



Co-op Academy
Failsworth

EXAMINATIONS HANDBOOK

Academic Year - 2022-2023

(Version 1- 03.11.2022)

Year 11 (Class of 2023)
Year 10 (Class of 2024)

PLEASE READ ALL INFORMATION CAREFULLY

DO NOT LOSE THIS INFORMATION

**IT WILL APPLY FOR ALL EXAMS, CONTROLLED ASSESSMENTS,
COURSEWORK AND NON-EXAM ASSESSMENTS**

A COPY WILL BE AVAILABLE ON THE ACADEMY WEBSITE

Be yourself,
always

Do what
matters most

Show you
care

Succeed
together

EXAMINATIONS - 2022 – 2023

Exam times are very important times in your life. For most of you they are the culmination of five years' study in the academy. The exams you do this year and your results will have a great impact on what you do in the future, so it's important that the exams run as smoothly as possible so everyone is able to do their best.

There are a number of rules and regulations for exams of which you must be aware. Most of these **rules are set by the exam boards**, not by the academy, but it is our responsibility to enforce them. Make sure you read the accompanying JCQ Guidance documents.

Absence from Examinations

Every candidate will be given a timetable for both Mock and Final examinations. There is a full timetable on the academy's website. Please check the dates and times of your examinations carefully and ask if you do not understand. There will always be a copy of the timetable displayed in the academy.

All final morning exams will start at **9.00am** and final afternoon exams will start at **1.30pm**. You should aim to be outside the exam room **at the very latest** 15 minutes before the exam starts.

Some Mock Exams may run into Family Time. You will be informed if this is the case on your exam timetable.

It is your responsibility to make sure that you are present on the correct day and at the correct time. Misreading the timetable will not be accepted as a satisfactory explanation for absence. For Year 11 some of your final written exams will take place when you are on study leave in May/June, so arrive on time and don't forget to wear your full academy uniform.

It costs the academy about £30 - £70 per subject to enter you. If you miss an exam you will be charged.

Illness – if you miss an exam due to illness, you must telephone the academy (0161 688 3900) as soon as possible on the morning of the exam and complete a JCQ/ME 14 Self-certification Form. This form is available from the Exams Officer. A letter from a parent/carer is **not** acceptable.

Late – if you arrive late for the exam, there is a possibility that the exam board may not accept your exam paper. You **must**, however, still attend the academy and sit the exam.

Bags, Books, Notes, Valuables

You are not allowed to keep any bags, books or notes with you in the exam room. Please do not bring any valuables. We cannot take responsibility for items lost or stolen.

Potential Technological / Web enabled sources of Information such as: Mobile Phones, iPods, Watches, MP3/4 Players, Personal TVs/stereos or wrist watches which have a data storage device.

There is a long list of such electronic items that are **not** allowed in the exam room. These include headphones attached to a device or otherwise. **Exam boards do not allow wrist watches of any description standard or otherwise to be worn during exams.** These will need to be removed and stored along with your phone in your bag. We do not have the facility to collect, store, or return these items to you.

The penalty for having a mobile phone etc. in your possession during an exam is as follows:-

If a mobile phone or other electronic communication device is found in your possession during an exam, even if it is turned off, the device will be taken from you and a report made to the exam board. No exceptions will be made.

The minimum penalties are as follows:

	Warning (Sanction 1)	Loss of marks (Sanctions 2 – 4)	Loss of qualification/s (Sanctions 5 – 9)
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, Smartphone Smartwatch, airpods, earphones and headphones)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate

Remember, if your phone makes a noise during an exam and whether you respond to it or not, you will receive a penalty (see above).

Cheating/Malpractice

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam board. Cheating means doing anything that is against the rules in the *Warning to Candidates* (see *Appendix*) and includes:

- ✗ Being in possession of an iPod, mobile phone, MP3/4, wristwatch or other Technological/Web enabled device.
- ✗ Using unauthorised aids, such as notes, cards, study guides, etc. even your own **blank** paper.
- ✗ Communicating with other candidates (by talking, turning around, making inappropriate loud noises or otherwise).
- ✗ Copying from other candidates or appearing to.
- ✗ Using a calculator or dictionary when not allowed.

Penalties for cheating can include disqualification from taking **any** exam for up to five years. Ignorance of *any Jcq documentation at the back of this booklet is no defence*. You **MUST** read and be familiar with it all.

Equipment

You must bring your own equipment to all exams. Having it with you shows you are prepared for the exam and in the correct frame of mind. Borrowing from other candidates is NOT allowed under any circumstances. Ordinary pencil cases are not allowed in the exam room. You should bring your equipment in a clear, transparent pencil case or clear plastic (food or freezer) bag.

The following equipment may be brought to every exam:

- ✓ At least 2 pens – black biro, NOT felt-tips.
- ✓ At least 2 HB pencils
- ✓ A 30 cm ruler, marked with millimetres
- ✓ Pencil sharpener (one that catches shavings).
- ✓ Rubber

For certain exams you will also need the following:

- ✓ Compass
- ✓ Protractor
- ✓ Calculator (Scientific) make sure it works properly, clear anything stored in it, remove/leave at home any parts such as cases or lids which have printed instructions or formulas.
- ✓ Highlighters are allowed but only to be used as per below

You must do any **rough work** in the answer booklet provided. Cross out **neatly** anything you do not wish to have marked. Highlighter pens must not be used in answer booklets but may be used to highlight words in question papers.

Tippex or any other correcting fluid is **not** allowed in any answer booklets. How you present your answers is one part of the communication between you and the examiner. Being neat and tidy will ensure your answers are completely clear to the examiner.

If you need additional answer sheets please raise your hand and an invigilator will come to you. You must make sure you write your name, candidate number and the exam information on the additional answer sheet.

You are not allowed **tissues** in an exam. If you have a cold/hay fever you will need to ask the invigilator for a tissue. There are always boxes of these at the front of the exam room.

Conduct/Behaviour in the Exam Room

For all exams candidates must be dressed in full academy uniform and arrive by **8.45am for a Final morning exam** and **1.15pm for a Final afternoon exam**. There are often instructions to be given out so the exam can start on time. Remember that **9.00am and 1.30pm are the starting times**.

Timings for Mock Exams may vary. You should refer to the Exam Timetable which will be issued to you before the Mock Exams start.

The lead invigilator will read out a series of instructions and warnings before starting the exam. You will hear these every time an exam starts but please listen to them. These instructions can sometimes vary for different exams so it's important that you pay attention to the lead invigilator.

Once you **enter** the exam room you are under exam conditions. There should be no talking. You should not talk again until you are **outside** the exam room. Remember that there may well still be a candidate working who has extra time.

Once seated, keep looking to the front of the exam room. Do not look around to see where others are sitting or make sideways glances. All this could be seen as malpractice (cheating).

If you need any assistance, put your hand up clearly and wait for an invigilator to come to you.

Once you have entered the exam room, you have to be escorted at all times if you need to leave, i.e. to go to the toilet. Unless you have a Toilet Pass, you will not be allowed to go to the toilet at all during an exam. Toilet visits disrupt other candidates.

You are not allowed to leave the examination or go home if you finish early.

A **seating plan** and/or **examination register** is published for each exam and placed outside the Sports Hall or Exam Room. You **must** sit at the desk allocated to you unless the invigilator instructs you otherwise. Do not move places under any circumstances and only with an invigilator's permission.

There will be a **name card** in most exams on your desk which will be collected after the start of the exam. Please write your name, candidate number and exam paper on the card at the start of the exam and place the card on the corner of the desk so that the invigilator can collect it without disturbing you. There may also be a photo i.d. card on your desk. Do not remove, write on or turn over the i.d. card. This is used by Invigilators for identification purposes and contains personal exam information which you may need.

Listen carefully to the instructions given to you. Always write your Legal Name on your Exam Paper. **Do not** use a shortened name i.e. Becky for Rebecca.

In most exams you will have to use a **black pen** and write within a certain area of the page. This is because many papers are scanned and marked by examiners on a computer.

When you have finished, **you must check all of your answers carefully** as you may have made some mistakes. You must not disturb the examination or communicate with other candidates in any way. It is often at this point that a candidate risks breaking the rules of the examination and is reported to the exam board. Others who are still working have the right to concentrate and not be distracted. At the end of the examination, the invigilators will collect your exam paper. This has to be handed to the invigilator by you personally. Please make sure you have written all of your details on all answer booklets and any additional answer sheets. **Absolute silence must be maintained during this time.**

At the conclusion of the examination, you must listen carefully for further instructions and wait to be dismissed.

You will be dismissed from large exams (English, Maths, and Science, for example) in rows. Collect your belongings as quietly as possible and remain silent until you are outside the exam room. This process may take some time for various reasons and you must remember that some candidates may still be working.

Timetable and Exam Entries

Please check your individual timetable carefully and frequently during the exam period and let your Family Tutor or the Year Team know if you notice any errors immediately.

Please also ensure you check your name and date of birth on your timetable. Mistakes missed at this stage will mean that your certificate is printed incorrectly or, worse still, you have been entered for the wrong exam.

You will also need to check the dates and times of all of your exams. If you misread your timetable, no extra time will be allowed. We cannot guarantee that someone from the academy will contact you or call to collect you and bring you in. ***The academy will do it's best to contact you but cannot be held responsible for not being able to do so.***

Clash candidates will be informed well in advance of which exam to take first, usually the longer one. There is always at least one exam clash every year. The academy has no influence on external exam timetables set by exam boards.

You are responsible for checking your own exam timetable. If you lose your timetable, you can collect a replacement from your year office.

Exam Contingency Days—Thursday 8 June 2023 & Wednesday 28 June 2023

JCQ have introduced Exam Contingency Days, which for the summer 2023 exams are on Thursday 8 June 2023 and Wednesday 28 June 2023. **All students sitting exams in the summer must ensure they are available up to and including these dates.**

Drinks and Food

You are allowed to take into the exam room a drink of still water (not fizzy) in a clear plastic bottle with the label removed. Chewing gum and any other type of food are not allowed. You will not be allowed to leave the exam room to re-fill a bottle of water and invigilators will not do this for you.

Emergency Evacuation

If the fire alarm should sound during an exam please stop writing and wait for instructions from the Lead Invigilator. If you are in the Sports Hall you will be evacuated to the rear of the sports centre. You will not go to your usual evacuation location if you are taking an exam. You must not talk to other candidates for the whole time that you are evacuated. This is considered malpractice and your exam paper may be disqualified.

Lockdown

If you hear the tannoy announcement “would all staff and students please stay in classrooms and await further instructions” please follow the instructions of the Lead Invigilator.

Results Day – Thursday 24th August 2023

Candidate Statement of Results are issued on Results Day, which for summer 2023 Exams, will be on **Thursday the 24th August 2023**. Results are provisional and give a grade of 9-1, a U or an X at GCSE. An X means you were absent for that exam. Results for vocational courses such as BTEC’s are more complex. You will receive information from your subject teachers regarding these.

Post Results Services – Reviews of Marking, Clerical Checks and Access to Scripts

Reviews of Marking - Once exam results are issued the academy will consult with the various subject departments and identify pupils whose result/s were very close to a grade boundary i.e. the next grade higher than the grade that has been achieved. Following this consultation the academy may submit a request to the exam board on your behalf for your result/s to be checked. This is called a “review of marking”. This action is only taken by the academy when pupils are very close to going up a grade not down. All pupils will be required to sign a Consent Form on results day in order for the academy to take this action on your behalf.

You may wish to discuss your results with a head of department to establish if you would like to submit your own request for a “review of marking”. The head of department will advise you how close you are to a grade boundary and the risks involved. The exam boards charge a fee for reviews of marking which will need to be paid before the academy submits your request. Exam Boards do not accept requests directly from pupils. The academy has the right not to support your request if they believe you are too close to a grade below and the risk is too great. The academy has an appeals policy in place if you disagree with the academy decision not to support your request for a review of marking.

Clerical Checks – This service is a re-check of all clerical procedures leading to the issue of a result. This involves checking that all parts of the script have been marked, the totalling of the marks and the recording of the marks.

Access to scripts – Either yourself or the academy may wish to obtain a copy of your exam script. The academy may, on occasion, request the return of scripts from the exam board for various reasons. One of the key reasons is to assist with teaching and learning of future candidates in a particular subject. A signed consent form is required from yourself before this can be actioned. All of your personal information will be removed from the exam paper.

If you wish to consider any of these options please bear in mind there are deadlines for submitting requests to the Exam Boards so you will need to contact the academy and the relevant department as soon as possible after receiving your results. You should aim to make contact with the subject departments either on results day or certainly in very early September when school re-opens. The deadline is usually in mid-September so please don't delay in this respect.

Certificates

Certificates are issued at the Academy Presentation Event which takes place in November. You will be informed of the date by letter nearer the time. You must ensure you look after your certificates and keep them in a safe place as the exam boards charge a fee for replacing them which is approximately £40 per certificate. You may need your certificates in the future for college, university or employment. Certificates are held by the academy for one year from the Presentation Event.

Coursework, Controlled Assessment or Non Exam Assessment

These are an integral part to some exam courses. There are strict rules about these being your own and that you have not copied from someone else or allowed them to copy from you. Separate JCQ documents are published within this booklet. You will also need to complete a **Candidate Declaration** which your subject teacher will issue you in due course.

The exam boards return your work after a moderator has assessed it. However, it will be kept secure by your subject teacher until around October half-term. Please do not attempt to collect it until then.

Reviews of Centre Assessed Marks - Information regarding Reviews of centre assessed marks and appeals can be obtained from your class teacher. There is a timeframe for this to be completed. If you have any queries regarding your marks, you must alert your class teacher for guidance on the process immediately.

Access Arrangements

Some candidates (identified by the SENCO or the Inclusion Manager) are entitled to separate invigilation, extra time or other help i.e. Reader, Scribe, word processor etc. All candidates who are entitled to any of these arrangements will take their exams in a separate room. Extra time also applies for such candidates in non-exam assessment conditions, i.e. a piece of work completed in class with the class teacher under test conditions. Your teacher will know you are entitled to this but it is worth asking for it as a reminder, if you need to.

Special Consideration

Special consideration only applies **after** an examination has taken place. It is something the academy can apply for if something has **seriously** affected your performance on the day of that exam. Being upset because you can't answer the paper would not be taken into consideration.

Examples of acceptable reasons for an application are:

A family bereavement, severe illness/injury of the candidate, a recent traumatic experience, illness at the time of the exam, down to minor ailments. It is worth remembering that the last example (minor ailment) is only worth 1%. The most a candidate is allowed is 5%.

The award of special consideration is at the discretion of the exam board concerned and only applies to the examination affected. The extra marks may not be awarded; it is not an entitlement. Few applications are successful. The Year Team and the Exams Officer will be able to give you more advice on this if an application is thought to be appropriate.

Exam Regulations

It is **YOUR RESPONSIBILITY** to read, understand and follow the JCQ's *Information for Candidates*. A copy is at the back of this booklet. There will be a *Warning to Candidates* poster outside every room. Make sure you read it.

If there is anything you don't understand, ask your Family Tutor or the Year Team

WARNING

All the exam boards have very strict rules and regulations that you must comply with. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule includes any form of communication between candidates during an examination, as well as any other practice that could be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE, AS, A level exams for a period of up to 5 years.
- Your invigilators HAVE to stick to the rules. They HAVE to report to the Exams Officer ANYTHING that they feel is suspicious. The Exams Officer HAS to report this to the exam board concerned. Their decision is final.

DON'T LET THIS HAPPEN TO YOU

**DON'T BE DRAWN INTO ANY INCIDENT YOU WILL
LATER REGRET**

STICK TO THE RULES IN THIS BOOKLET

DON'T RISK YOUR FUTURE

Some frequently asked questions

If I miss an exam, can I sit it on another day? No. An exam can only be taken on the day/session it is timetabled. Miss it and you get no marks for that part of the exam.

If I'm ill, can't my mum just write a note? No. A JCQ/ME self-certification for candidates form must be completed by the Academy, your parent/guardian and your Doctor's surgery. The Doctor must certify that in his/her opinion you were too ill to take the test. This form should be requested from the exams office.

Why do we have outside invigilators and not teachers in the exams? Teachers no longer supervise exams. Also they are not allowed to look at the paper you are taking until after the exam. The academy expects you to treat outside invigilators with respect. They are trained and experienced in what they do. They are also instructed to report any breach of exam regulations to the Exams Officer and the Year Team.

My family wants to know when we can book our summer holiday. (Year 11 Pupils Only) From the time you start study leave, although technically still a student on roll at Co-op Academy Failsforth, you only need to attend the academy for your exams (or any extra revision classes put on by your teachers). Your last exam will depend on your own exam subjects. See the academy's website for a copy of the exam timetable. You **must** ensure you are also available for the Exam Contingency Days of Thursday 8 June and Wednesday 28 June (Page 7 of this booklet)

What are the non exam assessment deadlines?

Some subjects have an element of work included in them which has to be completed and, marked and assessed. The marks and work are sent to the boards well before the formal exam sessions take place, usually the start of May. Each subject sets deadlines that allow time for this process and to meet the board's deadlines. Students who don't submit work on time will not be allocated a mark for this portion of their assessment and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they may not have completed the minimum requirements of the course.

When do we go on Study Leave? Year 11 Candidates will be advised of this nearer the time of the exam season. The academy always tries to make sure that candidates have time at home to revise for their exams and revision classes in some subjects continue up to the date of the exam. Practical tests may take place at the end of April and the first week in May before study leave starts. During study leave you may be asked to come into the academy for revision classes.

Where will the exams be held? Most of them take place in the Sports Hall. Language listening exams may take place in language classrooms and/or the Drama Studio. If you have Access Arrangements and need a Reader, smaller rooms are used.

What if my timetable says I have more than one exam at the same time? This is known as a **clash**. There are strict rules about clashes. Usually, candidates take one paper; have a supervised break, then take the next. Occasionally, there is not enough time to do this and an exam has to be moved to the morning or afternoon or even the next day. You are not allowed to meet anyone who has already taken a paper you are about to take, so your lunch break has to be supervised and you would have to bring something to eat and drink with you as you are not allowed out of the exam room. If it's an overnight delay, your parents have to sign a declaration that you have not been in contact with anyone who has already taken that paper.

Doesn't this encourage cheating? Exam boards have subtle ways of detecting this. For example, if you were told a difficult question and looked up the answer this could alert the examiner (in that most or all other candidates got it wrong).

I wake up late and realise the exam has started. What do I do? Ring the academy immediately on 0161 688 3900. It is usually never too late to start the exam, although the exam board may not accept your paper if you started **over one hour after** the published start **or if you have spoken to candidates who have already taken the exam**. It is better to turn up and do the exam rather than not turn up at all. ***A report will be sent to the exam board to explain why you are late and whether you had access to mobile phones, the internet or other candidates. If they are happy that the security of the exam is not at risk they may still accept and mark your exam paper.***

Why do we have to wear uniform? We've left the academy anyway. (Year 11 Only) Technically, you are still a student at Co-op Academy Failsworth until the end of the summer term. You haven't "left"; you're on study leave.

I just can't live without my mobile phone/watch. Can't I just have it with me? My mum likes to contact me to see how I've gone on. The rules are not ours. Mobile phones cause disturbance to other candidates if they ring and can present opportunities for malpractice. If you wish you may hand your phone or watch to an invigilator (turned off first). It will then be stored for you at the front of the hall, however, the academy will not accept responsibility for your valuables.

Revised: 3 November 2022

APPENDICES

JCQ GUIDANCE

INFORMATION FOR ALL CANDIDATES

- Written Examinations
- Coursework Assessments
- Non-examination Assessments
- Onscreen Tests
- Privacy Notice
- Social Media
- Unauthorised Items (Poster)
- Warning to Candidates (Poster)