



# A Brief Guide to Exams at Lytham St Annes High

Students & Parents

## Introduction

All A level and GCSE examinations in the U.K. are taken following the rules and regulations set by the Joint Council for Qualifications (JCQ). The rules and regulations that the school and you must follow are set by JCQ, breaking these rules can mean that either a student or the school are committing malpractice.

Malpractice for students includes the following:

- disrupting an examination in any way
- communicating with others in the exam room
- having in your possession in the exam room a mobile phone, watch or any other electronic device
- bringing notes into the exam room, this includes writing on any part of your body or clothing
- refusing to follow the instructions from an invigilator

Malpractice will often result in a candidate being disqualified from a particular paper, from a whole subject examination or even from all their GCSE examinations. The Examination Boards decide the outcome of all malpractice investigations using information submitted by the school, once this information is submitted to the Examination Board the school has no influence or say in the outcome.

You can get further information about malpractice by looking at the following documents.

## Examination Boards

The school uses four Examination Boards for GCSE examinations, these are:

**AQA** – Art & Design, Drama, Food Preparation & Nutrition, French, Geography, German, P.E., R.E. and Science (Biology, Chemistry, Physics and Combined Science)

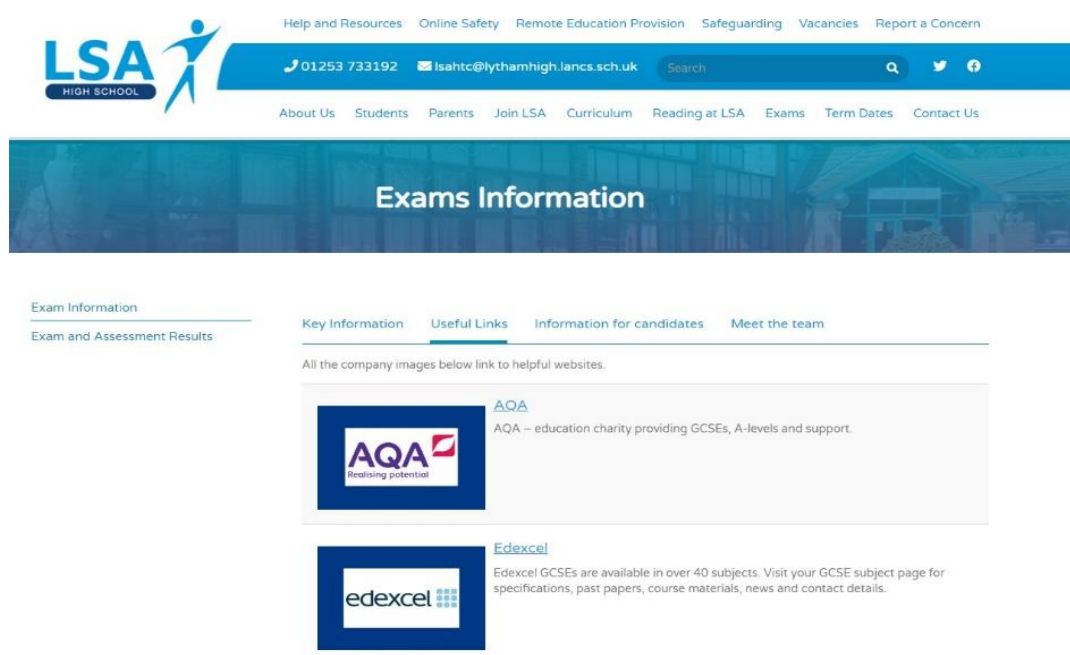
**Pearson (Edexcel)** – Business Studies, Computer Science, Creative Media Production (BTEC), Engineering (BTEC), History and Mathematics

**OCR** – Sports Studies (Cambridge National)

**WJEC (Eduqas)** – English Language and English Literature

The school also offers non-GCSE examinations such as Functional Skills in Mathematics (Edexcel), Functional Skills in English (Edexcel), Number & Measure (Edexcel), and Step-up-to English (AQA).

Further information about these examination boards and about the subjects that they offer can be found using the Useful Links tab, under exams on the school's website.



The screenshot shows the LSA High School website. The header includes the school's logo and contact information. The main navigation menu is visible, with 'Useful Links' highlighted. Below the navigation, there is a section titled 'Exams Information'. Under this section, there are sub-links for 'Exam Information', 'Exam and Assessment Results', 'Key Information', 'Useful Links', 'Information for candidates', and 'Meet the team'. The 'Useful Links' section contains a heading 'All the company images below link to helpful websites.' and two links: 'AQA' and 'Edexcel'. Each link is accompanied by the respective organization's logo and a brief description of their services.

**Exam Information**

Exam and Assessment Results

Key Information **Useful Links** Information for candidates Meet the team

All the company images below link to helpful websites.

**AQA**  
AQA – education charity providing GCSEs, A-levels and support.

**edexcel**  
Edexcel GCSEs are available in over 40 subjects. Visit your GCSE subject page for specifications, past papers, course materials, news and contact details.

## When are the exams?

For all Year 11 students there are two important examination periods – the mock exams take place in January and the main GCSE examinations take place in May and June.

This academic year the Year 11 Mock Examinations will run from:

**Monday January 16<sup>th</sup> to Friday January 27<sup>th</sup>**

(But non-examined assessments (NEA's) that make up part of some GCSE's will take place in the week Monday December 5<sup>th</sup> to Friday December 9<sup>th</sup>.)

This academic year the Year 11 GCSE Examinations in our school will run from:

**Monday May 15<sup>th</sup> to Friday June 20<sup>th</sup>.**

(But non-examined assessments (NEA's) that make up part of some GCSE's will take place throughout the period January to April.)

NEA's include practical assessments in drama, art, and food preparation & nutrition and , speaking assessments in English, French and German.

The dates of the summer GCSE examinations are set by the examination boards in conjunction with the JCQ, the school has no ability to change any of these dates or to move the timings of examinations due to unforeseen circumstance for individuals. Parents are advised to avoid these periods when booking holidays and to allow at least a week at the end of the summer exam period.

Prior to the examinations taking place students will get a personal timetable with all their examinations listed on it, also on their timetable will be details of the date and time of the examination, the room the examination will take place in and the seat number of the seat they will sit in.

## Individual Candidate Examination Timetable

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Mon 16 May	1:15PM	EDEXL/GCSE	GCSE/9FC	1CP2	Computer Science	1CP2 01	Principles of Comp.Sci.	1h 30m	H13-Sports Hall	A1
Tue 17 May	9:00AM	AQA	GCSE/9FC	8461H	Biology : Higher Tier	8461/1H	Biology Paper 1 : Higher Tier	1h 45m	H13-Sports Hall	A8
Wed 18 May	9:00AM	WJEC/GCSE	GCSE/9FC	C700QS	English Language	C700U10-1	English Language Paper 1: 20th Cent Lit	1h 45m	H13-Sports Hall	A3
Fri 20 May	9:00AM	EDEXL/GCSE	GCSE/9FC	1MA1H	Mathematics - Higher Tier	1MA1 1H	Maths Paper 1: Non Calculator - Higher	1h 30m	H13-Sports Hall	B10
Mon 23 May	9:00AM	AQA	GCSE/9FC	8035	Geography	8035/1	Geography Paper 1	1h 30m	H13-Sports Hall	A4
Wed 25 May	9:00AM	WJEC/GCSE	GCSE/9FC	C722PB	English Lit - Poetry Anthology and	C722U10-A	English Lit Component 1 Shakespeare	1h 00m	H13-Sports Hall	A2
Wed 25 May	10:15AM	WJEC/GCSE	GCSE/9FC	C722PB	English Lit - Poetry Anthology and	C722U10-B	English Lit COMP1 P-1914 Prose/Drama	1h 00m	H13-Sports Hall	A2

Date & start time of exam

Subject Code and Subject Title

Paper Code and Paper Title

Length of time, location, and seat number for exam.

## **Candidate numbers**

Each candidate has a four-digit candidate number, they will find their exam number on all their exam documents. This year the exam number will begin with the number 9 e.g., 9235. Candidates will need to put their exam number on every exam paper they sit, it would be a good idea to learn it.

## **ID card**

When candidates go into an exam room on their table will be an ID card, this ID card will have on it their name, photograph, exam number, and information about any access arrangements they might have. If the table they sit at does not have their card on it, they have sat at the wrong table.

## **Equipment**

In each of their exam's candidates will be provided with a pencil case containing black ink pens, pencils, an eraser, a ruler, protractor, and a highlighter. Candidates should bring their own calculator to both mathematics and science exams as they may not be familiar with the calculators we have.

## Access Arrangements & Reasonable Adjustments

Access Arrangements are pre-examination adjustments for candidates based on evidence of need and a normal way of working. Access arrangements allow candidates with special educational needs, disabilities, or temporary injuries to access the assessment without changing the demands of the assessment. e.g., readers, scribes, laptops.

Access arrangements are granted by the examination boards working in conjunction with the schools SENCo. As a result of access arrangements being granted by the examination board some students may sit exams in smaller venues e.g., drama theatre, or they may have longer to complete the examination. Access arrangements are not granted for students who have anxiety, nervousness or who are worried about exams.

JCQ said the following:

“nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within a centre”

## Special Consideration

Special consideration is a post examination adjustment to a candidates mark or grade because of:

- a temporary illness or accident/injury at the time of the assessment
- a bereavement at the time of the assessment
- a domestic crisis arising at the time of the assessment
- a serious disturbance during an examination, particularly where recorded material is being used
- accidental events at the time of the assessment such as being given the wrong examination paper, failure of practical equipment
- participation in sporting events, training camps or other events at an international level at the time of the assessment, e.g., representing their club or country at an international level in chess or football
- a failure by the centre to implement previously approved access arrangement

## Exam day

Candidates should

- check their timetable the day before each examination – making sure they know their room and seat number.
- arrive 15 minutes before the morning examination start time and wait in the assembly hall. In the afternoon candidates should go directly to their examination room. Start times for examinations are normally 9:00 a.m. and 1:00 p.m. but check your timetable.
- wear school uniform to all their examinations.
- remember that if they bring a bottle of water to the examination - the bottle must be transparent, resealable and have had all labels removed.

## Bags & Coats

Candidates who are sitting in the Sports Hall, will leave their bag and coat in a secure room for the duration of their examination.

Candidates in other rooms, will leave their bag and coat in a secure room close to those rooms for the duration of their examination.

Candidates must leave their mobile phone, their watch, and any other unauthorised materials in their bag – mobile phones must be switched off.

Seating plans are displayed outside each room, so if candidates are unsure of their seat number - this is where they can find it.



## Starting your examination

On entering the examination room candidates are under JCQ examination rules. Candidates must not speak or in any way communicate with any other candidate once in the room.

Candidates should make their way to their allocated seat – if someone else is in their seat, they should speak to an invigilator.

At the beginning of each examination the lead invigilator will read out the JCQ notice – this is a requirement and is an important process at the beginning of every exam. Candidates should not read or write on their question paper unless told to do so by the lead invigilator.

## If you are late ...

### **Please do not be late.**

However, if candidates are late, they should go to their examination room and make themselves known to an invigilator. Candidates who are late will be given the full-time allowance for the examination, but we must inform the examination board that they were late.

Be aware that the examination board may decide not to accept work from a candidate that has arrived late – the later they are the more likely this is to happen.

## During the examination

Toilet breaks are not permitted in the first 45 minutes of any examination and in the last 15 minutes of any examination. Please go to the toilet before entering the examination room.

Candidates who need extra paper to write on, should raise their hand and ask an invigilator for more paper, the extra paper will be collected, attached to your examination paper, and sent to the examination board.

## Emergency Procedures

If the fire alarm sounds during an exam, listen carefully to the invigilator, and follow their instructions.

If you must evacuate the exam room, you remain under exam conditions – avoid any communication with anyone other than exams staff.

## At the end of the examination

Candidates will be told to stop writing; they will not be given a warning that the examination is ending. At the end of the examination, candidates must remain silent and wait for the invigilators to collect their examination paper.

When all the papers have been collected candidates will be dismissed by the invigilators, but silence must be maintained until they are outside the examination room.

Some students with access arrangements or reasonable adjustments will be remaining in the examination room after most candidates are dismissed, so everyone should leave as quietly as possible.

## Absence from an examination

If a candidate is absent from an examination, they must inform school as soon as possible. Please contact reception (Tel: 733192)

When returning to school candidates should complete a self-certificate form to validate their illness. The school will then request special consideration from the exam board to give a grade despite absence.

## Exams Team

Mr Lambert

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Assistant Exams Officer

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## Results

Summer 2023 results will be made available to candidates on the following date:

**Thursday August 24<sup>th</sup>, 2023**

Candidates will be given their results in school from 9 a.m., results can be emailed to students if they are unable to collect in person. Results will not be given or emailed to any other person other than the candidate unless the candidate has signed a letter requesting the school do so.

## Post Results Service

Candidates can ask for a review of results after the exam results have given to students. Further information can be found on the school website using the Key Information tab, under exams on the school's website.

## Exam Certificates

Exam certificates for the candidates sitting exams in summer 2023 will be available from the exam's office from December 1<sup>st</sup>, 2023, onward. Further information will be available on results day.