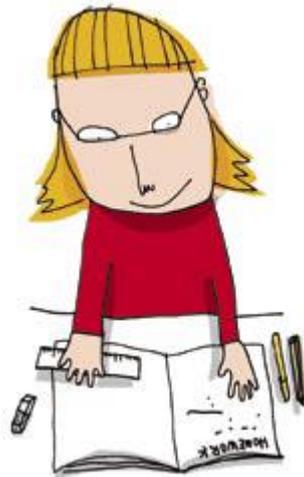




# Lord Grey Academy

## KS4/KS5 EXAMINATION BOOKLET

### GUIDANCE FOR LEARNERS AND PARENTS



## INTRODUCTION

It is the aim of Lord Grey Academy to make the examination experience as stress free and successful as possible for all candidates.

The academy will make every effort to ensure that you receive the best possible preparation for your examinations, that the administrative arrangements are in place, and the examinations are conducted in a way that causes as little stress as possible and helps students to achieve their best. Pre-Public Examinations (PPEs) are run to the same standards and rules, in order that students are familiar with the process beforehand.

This booklet is intended to inform about examination procedures, to answer some of the most frequently asked questions, and to help to guide and support students and parents through the examination process. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the examinations run smoothly.

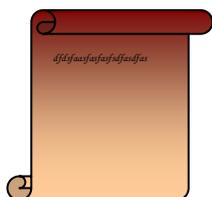
**If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parent/guardian have any queries or need help or advice at anytime before, during or after the examinations please contact:

**Mrs Pip Greenwood, Examinations Manager  
([exams@lordgrey.org.uk](mailto:exams@lordgrey.org.uk))**

This booklet can be found on the Lord Grey Academy website:  
[www.lordgrey.org.uk/students/examinations](http://www.lordgrey.org.uk/students/examinations)

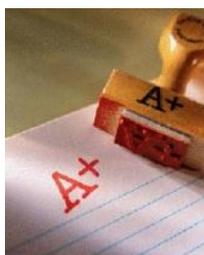
## REGULATIONS



Make sure you have read and understood the Joint Council Qualification (JCQ) “Notice to Candidates” (Written Examinations) document at the end of this booklet and also printed in your planner.

All candidates must read this carefully and realise that to break any of the examination rules or regulations could lead to disqualification from all subjects. The academy will report any breach of regulations to the relevant Awarding Body.

## AWARDING BODIES/EXAMINATION BOARDS



The academy uses the following awarding bodies:

AQA <http://www.aqa.org.uk>  
Edexcel <http://www.edexcel.com>  
OCR <http://www.ocr.org.uk>  
WJEC <http://www.wjec.co.uk>

Student and parent resources are available on the Awarding Bodies’ websites.

## Non-Examination Assessment (NEAs)



All non-examination assessments must be completed and submitted to your teacher by the deadline he/she has given you. You must ensure that all the work is your own. Candidates will be told the mark given for a centre assessed component/unit.

## APPEALS

Lord Grey is committed to ensuring that whenever its staff assesses students’ work for an external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.



If a student believes this may not have happened in relation to his/her work, he/she should make use of the appeals procedure. *Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.*

A student wishing to make an appeal should contact Mrs Greenwood in the first instance.

## STATEMENT OF ENTRY



All candidates receive a Statement of Entry prior to sitting examinations indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.

Check also that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded. The names on your certificates must be your LEGAL names.

**You must check each Statement very carefully and report any errors to Mrs Greenwood via Student Services. This is a very important document as you are confirming your entries for your examinations.**

## CANDIDATE NUMBER



You will be given a four-digit 'Candidate Number'. This will appear on your Statements of Entry and Timetables. You must write this number on every examination paper and NEA cover sheet, so please **LEARN IT**.

## CENTRE NUMBER



You must also write our school Centre Number on your examination papers and NEA cover sheets - this is **52309**.

## TIMETABLES



Candidates will receive an Examination Timetable prior to each exam session showing date, time, room and seat number. Students are responsible for checking their own timetable and arriving at the examination room 15 minutes prior to the start time of the examination.

Please ensure you allow enough time to get to school so if you are delayed for any reason e.g. traffic, you will still arrive in good time.

If you have any exam clashes these will be resolved by the Exams Department and you will be advised of the arrangements for these.

## EQUIPMENT



Make sure you take all the correct equipment to each examination:

Black pens	Sharpener
Pencils	Pair of compasses
Eraser	Angle indicator
Ruler	Calculator (where permitted)

You **MUST** write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. Your equipment must be in a clear pencil case or a see-through plastic bag. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

## UNIFORM



You will be expected to wear full school uniform when sitting examinations.

## MOBILE PHONES/IPHONES/IWATCHES/MP3 PLAYERS



We cannot stress enough how important it is **NOT TO HAVE MOBILE PHONES OR ANY OTHER ELECTRONIC DEVICES ON YOU IN THE EXAMINATION ROOM**. Your mobile phone, mp3 player, smart watch or any other electronic device must be either left at home or handed in to an invigilator. Anyone in possession of any unauthorised item risks disqualification from all examinations.

All wrist watches must be removed and placed on your desk for the duration of your exam.

## EMERGENCY PROCEDURES

**EMERGENCY  
EVACUATION  
ROUTE**

In the event of an emergency evacuation you must listen carefully to the invigilator's instructions:

•  
Stop writing and close your paper

- Leave the room in silence and in the order you are sitting. Follow the invigilator to the Astro-Turf. Remain silent and do not communicate with any other student otherwise you risk the security of the examination. Assemble on the Astro-Turf in the same seating plan arrangement as you were in the Sports Hall/exam room.
- When it is safe to do so you will be escorted back to the exam room.
- Listen for the instruction to restart the examination. Do not worry – you will be allowed the full time of the paper.

**REMEMBER: Remain silent, listen carefully for all instructions and do not panic.**

## LATENESS



Candidates who arrive late for an examination which is still in progress may be admitted but may not receive any additional time. If you arrive more than 30 minutes after the start of any examination the Awarding Body has to be notified and they may refuse to accept your paper.

## ABSENCE



If you miss an examination you will only be able to resit the paper at the next available opportunity (which may be the following year). If you are too ill or unable to sit an examination, your parent/guardian **MUST** telephone the School Absence Line on **01908 626167** as early as possible and leave a message.

It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/guardian and given to Student Services or Mrs Greenwood without delay. If appropriate, an application for 'Special Consideration' can be submitted to the Awarding Body.

We suggest that you save the **Absence Line telephone number** on your mobile phone so you can call in and leave a message if you have a serious problem - **01908 626167 – please emphasise that you are due to sit an examination.**

## CONTINGENCY DAY

The awarding bodies have designated Wednesday 26<sup>th</sup> June 2019 as a 'contingency day' for examinations. Candidates must therefore remain available until this date should an awarding body need to invoke its contingency plan.

## HOLIDAYS

Examinations and NEAs take place all through the year and it is the school's policy not to authorise family holidays taken in term time. The school recognises the link between regular attendance and educational success and requests all holidays and similar activities are organised to take place during the thirteen holiday weeks.

## RESULTS



Results for public examinations taken throughout the year will be issued as the results come into school. Results for PPEs will be issued to students as soon as they have been marked by the teacher.

If you are unable to come into school to collect your GCSE/A Level results in August, please leave a stamped addressed envelope at Student Services. If someone else is collecting your results or certificates on your behalf we must receive a signed letter authorising a named person to collect – the school will be unable to give a candidates results or certificates with out this.



Joint Council for  
Qualifications

## Information for Candidates For Written Examinations

This notice 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:
  - notes;
  - potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device**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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 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:
  - make sure it works properly; check that the batteries are working properly;
  - clear anything stored in it;
  - remove any parts such as cases, lids or covers which have printed instructions or formulas;
  - 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. Follow their instructions at all times.
2. Tell the invigilator at once if:
  - you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - 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. Fill in all details required on the front of the question paper and/or the answer booklet **before** you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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.

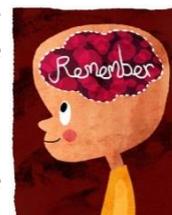


#### E. Advice and assistance

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:
  - you have a problem and are in doubt about what you should do;
  - you do not feel well;
  - 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.
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.



**The invigilator will tell you when you may leave the examination room.**

**All documents relating to examinations will be provided to every student well in advance by the Examinations Manager.**

**The documents will be available on the Lord Grey Academy website:  
[www.lordgrey.org.uk/students/examinations](http://www.lordgrey.org.uk/students/examinations) and the Joint Council for Qualifications website  
[www.jcq.org.uk](http://www.jcq.org.uk)**