



Brayton
Academy

Exams Handbook

Updated February 2024

Statements of Entry – External exams only

You will receive a copy of your Statement of Entry prior to each external exam period. It is really important that you check it carefully, you need to check that all your subjects are listed and that all your personal details are correct (particularly the spelling of your name, as this is how it will show on your certificates). If there are any mistakes, you must notify the Exams Officer straight away.

Students will always be entered for exams using their legal name and this is what must be used when you fill out your details on your examination papers.

Times

January BTEC – exam takes place on 15 January

Summer exams - BTEC exam 3 May, GCSE from 9 May to 19 June.

The exam boards have set the mornings of Thursday 6 June and Thursday 13 June and the whole day of Wednesday 26 June as contingency and **you must be available to sit exams in each of these sessions**, just in case they need to invoke the contingency plan.

Unless it states otherwise on your timetable, these are the exam start times:

Morning exams	9.30am
Afternoon exams	1.00pm

Booster sessions

Booster sessions are held before each external exam. There will be Period 7's, twilights and may be some sessions at weekends throughout the examination period. You will receive a Booster Session Timetable at the same time as you receive your exam timetable.

Exam Preparation Lessons (EPLs) are held the evening before some exams from 2.30pm to 3.30pm, these have been arranged to ensure that you are fully prepared.

If booster lessons are scheduled for mock exams, you will be informed.

Exam Clashes – external exams

If you have more than 1 examination scheduled for the same time, you will be contacted by the Exams Officer and told what arrangements have been made for you to sit these exams. If you have any concerns please get in touch.

Personal Belongings

Coats and bags will be stored in the changing rooms outside the Sports Hall during external exams and at the back of the Sports Hall for mocks. If you are in one of the small rooms, you will be shown where to leave your belongings.

Wrist watches, mobile phones, smart watches or other internet enabled technology are not permitted in the examination and should be left with your belongings.

If you still have unauthorised items in your possession when you enter the exams hall, please let an Invigilator know, so they can collect them from you.

Please ensure that all belongings are removed from blazer pockets before you enter the exam room.

If you are caught with any unauthorised items in your possession after the Invigilator's notice has been read out it will be treated as malpractice and in an external exam, will be reported the exam board.

Equipment

Students are responsible for providing their own equipment for all exams. All stationary must be in a transparent pencil case or a see-through clear bag. All students will require the following:

- Black pen (advisable to have a spare just in case) – **you must only write in black ink**
- Pencil
- Pencil sharpener
- Eraser
- Ruler
- Calculator (if permitted)
- Mathematical equipment (compass, protractor etc.)

Highlighters are permitted but must only be used in the questions, not in your answers.

Gel pens and fountain pens must **not** be used, as the ink bleeds through the paper and the examiner may not be able to read your answer.

Students must not attempt to borrow equipment from another candidate during the exam, as this will be seen as malpractice and could result in you being disqualified.

Calculators

Students may use a calculator in exams unless it specifically says on the front of your exam paper that they are not permitted. Students are responsible for ensuring that their calculator complies with the regulations:

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- 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;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Conduct During Exams

All students must arrive at the exam room on time and in silence.

Normal dress code applies and you must wear full school uniform.

You must follow the instructions of the Invigilator at all times. You are under exam conditions from the moment you enter an exam room and are not permitted to leave the room unattended until you are dismissed.

If you need any assistance, you should raise your hand and wait for an Invigilator to come to you.

You must not communicate or distract any other student while in the exam room. Do not turn around, always face the front.

You must not begin writing until told to do so by the Invigilator.

Do not graffiti or write offensive comments on your examination paper, as the exam board may refuse to mark it.

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

Please do not write on the desks, as this is vandalism and you will be invoiced for the damage you cause.

Water is permitted in the exam room but must be in a transparent bottle with no label or writing on it. We must be able to tell that the bottle only contains water, so coloured bottles are not permitted.

Malpractice

There are different forms of malpractice (this list isn't exhaustive):

- Communicating with other candidates
- Being in possession of unauthorised material e.g., notes, phone, watch
- Copying from another candidate/submitting work which is not your own
- Knowingly allowing another candidate to copy your work
- Including inappropriate, offensive or obscene material in your work
- Using AI and saying it's your own work

In all cases, Brayton Academy will follow JCQ guidelines on dealing with malpractice and apply sanctions appropriately. All cases of malpractice in external exams will be reported to JCQ and the Exam Boards and they will decide what sanctions are applied. In some cases, this could result in disqualification.

The use of AI is a new thing but exam boards have processes in place to monitor its use in NEA and exams. The use of AI where it is not permitted is cheating and you could be disqualified if you are found to have misused it. Speak to your teachers for more information.

Emergencies

If the fire alarm sounds continuously during an exam an Invigilator will let you know what you need to do. If you are told to evacuate the exam room, close your paper and leave everything on your desk. Follow the instructions of the Invigilator and do not communicate with other candidates. You will be asked to evacuate in silence and to remain under exam conditions throughout. Once we are able to restart, you will be given the full time for the examination and a report will be sent to the Exam Board.

Absence from Exams or Illness

If you are unwell or have been affected by circumstances outside of your control at the time of your exam, please inform the Exams Officer or your Head of Year so that we can help or advise you.

If you are unable to attend an exam due to illness or some other serious reason, you must inform school as soon as possible. If appropriate, medical evidence must be provided which states the nature of your illness, specific dates and that you were unfit to take the exam.

Misreading your timetable is not an acceptable reason for absence.

Results Days

January results will be issued to students on Thursday 21 March 2024

Summer results will be issued to students on Thursday 22 August 2024

Wherever possible you should collect results yourself but if this is not possible, please complete the permission form at the back of this booklet and return to the School Reception or the Exams Officer as soon as possible, but no later than 1 March for January results or 7 June 2024 for summer.

Results can not be given out over the telephone under any circumstances.

Post Results Services

Members of staff will be available on results day to provide advice and guidance.

Certificates

Certificates from summer exams will be available to collect from early in December, during normal school opening times.

As with results, certificates must always be collected in person, unless you have given prior written permission for someone else to collect them on your behalf. The person who collects your certificates must have photo ID. If you want your certificates to be posted out, a self-addressed, stamped envelope (sufficient to hold an A4 certificate) must be provided to the Exams Officer.

Certificates achieved by students in year 10 are usually retained, to be handed out with the certificates they achieve in year 11. If you require them earlier, please let us know.

Certificates are kept for a minimum of 4 years from the time of issue and then confidentially destroyed. Please contact the exam boards directly if you need to order replacement certificates, charges will apply.

Coursework/Non-Examination Assessments (NEA)

Coursework/NEA measure subject specific knowledge and skills which cannot be tested by timed written examinations. Not all subjects have NEA, your teacher will inform you at the start of your course if yours does.

Please refer to our NEA policy on the website for more information.

Contacts

The Exams Officer is Mrs Holden.

Email – exam@braytonacademy.org.uk



Candidate Permission Form

Results collection

Results should be collected from school on results day. If you require your results by any method below, please complete this form and return to **School Reception or the Exams Office**.

Results should be sent to my email address:

.....@.....

I give my permission for my representative to collect results of my behalf. I confirm that my representative will provide photographic ID on collection.

Name of representative:

Candidate Name:

Year Group:

Contact Tel:

Email address:

Signature:

Date: