



2024

## Exam Information

Centre Name: Knutsford Academy

Centre Number: 40509

Centre Name: Cheshire Studio School

Centre Number: 40508

Candidate Name: .....

Candidate Number: .....

## Introduction

At Knutsford Academy we strive to ensure all our students achieve their best and part of this is ensuring the exams are run smoothly and as stress free as possible.

This handbook contains lots of information relating to your exams and it should be carefully read by both candidates and parents/carers before the start of the main examination in May.

Students will have their own candidate timetable showing them all the dates and times of their exams but a generic timetable can also be found on our school website (in the exams section) <https://knutsfordacademy.org.uk/students/exam-info> . Where TBA is listed on the timetable, this examination is scheduled by the class teacher who will have the details of times and dates.

It is the student's responsibility to know when and where each examination is taking place and to be lined up and ready to enter the examination no later than 10 minutes before the start time of each exam.

## Joint Council for Qualifications – Statutory Notices

All candidates must adhere to the statutory notices published by the JCQ. These are published on the JCQ website <https://www.jcq.org.uk/examsoffice/information-for-candidates-documents> and can also be found on the school website in the Exams section:- <https://knutsfordacademy.org.uk/students/exam-info>

- Non-exam Assessment – Information for Candidates
- Preparing to sit your examinations
- Written Examinations – Information for Candidates
- Privacy Notice – Information for Candidates
- Social Media - Information for Candidates
- Warning to Candidates poster
- Unauthorised items poster

As a school, it is our responsibility to provide Exams Boards with the personal data of our students being entered for exams. This information will include name, date of birth and gender. This data may be shared with other educational agencies approved by Exam Boards. You can read more about this in the JCQ privacy policy on their website: [GDPR - JCQ Data Privacy Policy - May 2018 - JCQ Joint Council for Qualifications](#)

## Key Dates in 2024

Thursday 9 May: exam season starts.

Wednesday 26 June: National Contingency Day – end of exam season

Thursday 15 August: A-Level Results Day

Thursday 22 August: GCSE Results Day

I would like to take this opportunity to wish you all every success in these examinations and beyond!

Mrs K Newitt (Exams Officer)

## **Candidate/Exam Number**

Every student is issued with a four-digit candidate number, this is printed below your name on your individual candidate timetable. This number will be used by all Exam Boards (except BTECs). Where requested, you should write this number on all examination papers and coursework. Please write your number on the front of this booklet, in your planner and memorise it.

## **Invigilators**

Invigilators are employed by the school to conduct exams. They are there to support, organise and administer all aspects of the examination. Invigilators will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are not able to help with any part of the exam for example read questions, give answers. If you think you have been issued an incorrect exam paper, you should raise your hand and await a response from the invigilator.

Failing to follow instructions from an invigilator may be considered malpractice; malpractice procedures will then be followed.

## **Access Arrangements**

Some students are entitled to access arrangements such as extra time, reading pens or rest breaks and all invigilators are aware of what they are. If you do not appear to have the arrangements in place that you should have, please speak to the invigilator who will investigate further with the Exam Officer. Students with extra time will have a yellow card on their desk to evidence this arrangement.

## **Special Consideration**

Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis etc. You should be aware that any adjustment is likely to be small and no feedback is provided. Students are only eligible if they have been fully prepared for the whole course but their performance in the exam or production of coursework has been hindered. If you believe you may be entitled to special consideration, please ensure the examinations officer knows your circumstances.

## **Examination Times**

There are two examination sessions in each day. Morning exams start at 9:30am to allow for coaching sessions to take place before the examination and afternoon exams start at 1pm. However, please check your timetable as sometimes these timings may be different. Students are responsible for checking their own timetables and arriving at school on the correct date and time for every exam and for ensuring they can stay for the duration of the exam. You must arrive no later than 15 minutes before the start of the exam. Invigilators will tell you when to start and finish the exam; times will also be displayed on the board at the front of the exam room. There will be a clock clearly displayed in the exam room. Some afternoon exams may finish later than the school day; please ensure you have arrangements in place for getting home.

### **Coaching Sessions (Year 11)**

Before each year 11 exam there will be an exam coaching session. For morning exams, these will start at 8.40am and end at 9.10am, ready for a 9.30am examination start. Students sitting afternoon exams will have coaching sessions from 11.30am - 12.30pm, for a 1.00pm exam start. Students must be lined up ready to enter the examination hall 10 minutes before the start time of the exam.

### **Exam Timetable Clash**

Some students may have a clash where two exams are timetabled at the same time. The school will make special timetable arrangements for these students. In cases where exams are longer than three hours, your exam may be moved to an earlier or later session. In this case, you will be under supervised conditions all day and should bring a packed lunch to eat during the break between exams. You must check your individual timetable and see the Exams Officer if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see the Exams Officer immediately.

### **Exam Rooms**

The Bexton Road Upper School Hall is the main location for exams; however, please check your timetable carefully as some exams take place in smaller rooms in the Studio and some students with access arrangements may be sat in other rooms. Your seat number is listed on your timetable (although this may change on the day) and there will be a seating plan displayed in the Crush Hall and the Corridor outside the toilets – please check your room and seat number carefully every time before each examination.

### **Before the exam**

On arrival at school, remember to check your seat number on the seating plans which are in the crush hall and the corridors by the boys' toilets and then go straight to the coaching sessions if applicable. Following this, place your bags and prohibited items in the bag room. Items which cannot be with you in the exam room include mobile phones, watches, fitness trackers, electronic devices, earbuds, headphones, airpods, as well as any notes, paper, or anything other than the allowed stationery. The bag room for year 11 is in room U32 on the first floor, and the bag room for the sixth form is in the dining hall. Both bag rooms will be locked during the exam but valuable, personal items are left at your own risk.

Once your bag is secure, please line up in the corridor outside Mrs Thatcher's office no later than ten minutes before the start time of your exam.

If you are found in possession of items that are not allowed, we have a statutory obligation to report this to the Exam Board and they may disqualify you from all your exams. So please do not forget to check!

Once you enter the exam room, exam conditions will be in place. This means you must enter the room in silence, do not communicate or distract other students. Find your seat number and sit down quietly. Be sure to listen and follow the instructions of the invigilator. If you need to speak to an invigilator, raise your hand and wait for someone to assist you.

### **At the end of the exam**

At the end of the exam the Invigilator will tell you the exam has finished. You must stop writing immediately and remain silent, facing the front whilst papers are collected. Ensure your name and candidate number is on all pieces of paper. When instructed to, you may

leave the exam room silently. Other students may be in the room taking a different paper that lasts longer, please show consideration. Remember you are still under exam conditions until you have left the exam room.

### **Alleged, suspected, or actual incidents of malpractice**

Any alleged, suspected, or actual incidents of malpractice will be investigated and must be reported to the examination board. Cases of malpractice may result in disqualification. Plagiarism of portfolios/non-examined assessments (including the use of artificial intelligence) is classed as an incident of malpractice.

### **Equipment/Resources**

You are responsible for providing your own equipment for examinations. Examination regulations are very strict regarding what items may be taken into the exam room.

You will need:

- Pencil cases - must be see-through,
- black ball point pen – not blue or gel pens,
- Pencil, pencil sharpener, rubber – no correction fluid or pens,
- Ruler with cm and mm,
- Highlighters may not be used in your answers but can be used on question papers if they are not being sent to the examiner.

Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material including journals, notes etc.

Technological/web enabled sources such as mobile phones, smartwatches, or Fitness trackers, iPods, MP3/4 players or similar devices are not permitted. You must not have AirPods, earbuds, or headphones and wrist watches of any sort are also not permitted.

You may take water only into the exam room. Please ensure it is in a clear bottle and any labels must be removed. Food is not permitted unless for medical reasons – and then the examinations officer must be aware of this, and it must be free from packaging.

If you are found in possession of unauthorised items or material, you may risk being disqualified from the exam.

### **Using Calculators**

Students must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. Students may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, students are responsible for making sure that their calculators meet the awarding bodies' regulations.

**Calculators must not be able to offer the following:**

- Communication with other devices or the internet
- language translators
- symbolic algebra manipulation
- symbolic differentiation or integration
- access to pre-stored information (including databanks, dictionaries, text, or mathematical formulae)

## Contingency Day

This year the awarding bodies have designated two afternoons and one full day as 'contingency days' in the examination timetable. They are the afternoons of Thursday 6<sup>th</sup> June, Thursday 13<sup>th</sup> June and all day on Wednesday 26<sup>th</sup> June. The purpose of this is to allow schools a day to re-schedule examinations that may have been postponed in the event of national or local disruption during the June 2024 series. Candidates must remain available until this date should an awarding body need to invoke its contingency plan.

## Emergency Procedures – Fire, Lockdown, and Run, Hide, Tell

If any of the emergency alarms sound, students should stop writing immediately and wait for instructions. The invigilator will make a note of the time. Students should remain silent and facing the front of the room.

**Students must not communicate with anyone** other than a member of the examinations staff, even if they are asked to evacuate the venue.

In the event of an evacuation, all materials must be left on the desk. Students will be escorted to the fire assembly point where they must **remain in order and silent**. They must stand away from the rest of the school and at least a pace away from any other examination student, **remaining in silence throughout**.

Once the "All Clear" has been given, students will be escorted back into the examination room. Again they must walk in complete silence. When seated, students must wait for instructions from the invigilator before resuming work. Students will be given the full remainder of the examination time.

## What to do if a student is late for an examination

If for any reason, a student knows that they will be late arriving for an examination: The student or student's parent/carer should leave a message for the Exams Officer on the student absence line. She will need to know

- the student's name
- the student's year group
- which exam the student is sitting
- why they are late
- when they are expected to arrive

Where a student is late, a trusted parent/carer should ensure they do not have access to a mobile phone or any internet enabled device and accompany the candidate into school. They must not go to the examination venue unaccompanied.

If a student arrives after 10.00am for a morning exam or after 2.30pm for an afternoon exam, they are classed as 'very late'. The school must report this to the examination board, who can choose whether they accept the paper for marking. Such students will still be given the full time to sit the examination paper but depending on the time, it may involve changing the planned venue, and there is no guarantee the exam board will mark a 'very late' script.

## **What to do if you are unwell**

External examinations cannot be moved or sat at another time. Therefore, a student must make every effort to attend. Examinations are not able to be rescheduled due to illness or to any other unforeseen circumstances.

To apply to the examination board for special consideration in the case of absence, candidates will be sent JCQ/ME Form 14 to complete, stating their illness symptoms and whether a medical professional was contacted. This needs to have been returned within three days of the student's last examination. If a student misses more than one examination, it will need to be completed for each one. There is no guarantee that the exam boards will grant special consideration for absence due to illness or unforeseen circumstances.

## **Results Day**

A Level, AS Level and Level 3 Vocational qualifications - **Thursday 15 August 2024**

GCSE and Level 2 Vocational qualifications – **Thursday 22 August 2024.**

Results will be available for collection from the Upper School Main Hall from 09:00am onwards.

We encourage students to collect their results in person on the day but understand this is not always possible. If you are not available to collect your results, we can post your results home, if you provide a stamped addressed envelope. Alternatively, you can nominate a trusted person to collect the results for you. You, the candidate, must confirm this in writing via a signed letter or email to the Exams Officer and the person collecting must bring some form of identification.

## **Post-Results Services 2024**

### **Review of Marking**

Following receipt of your results you may wish to have some marks reviewed where you may have missed the next grade by one or two marks. Please see your teacher to discuss this further. You will need to complete a document to authorise the review and confirm you understand there is a risk of marks going down when a review is undertaken. There is a charge by the Exam Board per paper. Payment will need to be made upfront to the school and a refund will be given if the grade goes up.

### **Access to Scripts**

You may be asked by your subject teacher if they request from the Exam Board for a copy of your exam paper to use for use in the classroom to show examples of work to other students. You will need to sign that you authorise the use of your work for teaching and learning purposes. If you would like to request a copy of your paper; again, you will need to sign to request the script and there may be a charge by the Exam Board. Please note – there is a deadline for both of these services.

### **Non-Examined Assessment (NEA)**

Coursework, portfolios, and non-examined assessments must be your own work and you will be asked to sign to declare this. Plagiarism is where a student copies parts of work from other sources, into their assessment and presents it as their own, whether intentional or not. Such sources could be books, CDs, internet sources, other people's work, or artificial intelligence. Any suspected plagiarism (including the use of artificial intelligence)

will be investigated thoroughly and will be reported to the examination board as malpractice and could lead to disqualification.

Knutsford Academy and Cheshire Studio School is committed to ensuring that whenever its staff mark students' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Students are entitled to receive raw marks for non-examined assessments (NEA) from teachers and as with the written examination papers in the summer, students have the right to request a review of marking of their non-examined assessment marks.

A review of marking is not a remark, but a review of the process to ensure that the mark scheme and marking procedure were followed correctly. As with post results for examined components, non-examined assessments can be reviewed, and marks will only be changed where the original mark could not reasonably have been given ("outside tolerance") or where markers can be shown to have exercised their academic judgement in an unreasonable way.

Knutsford Academy and Cheshire Studio School have internal moderation procedures in place that mean departments have already considered the accuracy and consistency of any internal assessment before marks or grades are awarded to students. It is important to stress that marks may go down as well as up or stay the same under review. If a mark goes down, there is no further appeal that can be made before marks are submitted to the exam boards. Any request for reviews must be submitted before the departmental deadline and at the very latest within one week of the awarding body deadline for submission of marks. This is to allow the review to be completed before the submission deadlines. Therefore, requests for reviews should be submitted no later than: 1<sup>st</sup> May (GCSE & Level 2), or 7<sup>th</sup> May (A-Level & Level 3), or 21<sup>st</sup> May (for Art & Design). NEA marks cannot be reviewed after results are issued in the summer. Furthermore, awarding bodies reserve the right to alter marks during their moderation process; therefore, NEA marks are subject to change up or down even after submission. Please note that grade boundaries change year on year. Therefore, a mark given to a student does not guarantee a particular grade.

### **Certificates**

Exam certificates are delivered to school during November and will be distributed via Sixth Form tutor groups. Students who do not stay at Knutsford Academy or Cheshire Studio School for their Sixth Form years will be contacted when certificates are available.

### **Further information**

If you have any further queries on this year's upcoming examination series, please look to the exams section of the school website or contact Mrs K Newitt (Exams Officer).

Good luck and we wish you every success for the examinations and beyond.

Mrs K Newitt  
Exams officer

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