



EXAMINATIONS 2022-23

**GUIDANCE FOR
STUDENTS & PARENTS**

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INTRODUCTION

It is the aim of Landau Forte Academy QEMS and Tamworth Sixth Form to make all aspects of examinations as stress-free and successful as possible for all students

This booklet will provide informative and helpful advice for students and parents. Please read it carefully to ensure that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The examination boards (or awarding bodies) set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. Careful attention should be paid to the ***Information for Candidates*** notices for written and online examinations.

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 have any queries or need help or advice at any time before, during or after the examinations, please contact:

Mrs Grace Day, Examinations Officer
Mrs Kirsti O'Neill, Examinations Assistant

The exam email address is: exams@lfatq.org.uk

Remember – we are here to help.

GOOD LUCK!

EXAMINATIONS

WHAT ARE PUBLIC EXAMINATIONS?

- These are examinations for which the school has to pay a fee to an external examination board. These boards are independent of the school. They set and mark examination papers. The boards award qualifications such as GCSE, GCE and BTEC, providing a certificate once the results have been achieved.
- The school uses the following examination boards: AQA, Pearson, OCR and Eduqas (WJEC). All the boards have websites packed with information to help students prepare for their examinations.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

- Students have been provided with a statement of entry during tutorial indicating the subjects they are being entered for and the levels of entry, where applicable. Some subjects only have one tier of entry, some have Foundation and Higher tiers.

CANDIDATE NAME AND DATE OF BIRTH

- Students are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J Smith. Please check that candidate name and date of birth are correct on timetables. If there is an error, please report to the Exams Office immediately. Only legal names will appear on qualification certificates.

CANDIDATE NUMBER

- Each student has a four-digit candidate number. This is the number students must enter on every examination paper. It will appear at the top of their timetables and next to their name on seating plans and examination registers. This number also appears on their lanyards.

TIMETABLES

- Contact should be made with the Exams Office immediately if there are any queries.
- A few students will have a clash where two subjects are timetabled at the same. We will make special timetable arrangements for these students only. Students must check their individual timetable and see the Exams Office if they are unsure what to do. If there is a clash on the timetable that has not been resolved, please contact the Exams Office immediately. Examination board rules state that students can only be given a 20 minute break between exams that are scheduled for the same start time. Students must remain under supervised exam conditions between exams.
If exams are longer than 3 hours, one exam will be moved to the morning or afternoon of the same day. Students will remain under supervision at all times and are encouraged to bring revision material. Students will have a meeting if this affects them.

CONTACT NUMBERS

- Please check that the school has up-to-date parental telephone numbers. If students do not turn up for an examination, we will need to contact parents urgently.

EQUIPMENT

- A stationery pack will be placed on all desks for QEMS students. Each pack will contain: black pen, pencil, ruler, highlighter, pencil sharpener, protractor and calculator Casio FX-83ES. These are the same calculators which are used in the Maths Department. Students may bring their own calculator if they prefer.
- Sixth Form students are expected to have their own stationery in a clear pencil case.

ACCESS ARRANGEMENTS

- Access arrangements are pre-examination adjustments for students based on evidence of need and normal way of working.
- Access arrangements allow students with special educational needs, disabilities or temporary injuries to access examinations without changing the demands of the assessment, through the use of a reader, word processor, extra time, rest breaks or prompter.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the *Information for Candidates* notice, which is issued jointly by all the examining boards, is printed at the back of this booklet. All students must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The academy must report any breach of regulations to the relevant examination board.

ATTENDANCE AT EXAMINATIONS

- Students are responsible for checking their own timetable and arriving at school on the correct day and time, in correct uniform. Students are expected to be on site 30 minutes before the exam start time. They must be outside of their exam venue no later than 10 minutes prior to the start time of their examination. They should wait quietly until they are invited to enter the examination room by the invigilators.
- Students who arrive late for an examination may still be admitted. However, the examination board will be informed and the paper may not be marked.
- Absences should be reported before the start of the examination time. If we are not informed of an absence an invoice will be issued to parents for the fee of the examination.

IN THE EXAMINATION ROOM

- Students must wear full school uniform whilst attending school for examinations.
- Students should not attempt to communicate with or distract other students.
- Students are expected to place their lanyards on their exam desks. This is used for identification purposes and therefore must be kept safe until examinations are over.
- Examination regulations are very strict regarding items that may be taken into the examination room. (See FAQs at the end of this booklet). If students break these rules they could be disqualified from the examination.
- Only materials listed on the question paper are allowed in the exam room. Anything else must be handed in before the exam starts - notes, books, papers, calculator case or lid, calculator instruction leaflet. Students must not have access to potential technological/web enabled sources of information such as a mobile phone, a music device or a wrist watch of any kind. All watches and mobile phones must be turned off/on silent and put into bags or handed in at the start of the examination.
- Students should not write on examination desks. This is regarded as vandalism and parents will be asked to pay for any damage.

- Students should not draw graffiti or write offensive comments on examination papers – the examination board may refuse to accept the paper.
- Students must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that they need to know about.
- Students should check that they have the correct question paper. They should check the **subject, paper** and **tier** of entry.
- Students should read all instructions carefully and number their answers clearly.
- Students must read through the whole exam paper to ensure that they do not miss out any questions on the back page.
- Students must stay in the examination room for the duration of their examination. They will **not** be allowed to leave an examination room early. If they have finished the paper they should use any time remaining to check over their answers and make sure they have completed their details correctly.
- At the end of the examination all work must be handed in. All rough work should be crossed out.
- Invigilators will collect in examination papers before students leave the room. Absolute silence must be maintained during this time. Students remain under examination conditions until they have left the examination room.
- Question papers, answer booklets and additional paper must NOT be taken from the examination room.
- Students must remain seated in silence until told to leave the examination room. They should leave the room in silence and show consideration for other students who may still be working.
- If the fire alarm sounds during an examination the invigilators will instruct students what to do. If the examination room has to be evacuated, this should be done in silence and students should remain in the order in which they are sitting. Everything should be left on the desk with exam booklets closed and students will be escorted to a designated assembly point (far side of the Astro Turf). They must not attempt to communicate with anyone else during the evacuation. When they return to the examination room they will be given five minutes to settle down and will then be instructed to continue their examination. Students will be allowed the full working time for the examination and a report will be sent to the examination board detailing the incident.

MOBILE PHONES, ELECTRONIC COMMUNICATION OR DATA STORAGE DEVICES AND WATCHES

- Mobile phones, electronic communication or data storage devices and watches should be kept in bags or they will be collected in at the start of every examination. Invigilators will give students a numbered plastic wallet and they will be given a matching numbered ticket. Any device should be switched off. At the end of the examination students should present their ticket to invigilators for the return of their property. All items collected will remain in a box at the front of the examination room.

Please note if a mobile device sounds in a bag that is inside the examination room this is still classed as malpractice. Turn it off or put it on silent.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, instruct students when to start and finish the examination, hand out extra writing paper as required and deal with any problems that occur during the examination, for example if a student is feeling ill.

- Please note that invigilators cannot discuss the examination paper with students or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Examinations Officer or members of the Senior Leadership Team.
- Invigilators are there to help students. If they have a query students should flag one down and ask them for assistance.

ABSENCE FROM EXAMINATIONS

- If students experience difficulties during the examination period (eg illness, injury, personal problems), they should inform the Examinations Officer at the earliest possible point so that help and advice can be given.
- Copies of Doctor's notes/ prescriptions/ Hospital letters will be required to support a students' absence. Any illness/ symptoms that do not require a visit to the Doctor are not a sufficient reason for students' to miss their exam. They will not have another opportunity to sit this at another date and it will affect their final grade.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection on:

<p>SF - Thursday 17 August 2023 Q - Thursday 24 August 2023 From 9:00 am to 10:30 am</p>

- Results will also be sent to students' academy email address after midday. **They should save this document as they will lose access to their email shortly after.**
- If a student wishes any other person (including family members) to collect their results they **must** present written authorisation to the Exams Office.
- Students who do not collect their results on results day will receive notification through the normal post. Letters will be posted after Results Day and not before.
- No results will be given out by telephone under any circumstances.

POST RESULTS

- If post-results advice is required, teaching staff will be available on Results Day.

EXAMINATION CERTIFICATES

- Certificates will be available for collection during December 2023. A letter will be sent to all students providing details of the collection arrangements.
- Certificates will not be given to anyone other than the student without the student's written authorisation.
- We are only obliged to keep certificates for a period of one year after issue. If students do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination board. This will require proof of identity (such

as a birth certificate) and a substantial fee per examination board. Students are therefore urged to collect certificates as soon as possible and to keep them safely.

REVIEWS OF MARKING – CENTRE ASSESSED MARKS

- Students will be informed of their centre assessed marks two weeks before the deadline of submission to the Exam board. They will also be given details of how to request copies of materials to assist in considering whether to request a review of marking.
- The Curriculum Leader for the relevant subject will make requested materials available to the students. The student must review the materials and reach a decision regarding an appeal within three days of receipt of materials.
- All requests for reviews or marking must be made in writing.
- The Examinations Officer 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 the student and has no personal interest in the review.
- The reviewer will be instructed to ensure that the student's mark is consistent with the standard set by the Centre.
- The student will be informed in writing of the outcome of the review of the Centre's marking.

EXAM CONTINGENCY PLANNING

The exam boards have designated **Wednesday 28 June 2023** as a contingency day for examinations along with the two additional half days on **8/15 June**. The designation of a contingency day within the common examination timetable is in the event of national or local disruption to examinations. It is part of exam boards' standard contingency planning for examinations.

As a school we have been asked to remind students that they must remain available until Wednesday 28 June 2023 should an exam board need to invoke its contingency plan.

FREQUENTLY ASKED QUESTIONS - EXAMINATIONS

- Q. What do I do if there's a clash on my timetable?**
- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Correct times should be on individual timetables. Students will be called to a meeting if they are affected by a clash. If in doubt consult the Examinations Officer.
- Q. What do I do if I think I have the wrong paper?**
- Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and inform the invigilator immediately.
- Q. What do I do if I forget my candidate number?**
- Candidate numbers are printed on seating plans, which are displayed in your examination rooms and on attendance registers. ID cards show students' candidate number. Invigilators will be able to help you find your number.
- Q. What do I do if I forget the school Centre Number?**
- The Centre Number is 30630 for QEMS and 30602 for Sixth Form. It will be clearly displayed in the examination rooms.
- Q. What do I do if I have an accident or am ill before the examination?**
- Parents should inform the Exams Office at the earliest possible point so we can help or advise you. In the case of an accident that means students are unable to write, it will be possible to provide them with a Scribe to write their answers or a laptop but we will need as much prior notice as possible. You will 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 an adjustment to the marks or grades of a student who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Students will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be severe illness, accident or injury, bereavement and domestic crisis. The Exams Office must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and evidence will be required to support such an application.
- Q. What do I do if I feel ill during the examination?**
- You should put your hand up and inform an invigilator if you feel unwell. You must **never** leave the examination room unsupervised.
- Q. If I'm late can I still sit the examination?**
- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.
- The examination board will be informed of the time of your arrival and they may decide not to mark your work.
- Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.
- You are expected to be on site 30 minutes prior to the examination start time.
- Q. If I miss the examination can I take it on another day?**
- No. Timetables are regulated by the examination boards and every student in the country will sit for example, their English Language examination on the same day at the same time. You must attend on the given date and time.

- Q. Do I have to wear school uniform?**
- Yes. Normal school regulations apply with regard to uniform, jewellery, etc. You must dress appropriately for the examination.
 - We would encourage students to avoid having long false nails as this can hinder your ability to write/ type.
 - You must not have any writing on your hands or nails. If you have any writing on your person you will be escorted by a member of staff to remove this before you can sit the exam. Failure to comply will be classed as malpractice.

- Q. What items are not allowed into the examination room?**
- Only materials that are listed on the question paper (e.g. an anthology) are permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
 - Bags and coats and any other items not permitted under examination regulations must be left outside the examination room. Students should refrain from bringing any valuables into school with them when attending for an examination.

- Q. Why can't I bring my mobile phone or any electronic communication or storage device into the examination room?**
- Being in possession of a mobile phone (or any other electronic communication or storage device, e.g. watch) is regarded as cheating and is subject to severe penalty from the examination boards:

The penalties may be as follows:

Warning - Investigation

Device not in the candidate's possession but makes a noise in the examination room

Loss of Marks

Device in the candidate's possession but no evidence of it being used by the candidate

Disqualification

Device in the candidate's possession and evidence of it being used by the candidate

- Q. How do I know how long the examination is?**
- The length of the examination is shown in minutes on individual timetables under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on a board at the front of the examination room. There will be a clock in all examination rooms. If you cannot clearly see the clock from your seat you must inform an invigilator as soon as you are able.
- Q. Can I leave the examination early?**
- No. Students are not allowed to leave the examination room until the examination has finished, as this is disruptive to other students. A student may not leave the examination room without the permission of the invigilators.
- Q. What do I do if the fire alarm sounds?**
- 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 student during the evacuation. Examination students are expected to line up on the far right of the Astro Turf.
- Q. Can I go to the toilet during the examination?**
- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Please use the toilet before your exam.
- Q. If I have more than one examination on a day can I get lunch at school?**
- Students who have examinations in both morning and afternoon sessions may obtain lunch from the Restaurant in the usual way or bring a packed lunch.
- Q. Why do I need to check the details on the Statement of Entry?**
- The details on a Statement of Entry will be used when certificates are printed. If the name or date of birth on a certificate does not match the information on a birth certificate it could cause problems if asked to show certificates to a potential employer or college/university at some time in the future.

- Subjects and tiers of entry should be checked to ensure students complete the correct paper on examination day
- Q. I am entitled to extra time – how will this affect the way I take my examination?**
- Some students receive an allowance of 25% extra time. Where possible such students will be seated together to minimise disturbance from other students who finish earlier. The invigilators will include the additional time when they display the finishing time of examinations on the board. A green card will be placed on the desk to indicate to the invigilators that a student is allowed extra time.
- Q. What do I do if I don't get the results I need for my chosen pathway?**
- Staff will be available to advise you on results day.
- Q. What do I do if I want to get my examination paper re-marked?**
- If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Examinations Officer to obtain advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. The Examinations Officer will provide you with further information on whether there is a cost.
- Q. Can I take a drink into the examination?**
- Yes. No milky or fizzy drinks are allowed. All drinks should be in a transparent container. Examination boards stipulate that all labels must be removed. No other bottles including thermal bottles will be permitted.
- Q. Can I use coloured pens or highlighters in my exam paper?**
- You are only allowed to use a **black** ink pen.
 - You may use a highlighter in resource booklets/inserts or to highlight extracts and questions. You **MUST NOT** use highlighters in your answers. Your question paper will be scanned and if an examiner cannot read your answers you may lose marks.
- Q. If I feel anxious for my exam can I sit the exam in another room?**
- No. It is quite normal to feel stressed and anxious for your exams. You can speak to teachers about ways to eliminate feelings of stress for exams – we have all been there!
 - Students are only allowed to sit exams in a smaller room if they have additional needs or it is their normal way of working with supportive evidence as to why they are in there.

Information for candidates for written examinations – Effective from 1 September 2022



Joint Council for
Qualifications CIC

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A 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) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Any pencil cases taken into the exam room must be see-through. 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.
B INFORMATION – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: (a) make sure it works properly; check that the batteries are working properly; (b) clear anything stored in it; (c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not 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. Do not open the question paper until you are instructed that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: (a) you have a problem and are in doubt about what you should do; (b) you do not feel well; (c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	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.
2	Do not leave the exam room until told to do so by the invigilator.
3	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.

