



LINCOLN

A PRIORY ACADEMY

EXAMINATIONS INFORMATION

2023 / 2024

Introduction

Examinations can be a stressful time for students and parents/carers and it is important that all those involved are as well informed as possible. The rules and regulations are designed to help ensure fairness and minimise disturbance for the students. It is in the interest of everyone that the examinations run smoothly and are conducted in a way that will cause as little stress as possible to help students achieve their best.

This booklet is intended to inform you about examination procedures, to answer some of the most frequently asked questions and to help, guide and support you through the examination process.

Awarding Bodies

JCQ (Joint Council for Qualifications) work on behalf of the Awarding Bodies – the examination boards. They set down the regulations which must be followed by The Priory Lincoln Academy. As a centre we **must** report any breach of regulations to the examination boards. Therefore each student should read the following notices carefully and note that any break of the examination rules or regulations could lead to disqualification.

- JCQ Information to Candidates
- JCQ Warning to Candidates
- JCQ No Mobile Phone Poster
- JCQ AI and Assessments

They can be found at the back of this booklet and also on the academy website. These posters will also be displayed in and around the examination room on the day of your exam.

Timetables

Formal examinations take place during November, January - February and May - June, the timetables are set nationally by JCQ and the dates and times cannot be changed by the academy.

When you receive your timetable please check that your full name and date of birth are correct as this is how it will appear on your certificates. Candidates are registered using their legal names, not a preferred name and should be the same as their birth certificate or passport.

- You will receive an individual timetable showing your own specific exams with details of date, time and duration of the examination. Make sure that you **know your timetable**.
- Check that you have been entered for all the examinations/tiers you expected to be.
- Learn your four digit candidate number as you will need to put this on every examination answer booklet.
- You will be informed by your teacher of the date and time of any speaking tests, practical examinations or NEA's (Non-Examination Assessments) that you are taking.

Examination Clashes

Some candidates may have a clash where two subjects are timetabled at the same time. The academy will make special arrangements for these candidates only. Often one examination will immediately be followed by the other with a strict supervised break in-between. This will be taken in a suitable location with a member of staff. Candidates will not be allowed contact with other people, the internet or their mobile phones during this time and until all examinations have been completed.

The Examination Room

Items that may be taken into the examination room

Only material that is listed on the question paper is permitted in the examination room. The academy expects you to **bring your own equipment** for each examination, it must be in a clear transparent pencil case and visible to invigilators at all times.

- Pens should be black ballpoint. Gel pens and erasable pens are not permitted as these may be erased by the scanning process. Correction pens/fluids are not allowed.
- Highlighter pens can be used on the questions but must not be used in the answer section.
- For Mathematics and Science exams, students should make sure their calculators conform to the regulations. If in doubt check with your teacher. Covers or instructions should be removed and the calculator cleared of formulas prior to entering the exam room. Include in your pencil case a pencil, rubber, ruler, protractor and compasses on the days you need them.

Water is allowed, although it must be in a clear bottle with a **sports style top** and the label must be removed. Unless there is a medical reason which has already been discussed with the examinations officer in advance **no other kinds of food or drink are permitted**.

Items that may NOT be taken into the examination room

A student found to have material on them that is not allowed would normally be disqualified from the paper but maybe disqualified from the subject.

- NO watches – regardless of being digital or analogue are allowed to be worn. JCQ state that this is because it is near impossible to tell the difference between a smart watch and a standard watch. This ruling extends to include traditional wind up/battery powered analogue wrist watches. An analogue clock will be displayed in each exam room. Any concerns please raise them with the Examinations Officer.
- Any web-enabled devices, including mobile phones, iPod's and smart watches **MUST NOT** be brought into the examination room. They should be switched off and left in your bags. You will be given one last opportunity to hand it to an invigilator prior to the start of each examination. If you are caught with a mobile phone on your person during the examination it will be regarded as malpractice and is subject to severe penalty from the awarding bodies, even if it is turned off.
- Bags and coats are not permitted at your desk and all pockets on your person must be empty.
- You should not write on your hands before or during the examination itself. Anyone seen with writing on their hands will be asked to remove it.
- Pieces of paper in pockets regardless of what is written on them.

The minimum penalties are as follows:

Device found on you and turned ON – disqualification for the entire subject award
Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

If your phone rings during the examination wherever it is in the room the examination board must be informed and you may be disqualified from all papers for the subject (including any already taken)

On The Day of The Examination

You are responsible for knowing when your examinations are and expected to arrive in school for 8.30am and/or 12.30pm on the correct day. You will be notified of any room changes or notices by a member of SLT or the Examinations Officer.

- Morning exams start at 9am and afternoon exams 1pm.
- You will be sent to your examination room from the downstairs restaurant.

Full uniform or appropriate sixth form dress should be worn in accordance with the academy's expectations and must be worn by all students attending the examinations.

Please wait quietly outside your examination room until you are invited to enter by the examination invigilators.

Invigilators

- The academy 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 ensure the security of the examination and the welfare of the candidates. They will distribute and collect the examination papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the examination. For example if a candidate is feeling unwell.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions, or advise on which questions to answer.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Examinations Conditions

- As soon as you enter the examination room you are under exam conditions and must not attempt to communicate with or distract other candidates.
- Any student who has not handed in their mobile phone, any other web-enabled device or watch must do so as soon as they are asked to do so by an Invigilator.

Please make sure your device (including any alarms) is tuned off. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination – **even if it is turned off. It will be taken from you and a report made to the appropriate awarding body.**
No exceptions can be made.

- You must not write on the examination desks. This is regarded as vandalism and you will be asked to clean off any damage.
- Do not draw graffiti or write offensive comments on examination papers, if you do the awarding body may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators, there may be amendments to the examination paper that you will need to know.
- Students must accurately complete the information on the front of the examination paper, especially their candidate number. Failure to do so may result in the delay or loss of your result.
- Check that you have the correct question paper - check the subject, paper and tier of entry. Be prepared to raise your hand if you are worried something isn't right.
- Read all the instructions carefully and number your answers clearly.
- The length of an examination cannot be altered and you are required to stay under full examination conditions for the duration of the examination. If you finish a paper early use any time remaining to check over your answers and ensure that you have completed your details correctly.
- Once seated you must remain seated, if you require assistance of any kind - please put your hand up clearly and an invigilator will come to you.

When the examination has finished

- You must continue to remain silent and not attempt to communicate with anyone until you have left the examination room as you can still risk malpractice. You will be told when you can leave the room.
- Invigilators will collect your exam papers before you are allowed to leave the room.
- If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

- All rough work must be handed in and submitted to the board – so remember to cross it out.
- No examination materials must be taken from the room.
- Please remain silent as you leave the room. Different subjects / tiers may have different finishing times. Please show consideration for the candidates still working.

Absence From Examinations

- If you experience difficulties during the examinations (e.g. illness, injury or personal problems) please inform the academy at the earliest opportunity so we can advise you.
- Only in exceptional circumstances are candidates awarded special consideration for absence from any part of the examination. There are strict guidelines that specify the circumstances under which the academy may 'apply' for absent candidate's status. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the examinations officer without delay. In all cases the final decision of whether to apply for special consideration will be made by the examinations manager, who will assess the nature of the absence and the evidence supplied against the criteria specified by JCQ. Please note it is down to the examination board to decide if the application is approved. Further information can be found on the JCQ website (A Guide to the Special Consideration process).
- Should a candidate fail to attend an examination without good reason the academy will have no option but to mark you as absent from that examination.

Please note that misreading your timetable will not be accepted as a satisfactory explanation of absence.

Contingency Day

Whilst formal examinations run until 21st June, JCQ has built a contingency day on **Wednesday 26th June 2024**. All students are expected to be available if required to sit examinations on that day. This is put in place as a result of events such as the Manchester attacks and the Grenfell Tower fire. Also in the event of the death of a senior member of the royal family requiring a day's mourning.

Examination boards will not accept holiday as a genuine reason for being absent from examinations taking place on Wednesday 26th June.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- **January Level 3 Exams (Y12/Y13) – Results Day: 13th & 21st March 2024**
- **Summer A Levels / L3 BTEC (Y12/13) – Results Day: 15th August 2024**
- **Summer GCSE / L2 BTEC (Y10/Y11) – Results Day: 22nd August 2024**
- If you wish for your results to be posted you must provide a stamp addressed envelope and ensure that this is handed to the Examinations Officer prior to the end of term.
- If you wish for any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the academy before results day, preferably before the end of the term. The nominated person will need to provide identification such as a passport or driving license before the results can be released.
- No results will be given out by telephone under any circumstances in accordance with Data Protection rules.
- We are only able to email results out to a school email address and not a personal account.

POST RESULTS

- If you need post-results advice regarding examination reviews of marking, the Examinations Officer, teaching staff and members of the Senior Leadership Team will be available on Results Day.
- If you are joining the Sixth Form or require any advice regarding further education then please see the Sixth Form team who will also be available on the day.
- The Sixth Form team will be available to offer support and guidance and students in Year 13 are strongly recommended to collect their results in person so any queries can be dealt with promptly.

CERTIFICATE COLLECTION

Certificates will be available for collection in November, for those students in 6th form you will be notified by your Form Tutor when to collect them. For those students no longer in school, a letter will be posted to your home address advising you that the certificates will be ready for collection from a certain date. These can then be collected from the main reception desk. It is important that you arrange to collect your certificates as they are legal documents and you will require them in order to apply for further education and jobs.

If you lose your certificates, please note Examination Boards can provide a 'Certifying Statement of Results', at a cost of £45 to £50 per Board. It is rare that they will offer a replacement certificate. The academy therefore strongly recommends that you make every effort to collect your certificates as soon as they are available and keep them safe.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if I forget my candidate number?

- Candidate numbers are printed on your individual timetable and on the attendance registers. Invigilators will be able to help you find your number.

Q. What do I do if I forget the academy centre number?

- The centre number is 26124. It will be clearly displayed in every examination room.

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate 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). You should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstance beyond their control. Examples of this may be illness, accident or injury, bereavement and domestic crisis. The Examinations officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. If I miss the examination can I take it another day?

- No. Timetables are regulated by the examination boards and you must attend on the given date and time.

Q. What do I do if I feel ill during the examination?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and if this may have affected your performance.

Q. If I am too ill to attend the exam, what will happen?

- An Appeal for Special Consideration can be made if you have supporting evidence. For minor ailments please contact the exams officer who can advise on adjustments that can be made. It is always better to attempt the exam if you can. If you miss the exam it cannot be taken on another day. Covid adjustments are in place for those who are required to isolate.

Q. If I'm late can I still sit the examination?

- Provided you are no more than 1 hour late, it may still be possible for you to sit the examination. You should get to the academy as quickly as possible and report to Student Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission.
- You should also be aware that if you start the examination more than 1 hour after the published start time, the academy must inform the awarding body and it is possible that they may decide not to accept your work. Please ensure that you allow enough time to get to the academy so that if you are delayed you will still arrive on time.
- If you are likely to be late you must:
 - Immediately telephone the school giving your name, year, reason for lateness, and anticipated time of arrival. Make it clear you are due to sit an exam.
 - When you arrive you will be met and escorted to the examination room. If you are travelling with parents/carers, please ask them to stay with you until you are met. Do not use your mobile phone or smartwatch after the scheduled start time for the examination - give your devices to an adult as soon as possible. An adult who can confirm you've had no outside contact, may help with the acceptance of a late script application.

Q. What is meant by the term 'malpractice'?

- Malpractice is when a candidate fails to comply with the JCQ regulations.

Q. How do I know how long the examination is?

- The length of the examination is shown in minutes on your individual timetable 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 room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

- It is a requirement of the examination boards that you must stay in the examinations room for at least one hour after the published start time of the examination (or for the duration if less than one hour). It is not the academy's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates.

Q. What do I do if the fire alarm goes off?

- If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and report will be sent to the awarding body detailing the incident.

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. A record will be made of the student leaving the examination room. Toilet breaks are not permitted during the first 15 minutes or the last 10 minutes of an 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. I am entitled to extra time – how will this affect the way I take my examinations?

- Some students receive an allowance of 25% extra time. Students with extra time can still be in the main examinations hall and invigilators will be aware of who has additional time.

Q. What do I do if on results day I don't get the grades I need?

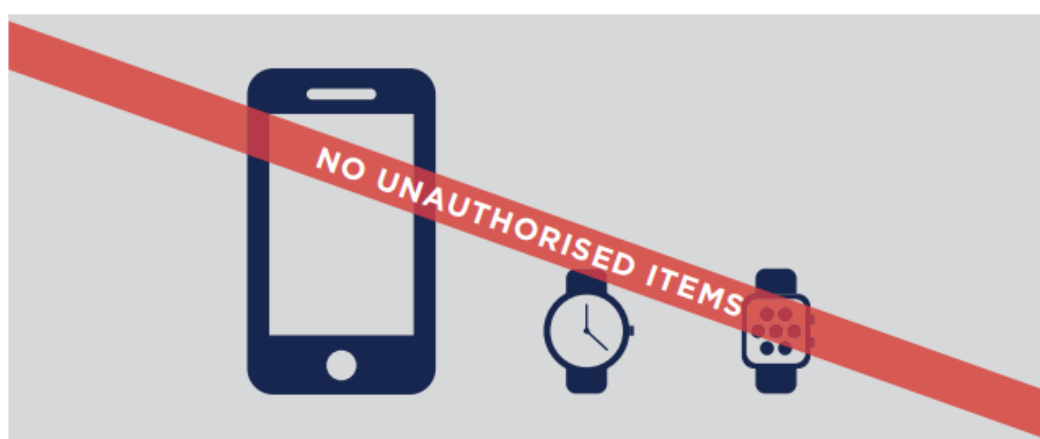
- Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject or teacher to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. A candidate consent form will need to be completed and returned to the Examinations Officer.

If there is anything you do not understand or any question that has not been addressed please contact the Examinations Office.

Examinations Officer - The Priory Lincoln Academy
Mrs L Clark - 01522 882800 x6063
Inclark@prioryacademies.co.uk

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



Information for candidates

Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



Please take the time to familiarise yourself with the JCQ rules:

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.