



# **STUDENT BOOKLET**

## **EXAMINATIONS INSTRUCTIONS 2021 - 2022**

Examinations can be a very stressful time. Being prepared for your examinations can help to reduce stress levels and enable you to concentrate on doing your best to fulfil your potential.

This booklet aims gives you information and instructions to help you fully prepare for all your external examinations, including controlled assessments, coursework and on-screen tests, taking place between September 2021 and August 2022.

All external examinations are governed by the Joint Council for Qualifications (JCQ) regulations which Outwood Academy Carlton must also adhere to. Failure to follow these regulations could lead to you being reported to the Examination Board for malpractice, which could result in you being disqualified from your examination. Therefore, please read this information carefully and pay particular attention to the JCQ notices which are at the end of this guide.

If you have any questions or if you need help and advice at any time before, during or after the examinations, please contact the Academy on 01226 728494.

Good luck with your examinations on behalf of the Exams Team.

Victoria Gorst  
Examinations and Assessment Officer  
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### **Summer 2022 Exam Dates**

GCSE - 16 May 2022 to 29 June 2022

Examinations in vocational subjects such as BTEC and Cambridge Nationals may take place before or after these dates.

### **IMPORTANT NOTICE**

JCQ have introduced a contingency plan for the GCE and GCSE examinations. Should sustained national or local disruption arise during the May/June 2022 examination series, examinations may be rescheduled to a date later in the series. This only applies for national or regional emergencies, examinations for individual students cannot be rescheduled.

### **ALL CANDIDATES MUST**

**Ensure you are available on all dates up to and including 29 June 2022.**

## **NON-EXAMINATION ASSESSMENT (CONTROLLED ASSESSMENT AND COURSEWORK)**

As well as examinations in the Sports Hall / Exam rooms you may also have to take some non-examination assessments. JCQ rules apply to NEAs as much as they apply to scheduled examinations taken in Sports Hall / Exam rooms.

### **YOU MUST NOT**

**Discuss any aspects of non-examination assessments on social media. Examination Boards may disqualify you from your examinations if you are found to do so.**

You must not copy work from books or the internet and try to pass it off as your own. Your teachers can usually recognise work which is not your own and if they do not, Examination Boards have computer software they can run scripts through to identify if this work has been published on the internet or in books. If you are caught submitting work that is not your own, you will be reported to the Examination Board and you will most likely be disqualified from your examinations.

### Appeals

When you have completed your non examination assessments your Teacher will tell you your mark. Please note, the Teacher will not be able to tell you the exact grade that this is equivalent to, as grade boundaries change every year.

If you feel that your work should have been awarded a higher mark you have the right to appeal. If you wish to appeal you should follow the process below:-

- Speak to your Teacher in the first instance, explaining why you feel you deserve a higher mark. They will then issue you with the Mark Scheme and explain the reasons why you received the mark you were awarded.
- If you still feel you deserve a higher mark then you must fill a Request for a Review of Non Assessed Examination Form which is available at the end of this guidance.
- You must submit this completed Form within 5 working days of you receiving a copy of the Mark Scheme. Any requests after 5 working days cannot be processed as this will cause delays in marks being submitted to the Examinations Boards and could affect your overall grade.
- Once an application for a Review has been received, your work will be reviewed either by another member of staff at Outwood Academy Carlton or a member of staff within the Outwood Grange Academy Trust.
- After a Review has been completed you will receive notification as to whether your grade has increased, decreased or remained the same.
- No further appeals can be made as this would cause a delay in marks being submitted to the examination board.

### Moderation

Your marks are submitted to the Examination Boards, who request a sample to be sent to a Moderator. The Moderator reviews the marks submitted by your Teacher, and they can either agree with those marks, reduce the marks or increase the marks.

This means, the mark given to you by your Teacher is subject to change. We do not know if marks have been amended by the Moderator until results day.

## **BEFORE THE EXAMINATIONS**

### Timetables

An individual provisional timetable will be issued as soon as all examination entries have been made to the Examination Boards.

### **You must carefully check the following:**

- All examinations you are expecting to be entered for appear on the timetable.
- The tier entry for an examination is correct (e.g. Foundation or Higher).
- The name which will appear on your certificates is correctly spelt and is your legal name.
- Your date of birth is correct.

If any of the entry information is incorrect please see your subject Teacher immediately. Please note, sometimes Teachers will amend tiers of entry closer to the examination period. If you are unsure if you are entered for the correct tier please speak to your Teacher in the first instance and then check with the exams office if necessary. If any of your personal information is incorrect please come to the Exams Office with relevant identification documents and we will update your records.

Please note, mistakes which are not spotted at this stage could result in your certificates being incorrectly printed and the Examination Boards will charge a fee to amend a certificate. It is your responsibility to check your name is spelt correctly and the Academy will be unable to apply for replacement certificates until relevant fees have been paid.

A final timetable will be issued to you closer to the examinations. You must keep your timetable in a safe place as replacements may not be available. This timetable will have information regarding your examination venue and seating, however, you must still check seating plans on the day of the examination as there are sometimes changes at short notice.

### Examination Clashes

Unfortunately there are sometimes clashes of examinations, where two or more papers are scheduled for the same time on the same date. If the total time for the clash is less than 3 hours, you will sit one examination followed straight away by the next one.

If the total time for the clash is greater than 3 hours you will sit one examination in the morning and the second examination in the afternoon, but you will be supervised under examination conditions for the period in between. Full information regarding the amended timetabling of your examinations will be on your final timetable.

### Equipment

It is your responsibility to bring your equipment to every examination.

### **You must bring the following to every single examination:**

- Black ink pen (JCQ regulations are that all examinations must be written in black ink only. We would recommend that you bring spare pens).
- Pencil
- Ruler

- Eraser
- Pencil sharpener
- Calculator if applicable
- Coloured pencils if applicable

In addition, for maths exams please bring:

- Compass
- Protractor

Highlighter pens may be used on the question parts of the examination paper or on any resource material. They may not be used on any written answers. Please be aware that highlighter can sometimes bleed through examination papers which may affect the scanning of papers. Therefore, you may wish to consider underlining key words in questions on papers where questions and answers are in the same booklet.

This could be done in coloured pen or pencil but you must always remember to change back to a black ink pen when writing your answers. Equipment must be kept in a clear, transparent bag / pencil case (not coloured plastic).

You are **not** permitted to use the following on your examination papers:

- Correction fluid, pens, tape
- Erasable pens
- Gel pens

Many of the examination papers are now sent to processing centres by the Examination Boards to be scanned. The above materials are affected by the scanning process and your work may be erased. If you are not sure if your pen is appropriate please ask the Exam Invigilator if you can borrow one.

### **Important Advice:**

When examination scripts are scanned sometimes only the question and answers are sent to the Examiner. Please do not write in any areas other than those indicated, i.e. write only where the lines are, as your work may not be marked. If an Examiner believes an answer may have extended beyond the given space they will contact the Examination Board and request that the full page be sent to them. However, if this is not obvious then you may not be given credit for your full answer.

There may be additional spaces to continue an answer at the back of your booklet or ask the Exams Invigilator for extra paper. Always write 'continued' at the end of your work and make sure you correctly number any answers answered elsewhere on the paper or on additional paper.

Please see Appendix 1 for examples of how answers may be scanned and the format Examiners may receive them.

## ON THE DAY OF THE EXAMINATION

### REMEMBER!

**It is your responsibility to make sure you arrive:-**

- 1. At the Correct Place**
- 2. At the Correct Time**
- 3. On the Correct Day**

Academy uniform must be worn to all examinations.

We are not allowed to move your examination venue or seat unless there is a very good reason to do so e.g. if you are very ill. Requests to move because you are anxious or upset on the day cannot be accommodated.

### Years 10 and 11

All students including those with Access Arrangements (unless otherwise advised) must be in the **Lecture Theatre at 8.25 am for morning sessions**. All students taking an afternoon examination must have had lunch by 12.30 pm. The afternoon sessions from **12.30 pm for afternoon sessions for their attendance mark**. All students will then be escorted to their examination rooms directly from the Lecture Theatre.

### Please Note:

A number of different rooms are used for both internal and external examinations. Please do not expect to sit in the same rooms or at the same desks for every examination and be aware that you may need to sit in any of the examination rooms.

### Illness

If you are not able to attend an examination due to illness, the Academy must be informed before 8.25 am. If you fail to take an examination because you are ill, you will not be able to sit the examination at a later time during the examination series.

If you are unable to take an examination due to illness it may be possible for the Examination Board to award you a grade based on your performance in other examinations for the same subject. In order to apply for Special Consideration, the Exams Team will require either a Fit Note from a medical professional or the completion of a JCQ Form. Please contact the Exams Officer if you require a JCQ Form.

The decision to award a grade is entirely at the Examination Board's discretion and the Academy will not be aware of the decision until results have been received.

### Special Consideration

Every year students are affected by situations which are beyond their control, such as serious illness, bereavement or difficult domestic situations. If you believe a situation has affected you for either individual or all of your examinations please come to the Exams Office after the examination to discuss your situation further. If the Exams Team believe that the situation has had an adverse effect on your immediate examination preparation or the examination itself, an application for Special Consideration may be made to the Examination Boards. If accepted, the Examination Board will apply a percentage of between 1% and 5% to your overall result.

Please note, Special Consideration is granted at the discretion of the Examination Board and the Academy are not advised on the level of Special Consideration if granted.

Special Consideration cannot be applied for:

- Long term medical conditions, unless there is a flare up on the day of the examination
- Bereavements occurring more than 6 months before the examination
- Domestic inconvenience such as moving house or taking a holiday
- Misreading the question paper
- Minor illnesses

The final date for special consideration requests is **5 July 2022**.

The Academy will only apply for Special Consideration for absent and disadvantaged students if we are satisfied the reasons stated are genuine and have evidence that there has been an impact on the candidate immediately prior to the examination or on the examination day itself.

**Please Note:**

If a student is absent from all examinations in a series Special Consideration cannot be applied due to the nature of the exams.

## **ENTERING THE EXAMINATION ROOM**

As soon as you enter the examination room you are under JCQ examination conditions. This means you should not communicate with any other student within the room.

Mobile Phones, Pagers, Tablets, Ipods, Watches including Fitbits and Smart Watches, MP3/4 Players or any technological / web enabled device is **STRICTLY FORBIDDEN** at the examination desk. Such devices must be switched off and left in bags or handed into an Exam Invigilator **Before** the examination has started. Students **are not** permitted to store such devices in their blazer or trouser pockets, even if they are switched off.

If you are caught with any of these devices in your possession after the examination has started, you will be reported to the Examination Boards and in most instances you will be disqualified from your Examination. This will happen even if it is clear that you have not cheated or benefited in any way.

**You are asked to consider how this could adversely jeopardise your future.**

**Please Note:**

**This year the Examination Board JCQ has introduced a total ban on any type of watch, not just smart watches. All watches must be removed and left in bags or given to an Exam Invigilator.**

Books, revision notes, papers, coats, hats, scarves, sweets, bags, glasses cases or other materials are **not** permitted to be taken to your examination desk. You must empty your pockets of any items before you enter the examination room. All bags and coats must be left at the back of the room. Please listen carefully to the Exam Invigilator who will direct you as to where you should leave your belongings. You are **not** permitted to wear hats in the examination room unless you have a medical reason to do so.

Scarves may only be worn for religious purposes. You must **not** have any writing on your hands, arms, legs, not even your seat number.

### Water

A small bottle of water, no larger than 500ml, may be taken into the examination room. It must be clear (non-coloured), see through bottle with a non-spill sports cap. All labels must be removed before you enter the examination room.

You may not have:

- Fruit juice
- Fruit infused water
- Semi filled bottles larger than 500ml

Bottles not fitting this description will not be allowed at examination desks.

### Food

Food is not permitted at the examination desk unless there are medical reasons for doing so. If you think you need to have food at your desk, please come to the Exams Office prior to the examinations to discuss this further.

### Calculators

Please ensure you know how to set your calculator as Exam Invigilators are not permitted to advise or support you with these.

Calculator lids **must not** be taken to examination desks.

Calculators must not:

- have any writing on them.
- have retrievable information stored in them – this includes:
  - databanks
  - dictionaries
  - mathematical formulas
  - text
- be designed or adapted to offer any of these facilities:-
  - language translators
  - symbolic algebra manipulation
  - symbolic differentiation or integration
  - communication with other machines or the internet

If you are unsure as to whether your calculator is suitable please check with your Maths Teacher.

## **AT THE START OF THE EXAMINATION**

Sit at your desk and listen to the Lead Exam Invigilator's instructions.

On your examination desk there will be a card with your name, the date, the title of the examination and the tier of the examination you will be undertaking. Ensure you sit at the correct desk and check that you have the correct examination paper. If you are uncertain please raise your hand and advise an Exam Invigilator.



Have a final check of your pockets and hand any prohibited materials to an Exam Invigilator. Anything handed in, including mobile phones, watches and web enabled devices, will be returned at the end of the examination. They will not be confiscated. The Lead Exam Invigilator will always give a final reminder that you are not to have any unauthorised materials on your person. If you do not hand any items in straight after this announcement and are subsequently caught with a prohibited item, you will be reported to the Examination Board and will, in most instances be disqualified from the examination.

Please do not write anything until the Lead Invigilator instructs you to.

Occasionally Examination Boards become aware of errors on the examination paper in advance of the examination date. An 'erratum notice' is then issued by the Examination Board and it is read out aloud by the Lead Exam Invigilator. You may be required to amend some information. Listen carefully to the instructions and if you are uncertain as to what you need to do please ask an Exam Invigilator.

We are no longer allowed to change the clock to 9.00 am or 1.00 pm at the start of the exam. This may mean that you have to wait a few minutes in silence before the exam starts or if the exam starts slightly later than the published time, the end time on the boards will be adjusted as necessary.

## **DURING THE EXAMINATION**

If you have any doubt about anything on the examination paper, please raise your hand and ask an Exam Invigilator.

Please be aware an Exam Invigilator cannot:

- advise you on which questions to answer
- comment on the content of the exam paper
- read a word or words printed on the paper (unless you have a reader)
- rephrase a question
- explain any subject-specific or technical terms
- explain the meaning of a word
- advise you of the time you have remaining

If you need to borrow any equipment or require extra paper please raise your hand to attract the attention of the Exam Invigilator.

If you need to leave the examination room for any reason, raise your hand to attract the attention of an Exam Invigilator. You must not leave the examination room and return, unless accompanied by a member of staff.

Toilet breaks will not be permitted unless you have a toilet pass or in case of an emergency. Please ensure you use the toilet facilities before the examination starts.

You must stay in the examination room for the duration of the examination. If you have finished early you will not be allowed to leave.

### Fire Alarm

Should the fire alarm sound during your examination please stop writing and listen to the instructions of the Lead Invigilator.

If the examination rooms are evacuated you must not speak to any other student during the evacuation or at the assembly point. If you are caught communicating to another student you will be reported to the Examination Board for malpractice and you may lose your marks for that paper.

When you return to your desk you will be given full time to complete your examination and a special consideration request may be submitted to the Examination Board.

### Late Candidates

If you are going to be late for an examination please contact your learning manager or the exams office as soon as possible.

You may still be eligible to sit the examination depending on how late you are or the circumstances which caused you to be late. A member of the Exams Team will give you further advice regarding this. If you are over an hour late, even if the Academy allows you to sit the examination, the Examination Boards must be advised and they reserve the right to reject your work.

## **AT THE END OF THE EXAMINATION**

You must stop writing when instructed to do so by Exam Invigilators.

Please check that you have filled in your personal details on the front of the answer booklet and any additional booklets you have used. Please make sure you have signed the answer booklet if required.

If you are using a separate answer booklet, please ensure that all questions are correctly labelled with the question number as per the instructions on the front of the booklet. Please put the question numbers you have answered on the front of the booklet if requested to do so. Additional booklets must be placed inside your answer booklets, treasury tagged if applicable. You must not communicate with anyone in the examination room, even after your examination paper has been collected.

When dismissed, please collect your belongings quietly and leave the examination room in silence. Once outside the examination room, please move away from the room quickly and quietly. Remember, there may still be students working and it would be unfair to disturb their examinations. You must either make your way back to your lessons or leave the Academy premises depending on the finish time of your examination.

Some afternoon examinations may finish after 2.30pm. Remember to make alternative arrangements for getting home if your examination finishes after the school buses have left.

## SOCIAL MEDIA AND ONLINE NETWORK GROUPS

You must be very careful when discussing examination content on social media. The information below has been taken directly from the AQA Examination Board website which shows how seriously they take this matter.

Social media and online forums can be helpful for revision, exam preparation and connecting with teachers and subject experts. We encourage you to use these online tools, but remember that all Examination Boards monitor social media sites and online forums for malpractice (misuse of examination conditions).

There are rules and boundaries on what you can share about your examinations online. They are followed by all Examination Boards. You must take extra care when talking about exams on social networking sites including Facebook, Twitter as well as group chat apps such as Snapchat and WhatsApp.

Examples of social media activities that could lead to a malpractice investigation include:

- posting your written work online before an exam or assessment;
- allowing others to help produce your work, or helping others with theirs;
- sharing information if you've sat your exam earlier than other students;
- passing on rumours from others about exam content;
- accepting exam-related information without reporting it to the exam board.

Make sure you're not caught out. If you're unsure about anything above, speak to your Teachers.

## RESULTS

Results are available from the Academy on the following dates:

### GCSE - Thursday 25 August 2022

If you are unable to collect your results personally you may nominate someone to collect them on your behalf. If you are aware that you are not going to be present to collect your results please make alternative provision by providing written evidence of who will be collecting these on your behalf. We are unable to issue results over the telephone or via e-mail. Any uncollected results will be sent via first class post the following day with the exception of Year 10. These can be collected from the Academy upon return the following September.

**We are unable to give results out to anyone, including parents/guardians, without prior authorisation from the student.**

## POST RESULTS SERVICES

**The deadlines stated are correct at the time of going to press. Please check on results day for any amendments.**

If you are unhappy with your results, you may be able to request one of the following post results services:

### Clerical Re-check

This is a re-check of all 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 the marks;
- the recording of the marks.

### Review of Marking

Reviewers will not re-mark the script.

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.

This service will include:

- a clerical re-check;
- a review of marking as described above.

### Review of Marking – Priority Service

This service is only available if a GCE A Level student's place in higher education is dependent on the outcome.

### Review of Moderation

This is a review of the original moderation for coursework or controlled assessments to ensure that the assessment criteria have been fairly, reliably and consistently applied.

Please note: this service is not available to individual students.

### Access to Scripts – Priority Copy

This service is to request a copy of a script to assist in deciding whether a review of marking should be applied for.

### Access to Scripts – Original Script

This service is to request a script to support with teaching and learning.

Post results services may only be applied for by the Academy. Direct applications to an Examination Board are not permitted.

There may be a charge to apply for these services.

Before you request a post results service please contact the Head of Department to identify if a post results service would be beneficial and if so, which service may be the best option for you. Some Teachers and Heads of Departments may not be available until the start of term. If you have an urgent matter, please contact the Exams Office who will endeavour to answer your query. For all post results services, with the exception of a review of moderation, your consent is required before an application is made.

On results day you may be asked to sign a form, and give your email address and telephone number, giving consent for Access to Scripts and Review of Marking. If a Teacher requires your script we will accept this form as consent and not contact you further. If a Teacher would like your work to be reviewed we will contact you either via email, telephone or letter and advise you which subject may be put forward for review and ask for your final consent. Please check your emails and telephone regularly until 17 September to ensure you do not miss a potential review of marking request. We cannot process any reviews without your final consent. All consents must be from yourself and cannot be from parents / guardians.

The deadlines for these services are set by JCQ and cannot be extended. If you are uncertain as to whether an application has been submitted please contact the Exams Office well in advance of the deadline so that appropriate checks can be made.

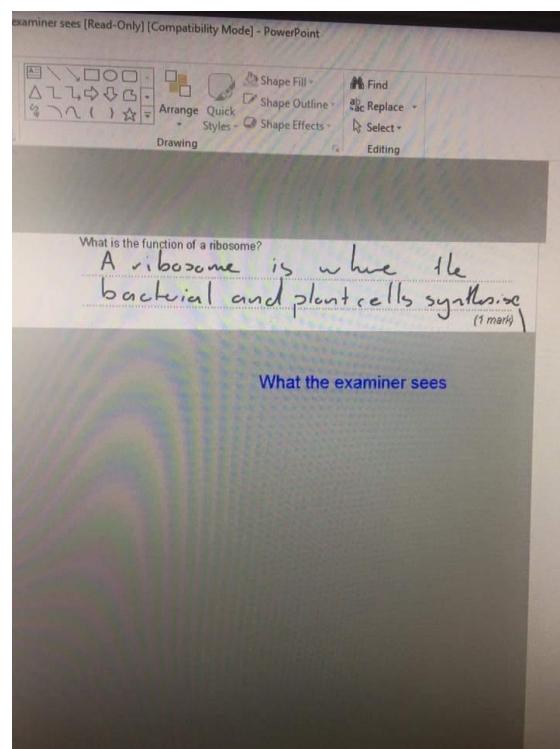
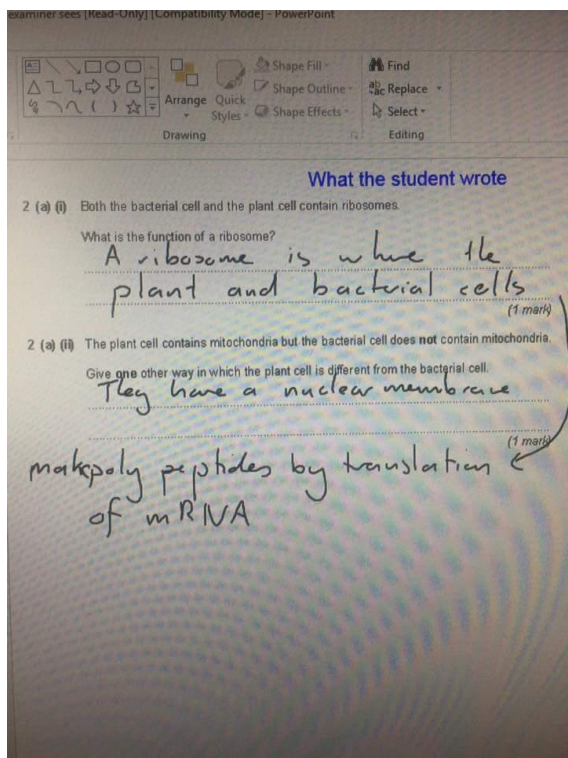
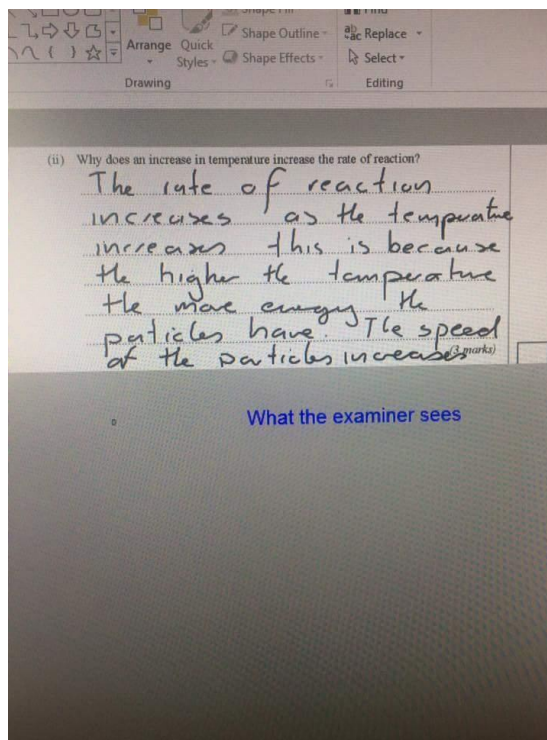
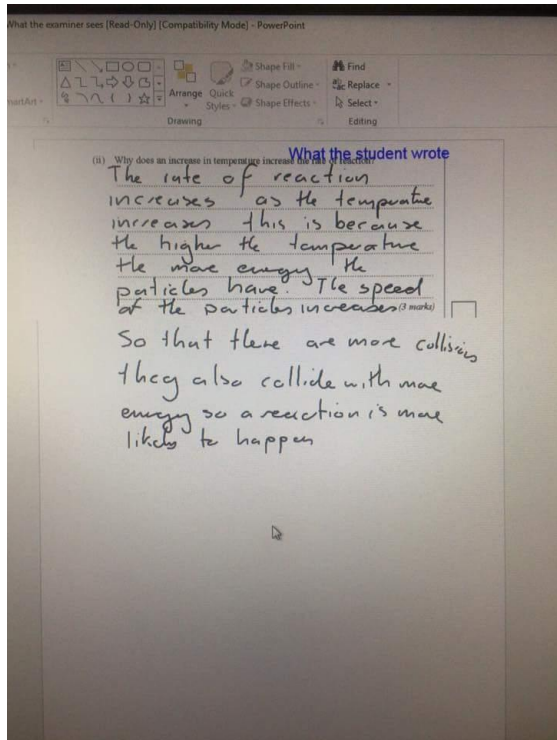
## **CERTIFICATES**

Certificates arrive at the Academy in November. They are usually collated and ready for collection in December. Students who are still present in the Academy will have their certificates issued to them during December.

If you have left the Academy we will contact you regarding how to collect your certificates. When they are ready, please email [enquiries@carlton.outwood.com](mailto:enquiries@carlton.outwood.com) to book an appointment to collect these. On the day of collection please report to main reception and your certificates will be brought to you. If you are unable to collect your certificates personally you may nominate someone to collect them on your behalf but they must have a letter of authorisation from you before we are able to issue the certificates. Uncollected certificates will be returned to the Examination Boards after 3 years.

## APPENDIX 1

Examples of how answers may be scanned and the format Examiners may receive them



**REQUEST FOR A REVIEW OF NON ASSESSED EXAMINATION**

Information for candidates (students).

This is a request for a review of your non-assessed examination. Before submitting this request you should have discussed the reasons why you believe your mark is incorrect with your Teacher, with reference to the mark scheme.

All requests must be submitted within a week of receiving your mark.

Name:	Candidate Number:
Subject	

I give my consent for my non-assessed examination to be reviewed.

I understand that my mark may:

- increase
- remain the same
- decrease

I am aware that:

- my work may be reviewed by a member of staff from another Academy/institution.
- my mark may change upon moderation by the Examination Board.

Signed: ..... Date: .....

For Office (Centre) Use Only

Date Issued to Student	
Received By (Print Name)	
Date Received	
Review Completed	
Review Outcome	
Student Advised	