



LITTLEPORT AND EAST CAMBS ACADEMY

An Active Learning Trust School

**Centre Name:
Littleport & East Cambs Academy**

**Centre Number:
22236**

EXAMINATIONS 2021/2022

**GUIDANCE FOR
STUDENTS & PARENTS**

YEAR 10 & YEAR 11

Please note – due to COVID-19 exam regulations may be adjusted. You must comply fully with all instructions given.

**Exams Officer: Mrs S.buzer
School Telephone No: 01353 223300
Exams Office Email: susan.buzer@leccacademy.org**

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INTRODUCTION

It is the aim of Littleport & East Cambs Academy to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down **strict** criteria which must be followed for the conduct of examinations and Littleport & East Cambs Academy is required to follow them precisely. You should therefore, pay particular attention to the Notices to Candidates enclosed with this booklet.

Most exams will take place in the Sports Hall; individual timetables will state where your exam is taking place. Unless stated on your individual timetable all exams **start at 8.45 for morning papers and 1.30 for afternoon papers. You must arrive 15 minutes prior to these times.**

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer - **Mrs S Buzer**

The school telephone number is: **01353 223300**

Examinations email:

susan.buzer@lecacademy.org

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All candidates receive a statement of entry from the Academy 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. You must check everything on your statements of entry very carefully. **Particularly check that all personal details (date of birth, spelling of names, which must be your legal names) are accurate as these will appear on certificates and it will be very difficult to change them once certificates are awarded.**

EXAMINATION BOARDS

- The Academy uses the following Examination Boards: AQA, Pearson (Edexcel), OCR, WJEC (Eduqas) and ASDAN.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + Middle Name + **Legal** Surname.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and on the card which identifies your desk in the Exam Hall. **Please do not deface your card** – it is a requirement by the Joint Council for Qualifications (JCQ) that the cards are used to aid identification.

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (19225) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

An example entry slip is below:

Statement Of Entry					
Season:	November Entries 2020				
Name:	Andrew Brian Cross	Year:	11		
Gender:	Male	Registration Group:	11/ABC		
Date of Birth:	29/02/2005				
Candidate Number:	1234	ULN:	123456789	UCI:	192250190000A
Name on Certificates:	Andrew Cross	Admission Number:	5555		
Entries					
AQA	GCSE/9FC	8702	English Literature		

TIMETABLES

- You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. **Check it carefully. If you think something is wrong see Mrs Dean or email susan.buzer@lecacademy.org immediately.**

Timetable Clashes

- A few candidates may have a clash where two subjects are timetabled at the same time. The Academy will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Dean if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Dean immediately.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you or your parent/guardian. You will be asked to provide your personal number for use during exam time.

EQUIPMENT

- It is **your responsibility** to make sure that you have **all the correct equipment** before your examinations – check with your subject teacher if you are unsure. Check the regulations in the Notice to Candidates and the information on the following pages. **Black** pen must be used for all examinations.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Warning to Candidates”, which is issued jointly by all the Examining Boards, can be found at the back of this booklet. **All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects.** The Academy **must** report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. **CANDIDATES MUST ARRIVE 15 MINUTES PRIOR TO THE START TIME OF THEIR EXAMINATION.** Students will be lined up quietly in the designated area until invited to enter the exam room by the Senior Leadership Team in collaboration with the examination invigilators.
- Candidates **must** sit at the desk that has been allocated to them, unless the invigilator instructs otherwise. If you do not sit in the correct seat you could be marked absent.
- Candidates who arrive late for an examination may still be admitted. You are considered **late** if it is before 9.30am for a morning exam or 2.00pm for an afternoon. After this time you are considered to be **very late**, and a report needs to go into the examination board, detailing the reason for lateness. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS). Remember your lateness causes disruption to candidates already in the exam room.
- **Full Academy Uniform** must be worn by all students attending the Academy for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **BLACK** ink or **BLACK** ballpoint. No correction pens (fluid or tape), highlighters or gel pens are allowed in your answer book. You may use a highlighter in the inserts provided by the exam boards.
- For Mathematics and Science exams, students should make sure their **calculators conform to the examination regulations**. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. The cover should be placed underneath your chair face down and the memory must be cleared.
- **All watches are now banned** from the Examination Hall, and should be placed in your bag. If you have a digital watch, please remember to turn off any alarms.
- **Mobile telephones, or any electronic communication/storage device or digital facility MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM, unless it is switched off and in your bag).** If any unauthorised equipment is found on your person during an examination (**even if it is turned off**) it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.** Disqualification from the entire subject award or single component will result.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQ's at the end of this booklet). If you break these rules you will be disqualified from the examination.
- Do not attempt to communicate with or distract other candidates, this includes eye contact.

- No food is allowed in the examination rooms (unless there is a medical need). **Plain plastic water bottles will be allowed, sports cap variety please, to avoid spillage. Labels must be removed.**
- **Do not graffiti or write on examination desks.** This is regarded as vandalism and you will be asked to pay for any damage.
- **Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper which will result in zero marks being awarded.**
- **Listen** carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about
- It is your responsibility to check that you have the correct question paper – check the subject, paper and tier of entry, raise your hand if it is incorrect. **Complete all your details on the front of the paper**, do not use just your Christian name, exam staff are not allowed to amend your details in anyway, so your exam paper will go off as you have completed it, so make sure that the exam board will know who you are. You must also use your legal name for this.
- **Read all instructions carefully and number your answers clearly** if required by the subject.
- Candidates must stay in the examination room for the duration of the exam. **You will not be allowed to leave an examination room early.** If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

End of the Examination

- **At the end of the examination all work must be handed in – remember to neatly cross out any rough work. If you have used more than one answer book or loose sheets of paper please insert them into the answer book. Make sure that you add your full candidate details to any additional answer sheets that you use.**
- **Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the building and you need to be mindful of candidates who may still be working in the exam room.**
- **Question papers, answer booklets and additional paper must NOT be taken from the exam room.**
- **Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.**

IMPORTANT

If the **fire alarm** sounds during an examination the examination 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 in 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 exam room **do not start writing** until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The Academy employs fully trained 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 supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- 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. **A report will be sent to the exam board who may disqualify you from all exams.**

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the Academy Attendance Officer at the earliest possible point so we can help or advise you.
- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**
- Only in ‘**exceptional circumstances**’ are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, **a minimum of 25% of the examination** (including non-exam assessment work) must have been completed.
- **Parents and candidates are reminded that the Academy will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.** You or your parent/guardian **must** phone the Academy Attendance Officer (01473 687181) as soon as possible on the morning of the exam **and** an explanation / reason sent to Mrs Dean within **three** days of the exam missed. You can email exams@Littleport & East Cambsacademy.org.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Thursday 25 August 2022

(10.00-12.00)

- Results will be available for collection on:
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school **before** results day.
- Candidates may leave a **stamped self-addressed envelope** if they wish results to be posted home.
- No results will be given out by telephone under any circumstances.

WHAT HAPPENS AFTER RESULTS? (Post Results)

- If you need post-results advice, Littleport & East Cambs Academy senior leadership, teaching staff and Careers Advisers will be available on Results Day.
- Students who are close to a grade boundary will be identified by the Academy and will be asked to sign a consent form giving the Academy permission to apply for a Review of Marking. It should be noted however, that grades can go down as well as up.
- To aid with teaching and learning at the Academy, we can apply for scripts to be returned to us, but need your permission to do this. You will find a letter to sign in your results envelope if you are happy for us to use your script. All scripts will be anonymised.

The above guidance may be subject to change.

EXAM CERTIFICATES

- These may be collected from the Academy from **1 January 2023**. They will not be given to anyone other than the candidate without the candidate's written authorisation. If you wish them to be posted to you, please send in a stamped self-addressed envelope, but understand that you are liable if they should get lost in the post.
- The Academy is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board (currently £48 per certificate). You are therefore urged to collect your certificates keep them safely. **Please note, not all exam boards offer a replacement service.**

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The Academy will re-schedule papers internally (on the same day where possible) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult Mrs Dean, Exams Officer.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are on the card on your desk, printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **19225**. It will be clearly displayed in the examination rooms, and can be found on your exam card.

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

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

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

- Provided you are **not more than one 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 Reception. **A member of staff will escort you to the exam room.** You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the exam more than one hour after the published starting time, the school must inform the exam board and it is possible that the Board 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 (e.g. through transport problems) you will still arrive on time.

Q. What do I do if I have an accident or am ill before the exam?

- Inform the Academy at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the Academy to make an appeal for Special Consideration on your behalf (see below).

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). Parents 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 circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so

that the necessary paperwork can be completed (**within 7 days of the last exam 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 on another day?

- **NO** - Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear Academy uniform?

- Yes. Normal Academy regulations apply to uniform, hair, jewellery, make-up, no trainers etc.

Q. What equipment should I bring for my exams?

- **PLEASE CHECK WITH YOUR SUBJECT TEACHER FOR EACH EXAM**
- For most exams you should bring at least two pens (**BLACK** ink only).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- Remember to read the **Notice to Candidates** (see Appendix) for further guidance on equipment regulations.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the **designated areas**. Do not bring any valuables into school with you when you attend for an examination.
- No food (unless for medical reasons) or drink other than water is allowed in the exam room. Plain plastic water bottles will be allowed, sports cap variety please, to avoid spillage.
- **Mobile phones, data watches or electronic storage devices must not be brought into the exam room even if they are turned off.**

Q. Why can't I bring my mobile phone or watch into the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones, watch with data or wristwatch) is regarded as cheating and is subject to a **severe penalty** from the awarding bodies:

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.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to the Academy, you must switch it off and leave it outside the examination room. You are responsible for collecting it at the end of the examination.

Q. How do I know how long the exam 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 exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock (digital and analogue) in all examination rooms.

Q. Can I leave the exam early?

- **NO** - Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

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

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You **must not** attempt to communicate with any other candidates during the evacuation, or students exiting from the main building.

Q. Can I go to the toilet during the exam?

- **If it is absolutely necessary.** You will be escorted by an invigilator and will not be allowed any extra time. Remember, leaving the exam room disturbs other candidates and should be avoided.

Q. If I have more than one exam on a day can I get lunch at the Academy?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board. Please note that for Pre-Public Exams (mocks) it may not always be possible to give you your extra time, but rest assured that for your actual exams the full allowance is given.