



Chellaston Academy

I n t e g r i t y C a r e E x c e l l e n c e

STUDENT EXAMINATIONS GUIDE

2023/24

Purpose

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have. Take the time to read it carefully and if you are not sure, please speak to your form tutor, your subject teacher, or the Exams Officer.

Examinations are organised by Mrs Scattergood, the Exams Officer. She is situated in the Exams & Data Office on the ground floor of A block.

You can contact her by:

- Calling in to speak to her.
- Telephoning her on the Academy number: 01332 702502
- Emailing her: a.scattergood@chellaston.derby.sch.uk

Before the exam period

Exam Timetables

This document is important and should be kept safely for reference purposes.

Timetables are issued to students well in advance of the exams. All students MUST refer to their own individual timetable for their information i.e., dates and timings. Please read your examination timetable very carefully to make sure you know when and where your exams take place.

PLEASE CHECK YOUR EXAM TIMETABLE CAREFULLY. If you are unsure about anything on there, please speak to Mrs Scattergood as soon as possible. If in doubt, please check!

Your timetable is unique to YOU. Do not ask your friends where the exam is as they will have a different seat number and may be in a different venue. Your venue and seat details are shown on your exam timetable.

Put the timetable safe, somewhere you can find it easily (the fridge door is a great place)! We suggest that you take a picture of it on your phone.

It is **YOUR** responsibility to know when and where your exams are.

During the exam period

Rooming

GCSE exams will be mainly sat in the Sports Hall, you will have your seat information sent to you on your Individual Seating timetable. There are other rooms used and if this affects you, you will be told in advance. And it will show on your timetable.

Your timetable will let you know all the details, please read it.

Seat Numbers, Seating Plans and Registers

Before entering the exam room, YOU MUST know where you are to sit. Remind yourself by checking the seating plans displayed outside the exam room.

Equipment, candidate numbers and uniform

You must wear your correct school uniform when attending exams and wear your lanyard with your ID card attached. Your ID card has your candidate number printed on it. You will need this for every exam.

Make sure you have the necessary equipment with you for each exam.

BLACK pens, pencils, erasers, rulers, and any other equipment specific to the exam. This needs to be brought into the exam in a CLEAR pencil case or CLEAR plastic bag/wallet.

Calculators should only be brought into an exam where a calculator is required. The back of the calculator is not allowed in the exam room. This should be removed and left in your bag.

We are not allowed to share any equipment between students, so if you do not bring an item, you will be without it.

HIGHLIGHTER pens can be used ONLY ON QUESTIONS in the paper. DO NOT HIGHLIGHT YOUR ANSWER.

Answers are mostly scanned, and highlighted answers are difficult to read, you could have answers missed off and lose marks!

After the exam period

The 2024 A Level results are available on Thursday 15th August.

GCSE results are available on Thursday 22nd August.

Details of the times for collection of results will be sent out in an email.

If you cannot collect your results on results day, you have 3 options:

- 1) We can email them to you at some point during the day. Please note that we cannot confirm what time they will be emailed.
- 2) They can be posted out to you on the results day.
- 3) Someone can collect them on your behalf if they bring in a signed note from the student and have photo ID.

If choosing any of the three options, you must have informed Mrs Scattergood by Friday 28th June.

Exam Conditions

QUIET PLEASE

Please wait outside the exam room in a calm manner, line up sensibly awaiting further instructions from staff.

Once you have entered the exam room, you are under exam conditions and **MUST REMAIN SILENT** until you leave the exam room at the end of the exam. You must not communicate with any other student.

If you speak to another student or cause any disruption, you will be removed from the exam room, and we have to contact the exam board. This can have very serious consequences.

Mobile Phones, Watches, Electronic equipment, valuables and bags

You will need to take all your equipment out of your bag ready to take into the exam. Your mobile phone should be **TURNED OFF** and left inside your bag along with your watch, headphones, and any other electronic devices you may have. If you have anything in your pockets, this will also need to be removed and left in your bag. Your bag will need to be placed neatly on the rack allocated for the row you will be sitting on.

PLEASE CONSIDER LEAVING YOUR VALUABLES AT HOME. Bags will be left away from your exam desk, so make sure you have all your equipment with you.

The Exams

Check you have the right exam paper in front of you. You will be told how to complete the front details on the examination paper or the answer booklet. Listen carefully to the instructions and make sure you know how long you have to complete the exam.

Do not open your paper or start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam.

On every exam paper you must write;

- Name
- Candidate number
- Centre Number
- Only write in **BLACK** ink.

In some exams you can use a calculator. Make sure it works properly, check that the batteries are working properly and make sure it has been reset.

Always listen to the invigilator. Always follow their instructions.

You **cannot** ask an invigilator any questions relating to the content of the exam, but if you think there is a problem, put your hand up and the invigilator will come over to you.

At the end of the exam, if you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

Do not leave the exam room until told to do so by the invigilator.

Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam. **Please leave quietly, there may be other students still working.**

Regulations – Make sure you understand the rules.

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room: (a) notes; (b) a mobile phone, any electronic device, or a watch. If you do, this could be reported as malpractice.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5. If you have a watch, the invigilator will ask you to hand it to them.
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters, or gel pens in your answers.
7. Do not talk to or try to communicate with or disturb other candidates once the exam has started.
8. You must not write inappropriate, obscene, or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the exam.
11. If you fail to attend an exam without good reason, you will be invoiced for the cost of the exam. This is approximately £50.00, charges for each exam differ.

12. There will not be another opportunity to take the exam. There are no mop-up sessions for real exams and if you miss one paper, you will not achieve a grade, or your grade will be very low.

Frequently Asked Questions

Q What if I am ill?

A. If you are unwell, have an injury or there are other personal reasons that may affect you in the exam please contact your Head of Year and /or Mrs Scattergood as soon as you have the problem.

If you are unable to attend due to illness or injury on the day, a medical note from your GP or a consultant will be required.

The note needs to have the date you are ill /injured and a reason for the absence.

You cannot sit the exam on a different day.

Q. What if I have an appointment on the same day as an exam?

A. You will need to change the appointment. Exams cannot be taken on a different day.

Q. What if my bus is late?

A. We will get the other students in place and then when you arrive settle you in.

Q. What if I need to go to the toilet during an exam?

A. Please go to the toilet **before** you reach the exam room. If you are desperate, you will be escorted to the toilet, but this will not be allowed in any exam that is 90 mins or less (unless you have a toilet pass). If the exam is nearing the end, you will be asked to wait until after the exam is over and the papers are collected in.

Remember that going to the toilet disrupts other students and your concentration.

Q. Can I take a drink into the exam room?

A. Water only is allowed. Choose a bottle that has a spill - proof top and that the label is removed. This bottle must be a clear bottle.

Q. What do I wear?

A. You must wear your Academy uniform.

Q. Can I leave when I have finished my exam?

A. Not until the exam has officially ended.

All students will remain seated for the full duration of the exam.

Use the time you have left to check over your paper. Sit quietly until you are dismissed.

Results Day

Results day	A Level and Level 3 Qualifications	Thursday 15 th August 2024
Results Day	GCSE and Level 2 Qualifications	Thursday 22 nd August 2024

On results days you should come into school to collect your provisional statement of results. Timings and arrangements for these days will come at a later point.

Exam Day Check list

- Eat some breakfast, even if you don't feel like it! Eating will help you concentrate.
- Check you have your clear pencil case and the equipment needed to do you exam.
- Remember you seating timetable, check you know your venue and seat number.
- Bring a bottle of water with the label removed.
- Arrive at least 15 minutes before the start time of your exam and relax.
- Make sure your mobile/watch is switched off and left in your bag.
- Listen to the Instructions Staff give you.
- Complete **all** the details on the front of your exam paper.
- Read your question paper carefully.
- Read through and check your answers if you have time before the end of the exam.

GOOD LUCK!

Exam and 'Non-Exam Assessment' Policies can be found on Chellaston Academy Website.