Entry:

All candidates will receive a statement of entry from the school indicating the subjects they have been entered for and the levels of entry, where applicable. You should check everything on your statement of entry very carefully, particularly, check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. Please sign one copy of your statement of entry to confirm that the details are correct. This will be returned to the examinations office for future reference.

Examination Boards:

The school uses the following examination boards: AQA, OCR, Pearson Edexcel, WJEC and NCFE.

Candidate Name:

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on your examination candidate card in the exam room.

Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your statement of entry. This number will usually begin with the Centre Number (66510) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Timetables:

A copy of the examinations timetable is available on the school's website. You will also receive an individual timetable showing your own specific examinations with details of date, time and duration of your examinations. Check it carefully. If you think something is wrong, see Miss Hunter, immediately.

Equipment:

Make sure you have all the correct equipment before your examinations.

- You are responsible for providing your own equipment for examinations. Bring with you: 2 x **BLACK** pens and 2 x HB pencils, an eraser, ruler and pencil sharpener.
- Equipment should be in a transparent pencil case or a transparent plastic bag.
- For some exams coloured pencils, highlighters, compasses, protractors etc may also be required.
- Calculators are allowed for most exams, bring your own along with a spare battery. Calculator instructions and cases are not allowed and you should clear anything that is stored on it.

Reviews of marking - centre assessed marks (Controlled assessments and Non-examination assessments)

Lydiard Park Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Lydiard Park Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Lydiard Park Academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Lydiard Park Academy will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Lydiard Park Academy will, having received a request for copies of materials, promptly make them available to the candidate.
4. Lydiard Park Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking must be made in writing.
6. Lydiard Park Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Lydiard Park Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Lydiard Park Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made

available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Lydiard Park Academy and is not covered by this procedure.

During the Examinations

Examination Regulations:

JCQ issue rules and regulations that have to be strictly followed by all schools — these are attached to the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations, could lead to disqualification from all subjects. The school has to report any breach of regulations to the awarding body.

Attendance at Examinations:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and fully equipped. Candidates must arrive to registration on time and attend booster sessions at 9.00am for morning exams and 12.55pm for afternoon exams.

Do not attempt to communicate with or distract other candidates.

Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer (see Absence from Examinations).

Full school uniform must be worn by all candidates for examinations.

All items of equipment, pens, pencils, mathematical instruments (do not bring calculator lids), etc., should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be black ink or ballpoint- no erasable or correction pens are allowed. Glasses cases and watches of any kind are NOT allowed.

For mathematics and science examinations, pupils should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

No item may be borrowed from another candidate.

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.

Mobile telephones must not be brought into the examination room. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made.

No food or drink is allowed in the examination rooms, with the exception of water, which must be in a clear unlabelled see-through bottle.

Do not draw graffiti or write comments on examination papers — if you do, the examination board may refuse to accept your paper.

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

Check you have the correct question paper — check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Officer. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

At the end of the examination all work must be handed in. Remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

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

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not 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 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.

Invigilators:

Invigilators are in the examination rooms to supervise the conduct of the examination. They will hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill. Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

Absence from Examinations:

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

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer, without delay. Your doctor or nurse must have signed the documentation.

Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence.

After the Examinations

Notification of Results:

A level and AS Level results will be available for collection between 8.00am and 9.00am on a date yet to be announced by Ofqual.

GCSE Results will be available for collection between 8.30am and 10.00am on a date yet to be announced by Ofqual.

If you wish any other person (including family members) to collect your results on your behalf, **you must give your written authorisation to the Examinations Officer before results day.**

Post Results:

If you need post-results advice, teaching staff will be available on results day.

Certificates:

The school will advise you by email when certificates may be collected. It is important that you give the school your personal email address prior to the examinations starting as after you have finished your last exam your school email account will be disabled.

If you wish any other person (including family members) to collect your certificates on your behalf **you must give your written authorisation to the Examinations Officer.**

Frequently Asked Questions

Q. What do I do if there is a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and isolated, as they must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. If in doubt, please consult the Examinations Officer. No exam session must exceed three hours (with the exception of extra time candidates).

Q. What do I do if I think I have the wrong paper?

The Examinations Officer/invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Examinations Officer/invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

Q. What do I do if I forget the School Centre Number?

The Centre Number is 66510. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or am ill before the examination?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an 'Appeal for Special Consideration' on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

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. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my examinations?

For most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator (Maths/Science), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to the examinations.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What is allowed in the examination room?

Only material that is listed on question papers is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a pupil would normally be disqualified from the paper of the subject concerned.

Items not permitted under examination regulations must be left in the care of the invigilators. Do not bring any valuables into school when you attend for an examination.

No food or drink is allowed in the examination room, with the exception of water which must be in a clear, unlabelled see-through bottle.

Mobile telephones — If you have to bring a mobile, it must be switched off and handed to an invigilator when you enter the examination room. Please note that some mobile telephones have an alarm/alert system that activates even when the telephone is switched off. Check your telephone and cancel any alarms/alerts.

Q. Why can't I have my mobile telephone on me in the examination room?

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, Apple Watch/any smartwatches) is regarded as cheating and is subject to severe penalty from the awarding bodies. The minimum penalties are as follows:

Device found on you and turned ON — disqualification for the entire subject award. Device found on you and turned OFF -- disqualification from the specific paper you are sitting at the time.

Telephone rings during the examination wherever it is in the room — the examination board must be informed and you will be disqualified from all papers (including any already taken).

Q. How do I know how long the examination is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the Examinations Officer.

Q. What do I do if the fire alarm goes?

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. You must not attempt to communicate with any other candidates during the evacuation.

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

Only if it is absolutely necessary. The Examinations Officer has to be sent for to cover the absence. Once the Examinations Officer has arrived, an invigilator will escort you.

Q. Why do I need to check my details on the Statement of Entry?

The details on your Statement of entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time — how will this affect the way I take my examinations?

Some pupils receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board.

Q. What do I do if I don't get the grades I need/expect?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Officer by the date on the form.