



North Oxfordshire Academy

Examinations information 2023/24

JCQ – Who are they? What do they do?

The Joint Council for Qualifications (JCQ) are the ruling body over the main school qualifications taken within the UK. Here, at North Oxfordshire Academy, we use AQA, Edexcel, OCR and WJEC to deliver our courses and subsequent examinations. JCQ rules and regulations ensure that all examinations and courses are delivered in a fair manner allowing candidates to perform to their maximum potential.

For further information – www.jcq.org.uk

JCQ Documentation

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

JCQ provide the following information for candidates:

1. Controlled assessments
2. Coursework
3. Non Examinable Assessments
4. Onscreen tests
5. Privacy notice
6. Social media
7. Written examinations - *included at the end of this booklet*

You should take the time to read these documents carefully and discuss them with your parents / carers. They give you the rules and regulations you must follow during all examinations as well as controlled assessments and coursework. Failure to follow any of the instructions given in these documents could lead to an investigation of malpractice and a subsequent report to examination boards. Outcomes of such an investigation include but may not be limited to:

- Written warning
- Loss of marks
- Loss of whole GCSE grades

Do not put yourself at suspicion of malpractice. This is the only time throughout life you will be guilty until proven innocent. If you are ever unsure, ask your subject teacher or any other member of staff.

If you have any further questions after reading this handbook, contact the Examinations Office.

Before the Exam

- A copy of the whole school exam timetable will be published. This will be put up on the school website.
- You will receive an individual candidate timetable. This will include your exam dates, start times as well as rooms and seat numbers. You should check this carefully and keep it safe. If you lose your individual candidate timetable you should contact the exams office who will issue you with a replacement.
- During the summer examinations, the timings of the school day may change. If this affects you, you will be given the specific arrangements nearer the time.

PUBLIC EXAM START TIMES:

Morning: Ready to enter the exam room by **8:45am**

Exam start at 9:00am

Afternoon GCSE: Ready to enter the exam room by **12:55am**

Exam start at - 1:10pm

Afternoon A-Level: Ready to enter the exam room by **1:15am**

Exam start at - 1:30pm

- Other exams, for example BTEC, may start at times different to those above. Be prepared and ensure you arrive 15 minutes before the start time – you will always be given plenty of warning in these cases.
- You may have timetable clashes, where two of your examinations start at the same time. In these circumstances you will either have to sit papers back-to-back or have one of your exams moved to a different session. The specific arrangements for either scenario will be given to you nearer the time.

During the Exam Season

- Candidates will need to be ready to enter their examination at least 15 minutes before the start time. During the summer exam season GCSE students will leave the Year 11 tutor base (A-Block) at 8:45. SEM will oversee the students departing A-Block and DMU will oversee students attending the Sports Hall.
- Seating plans will be available on the day outside the exam rooms. You should check this daily as it may vary depending on the exam and tier you are sitting that day.
- Full uniform should be worn by all candidates. Coats, scarfs, hats, and other non-uniform items will not be permitted to be worn in the exam room. If the weather is hot, blazers may be left in bags or hung on the back of chairs.
- **Make sure you have more than one working pen as well as all the necessary equipment (pens, pencils, rulers, calculators etc). Equipment should be carried in a see-through pencil case, container, or plastic wallet, **not in a standard pencil case**. Calculators and math sets will be loaned to you during Math, Science and Geography exams any theft or vandalism of loaned items will be charged to parents.**
 - You will not be able to borrow from friends
 - You must write in black ink
 - HB pencil should be used for drawings / diagrams
 - Calculator lids/cases must be removed and stored under your chair for the duration of the exam
 - Any memory function on the calculator must be cleared prior to each exam
- No food is allowed to be brought into the examination room.
- Bottled water is allowed in the exam, but it must be in a clear plastic bottle with the label removed.
- If you are unwell and cannot attend the exam, you must contact the school reception who will redirect your call to our attendance team.
- Please ensure you use the toilet before entering the exam room. Toilet breaks will not be permitted in the first 60 minutes, or the final 15 minutes of the exam. All toilet breaks outside of these times will be at the discretion of the invigilators.
- Vandalism of exam room desks and chairs will not be tolerated, and furniture will be checked after every exam.

Conduct During the Exams

The school has a responsibility to provide fair and proper working conditions for all candidates. The main points can be found in the JCQ Documentation mentioned at the front of this handbook. Additional signage detailing a 'Warning to Candidates' will be displayed outside each examination room.

It is important to be aware of the following:

1. Candidates must not have any unauthorised items on their person. Phones, watches, earphones, or other electronics etc should be turned off (not silenced) and stored in bags in the designated areas or handed in to exam staff before the start of the exam.
2. Candidates must not have revision notes or any other papers on their person. Scrap paper and doodling is not allowed.

Remember – Possession of any unauthorised material is considered malpractice and can result in disqualification from exams and subsequent loss of qualifications.

3. Talking or communicating in any way with another student is not allowed in the examination room. This includes before, during and after the exam takes place.
4. The invigilation team are there to support you. If you need anything, raise your hand to attract their attention.
5. Candidates must listen carefully to instructions and notices given out by any invigilators – there may be amendments to the exam paper that you need to know about.
6. You will be given time to write your name and candidate number on your paper. You must fill this out in full, writing your full legal name including all middle names in the correct spaces. You must write your candidate number, centre number and signature when instructed to do so.
7. You must remain seated for the whole duration of the exam until you are dismissed by a member of the exam team.
8. Should you start to feel unwell during the exam you must inform an invigilator as soon as possible so the appropriate action can be taken. If you have a medical condition which may require equipment (e.g. diabetes or asthma) you must bring this into the exam room, declare it to an invigilator and then may place it under your chair.
9. If the fire alarm sounds during an examination, you must follow the instructions of the invigilator. Please do not panic. You will need to remain in silence throughout an emergency – failure to do so may be considered malpractice. If it is necessary to leave the exam room, you will be asked to do so in the order you are sitting. You must leave everything in the exam room. When you return to your desk, do not start writing until the invigilator tells you to. You will be allowed the full remaining time you are entitled to for that paper. A report will be sent to the awarding body detailing the incident. This process will apply to any emergency situation.
10. At the end of the exam candidates must remain seated until all work has been collected. You must hand everything in. If you have used more than one answer booklet, check your name and candidate number is on each one and ask for a tag to fasten them in the correct order.
11. On leaving the examination room be aware there may be other candidates still working within the room. You should leave the exam room and surrounding area quickly and quietly to minimise disruption.

Exam Top Tips

- Timing – Make sure you know how much time you have for each exam. Knowing how to split your time between each question will help you answer all the questions.
- Read everything – It is worth having a quick read of the paper from start to finish. Without even realising you will be thinking about the answers to the later questions.
- Plan your answers – This can be anything from highlighting key words to doing a small rough plan. Examiners say that time given to planning is important, especially in essay questions, for achieving the higher marks.
- Show your working – In any exam with an equation, such as maths or physics, you should show your working as you may receive marks for your method even if the answer is incorrect.
- Clock watch – Make sure you keep an eye on the time as you are going through the exam paper; you don't want to run out of time at the end!
- Handwriting – as you are frantically writing away your handwriting may become a little less neat than normal. It is important to remember if the examiner can't read it, they can't mark it! Double check your spelling as you may be awarded marks for accuracy here. And remember to use **black pen only**.
- Be prepared – Have you got the correct equipment? Do you know which room and seat you should be in? Do you know the date and start time of each exam? Having the solutions to these questions can help reduce stress on exam days.
- Keep calm – Easier said than done but take a few second to stop and breathe. Remember you have two years' worth of knowledge to show off to the examiner.
- Move on – after each exam it is a case of onwards and upwards. There is nothing more you can do about it once you leave the exam room. The best thing to do is go home, relax, and start revising for the next one.

Results Days

A-Level Results Day: 15th August 2024

GCSE Results Day: 22nd August 2024

Results will be available for collection on the days listed above. You will be given more details of the day nearer the time.

Exam results are yours and yours alone. They will only be given to the student whose name is on the envelope. We cannot hand your results to anyone else on the day without prior written permission from you.

If you wish for any other person (including family) to collect your results on your behalf, you must give a letter to the exams office by the last day of term. The person collecting your results must bring a form of photo ID with them. An example of the letter can be found below:

Dear Mrs Neal

I give my permission for my father John Smith to collect my GCSE results on my behalf. I have spoken to him and he understands he must bring photo ID with him on the day.

Kind regards

Fred Smith

No results can be given out by e-mail or telephone under any circumstances.



Information for candidates

Written examinations

With effect from 1 September 2023

Published on: 1 September 2023

Revision one: 30 January 2024

**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, a watch, AirPods or earphones/earbuds.

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.

Produced on behalf of:



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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. **For CCEA examinations, any loose additional answer sheets should be placed behind your script.**
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This section was amended on 30 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.