



Hartshill Academy

The best in everyone™

Part of United Learning

Examinations

2024 – 2025

Student Information Booklet

INTRODUCTION

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have.

Please read it carefully, and if you are not sure about anything ask your Subject Teacher or contact:

Miss Charlie Smith (Data and Examinations Manager)

Email: Charlie.Smith@hartshillacademy.org.uk

or **Miss Georgina Omelasz** (Vice Principal)

Email: Georgina.Omelasz@hartshillacademy.org.uk

EXAMINATION CONDUCT

At Hartshill Academy we expect the highest standards of behaviour during all examinations from every student.

Any misconduct will be reported to the Examination Boards and will be dealt with severely. It may even result in you being disqualified.

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS:

- Hartshill Academy uses the following Examination Boards: AQA, EDEXCEL, OCR and WJEC.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will write onto your examination papers. It will appear on your individual ID card that will be on your desk, next to your name on the seating plans and examination registers and on your exam timetable. Please try to learn this before your exams start.

TIMETABLES:

- Nearer to the exam period, you will also receive an individual complete timetable showing your own specific examinations with details of dates, times, and duration of examinations, the venue and seat number. Check it carefully. If you think something is wrong, see Miss Smith, the Data and Examinations Manager, immediately.
- If you have a clash, where 2 or more subjects are timetabled at the same time, the school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Miss Smith if you are unsure as to what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Smith immediately.

GETTING READY FOR YOUR EXAMINATIONS

- Look out for any announcements from your Pastoral Lead, Form Tutor or Teachers in the run up to examinations.
- Please ensure that you arrive at the examination room at least 15 minutes before the start of the examination.
- For Examinations held in the Sports Hall or School Gym, ensure you place your belongings in the changing rooms IN SILENCE.
- Make sure you have all the equipment and stationery you may need.

YOU WILL NEED...

- A pen (MUST BE BLACK BIRO ONLY)
 - A pencil
 - A ruler
 - A protractor
- A mathematical calculator (with the lid removed)
 - A rubber
 - A compass
 - A highlighter
- A spare pen and pencil

All of the above must be in a CLEAR PLASTIC BAG or CLEAR PENCIL CASE

A CLEAR PLASTIC BOTTLE with WATER ONLY in is allowed into the exam room
HOWEVER all labels MUST be removed - **NO OTHER DRINKS ALLOWED**

All wrist watches must be removed and left with your other belongings in the changing room. You will not be allowed to enter the examination hall with any watches, smartwatches, mobile phones or other technological devices.

ON EXAMINATION DAY

- You will NOT need:

Your coats and bags please leave them in the changing room.

A mobile phone, watches, smartwatches, MP3 players, or any other products with text/digital facilities, leave these **switched off** in the security of the changing rooms (these will be locked once the exam commences). Any headphones for these items – either hand them in or leave in the changing rooms.

However, if you prefer, you can hand any of these items to the invigilators.

IF YOU ARE FOUND TO HAVE ANY UNAUTHORISED ITEMS, A REPORT WILL BE MADE TO THE EXAMINATION BOARD AND YOUR PAPER MAY BE DISQUALIFIED.

PLEASE NOTE: Hartshill Academy uses electronic detectors to scan students for any electronic devices, including mobile telephones.

- Please arrive on time, persistent lateness with no legitimate reason, will be dealt with in accordance to the internal school's behaviour policy.
- You **MUST** enter the changing room and Examination Room in absolute silence. You **MUST NOT** communicate with any other student either by speaking or mouthing to them. Even eye contact and grinning at another student can be considered as communicating! Be strict with yourself and simply face the front of the examination room at all times!

- Follow the JCQ rules on the back of your timetable. If any malpractice is suspected, a full report will be made to the awarding body and you may be disqualified from your examinations. Your behaviour will also be dealt with in accordance with the schools' internal behaviour policy and recorded in the examination behaviour log.
- You are not to pass anything to another student in any examination. Dropped equipment will be picked up by the invigilators.
- You must remember your seat number (this will also be given on your completed exam timetable) and be prepared enough to go straight to your seat.
- You MUST sit in the correct seat/desk. ID cards on each desk will be present however seating plans will be available outside each exam room and outside the changing rooms. Here you can check as a reminder, your seat number, and your candidate number too!
- You will be told how to complete the front details on the examination paper. Be patient and listen to all the instructions given.
- Please remember – if you have a different legal name to how you are known in school, please write your LEGAL NAME on your examination paper. Please make sure you write your name in full and sign the examination paper if it asks you too.
- ONLY WRITE IN BLACK BIRO
- You cannot leave the examination early. Please do not attempt to ask this as this will be denied.
- You cannot ask the invigilators questions relating to the content of the examination, but if you think there is something amiss with your paper then ask for guidance.

- If you have used any additional paper in your examination, please make sure that you add your candidate details and write the applicable question number your answer is referring to. Make sure you insert this sheet in the correct place in your exam paper next to the applicable question so the examiner knows you have carried on your answer onto additional paper. Ask the invigilator for a treasury tag and hole-punch to secure any additional sheets to your script.
- Please do not deface any equipment borrowed or your individual ID cards. We need to be able to identify you as candidate at all times, especially if we get an inspection from the awarding bodies.
- If you finish your examination early, spend time looking through your paper to check for any silly mistakes or missing answers. Be aware not to distract others that are still working
- When your examination has finished, the invigilators will collect your paper. You **MUST** remain in silence.
- When your paper has been collected you will be told you can leave the examination room, a row at a time. You must leave in total **SILENCE** – other students may still be working.
- Occasionally the examination awarding bodies timetable some examinations to finish after the end of the school day. This is out of the control of the school so please be aware of this and ensure that arrangements are in place so that home is aware and that you can get home safely.

INVIGILATORS

The examination boards require the school to employ external invigilators to run all of your examinations. These invigilators are there to ensure that the examination is conducted in accordance with all examining body and JCQ regulations. They are required to inform the Examinations Manager of any breaches to security and any incidents of malpractice that may occur. This in turn ensures that all of your exams run smoothly with the least disruption possible providing you with the opportunity of fulfilling your potential to do well in all your external examinations.

The invigilators are fully trained and form part of the schools staffing structure. **Please ensure that you extend them the same level of respect as all members of staff that you see on a regular basis.** Any breaches in conduct will be dealt with in accordance to the schools behaviour policy.

If you have any questions on the day ask them, after all they are there to help you succeed!

WHAT IF.....

What if I am late?

As soon as you arrive at school please contact reception who will contact the Examinations Manager immediately. Depending on the time you arrive you may still be allowed to sit that exam.

You MUST NOT talk or communicate with any other student.

Persistent lateness with no legitimate reason, will be dealt with in accordance to the school's internal behaviour policy.

If you miss any of your examinations without any legitimate reason, it will be charged your examination entry fee in accordance with our examination policy. This will also mean a score of 0 for the missed exam.

What if I am ill?

Your parents/carer/guardian must telephone the school by 8.00am (02476392237) on the morning of the examination to discuss any urgent medical issues.

If you feel ill during the examination raise your hand and wait for an invigilator to come to you.

What if I need to go to the toilet during an examination?

If you have a toilet pass and urgently need to go to the toilet during an examination, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet.

What if the fire alarm sounds?

If a fire alarm does sound during the examination, you will be told to put down your pen and sit in silence while awaiting instructions.

If the fire alarm is genuine, you will be lead onto the tennis courts in an orderly manner.

**YOU MUST NOT COMMUNICATE WITH ANY OTHER PUPIL DURING THIS TIME.
YOU ARE STILL UNDER EXAMINATION CONDITIONS AND ANY
COMMUNICATION WILL BE REPORTED TO THE EXAMINATION BOARD AND
YOUR EXAMINATION PAPER COULD BE DISQUALIFIED.**

If safe to do so, once back in the examination room, the exam will be re-started and you will still be given the same time allowance for this examination.