

# **Carlton le Willows Academy**

---

## **Student & Parent Examinations Information Handbook**



Updated: October 2020

## INTRODUCTION

Throughout the whole of your school life you have been doing tests and exams. What makes external exams different is that they are governed and organised by agencies outside the school who will check that everything is being run correctly. So, it is very important that we all get things right and the exams run as smoothly as possible. Remember our aim is 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 or carers 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 Carlton le Willows is required to follow them precisely. On the school website you will find a number of documents published by the school and by the exam boards – please make sure you are fully aware of the contents of these.

Please note that the information in this booklet is correct as of October 2020. You will be told about any significant changes and the school website will always be updated as soon as know of anything new.

## CONTACT INFORMATION

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

The Examinations Officer – Mr J Dean

The school telephone number is: 0115 956 5008  
The school website is: [www.clwacademy.co.uk](http://www.clwacademy.co.uk)

We are here to help – if you don't understand anything PLEASE ASK!

## BEFORE EXAMINATIONS

### STATEMENTS OF ENTRY

- All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct, signed and returned to your form tutor. Some subjects only have one tier of entry, some have foundation or higher tiers.

### EXAMINATION BOARDS

- The school uses the following examination boards: AQA, Pearson (Edexcel and BTEC), OCR, WJEC, RSL and LIBF.

### CANDIDATE NAME AND NUMBER

- Please check carefully the personal details at the top of any printouts. These details will be the ones that appear on your certificate. If there are **ANY** mistakes (e.g. name, date of birth, etc.) you **MUST** tell the exams office immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. The exam board will charge you for any replacements.

- 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, your statement of entry, your timetable and examination registers. **PLEASE LEARN YOUR NUMBER.**

### UNIQUE CANDIDATE IDENTIFIER

- In addition to your candidate number you will also have a Unique Candidate Identifier, or UCI (12 numbers and 1 letter) which is shown on the top of statements of entry. This number is used for administration purposes and it is NOT necessary for you to remember.

### TIMETABLES

- The school's provisional summer examination timetable will be available on the school website after February half term. You will also receive an individual timetable showing your own specific examinations with details of date, time and duration of exam by Easter. Check it carefully. If you think something is wrong go to the exams office immediately.
- **Please note that the exam boards will designate one day after the main exam season as a contingency day and they advise that all candidates should be available from their first timetabled exam until then, in case they have to move an exam from its normal scheduled date.**
- If you have a clash where two different subjects are timetabled at the same time the school will make special timetable arrangements for these exams only. Check your timetable and if you think there is a clash go to the exams office for this to be resolved.

### CONTACT DETAILS

- Please ensure that the school has up to date contact details for you. This is very important if you are on study leave and we need to contact you urgently and quickly. A mobile phone number and email address is preferable as the school may contact you via text or email.

### EQUIPMENT

You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case. We will not be able to loan equipment if the Covid-19 virus is still prevalent.

WATCHES OF ANY KIND ARE NOT TO BE WORN DURING EXAMS.

It is essential that you bring the following equipment to EVERY exam:

- 2 pens – **black only. You must not use erasable pens, including 'friction' pens.**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencil crayons
- Set texts

Calculators may be used in most exams: your subject teachers will tell you if they are not allowed for a particular paper. You must bring your own calculator if you need one. You are not allowed to use a mobile phone as a calculator. Your calculator should be no larger than the regular handheld size and is subject to the above restrictions on prohibited material. The exam boards do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure

your calculator works properly. If you are going to buy a new calculator please check with your maths teacher to see what they recommend.

Calculators must not:

- Be dependent on mains supply (i.e. use a plug!)
- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others
- Use magnetic card input
- Have a permanent memory

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens and coloured gel pens must not be used in answers, but you are allowed to highlight parts of the printed questions if you wish to.

You are not allowed to use correcting fluid, pens or 'mice' in any answer booklets. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable. This also applies to erasable and friction pens.

## **DURING EXAMS**

### **EXAMINATION REGULATIONS**

- A copy of the Notice to Candidates, which is issued jointly by all the examining bodies, is printed 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 school must report any breach of regulations to the awarding body(s).

### **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. Please wait quietly outside your exam room until you are invited to enter by the senior staff/examination invigilators.
- Unless otherwise stated on your timetable, all exams at Carlton le Willows Academy start at 8.45am for morning papers and 1:00pm for afternoon papers.
- Most large exams will be held in the Barn. We may also be using the West Hall, West Gym, East Hall, East Gym and classrooms. Make sure you know which room and seat you need to go to for each exam. The personal timetable you are given will tell you which room you have been allocated to at this stage. However, things may change even on the day, so make sure that you arrive at school early enough to check these details.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If you feel you have a justifiable reason for being late then speak to the examinations officer.
- Full school uniform must be worn by all students attending school for examinations.
- All items of equipment, black pens, pencils, mathematical instruments, etc, should be visible to the invigilators at all times. You must either use a transparent pencil case or a clear plastic bag.
- Pens should be black ink or ballpoint (NOT gel pens and NOT friction or other erasable pens). No correction pens/fluid are allowed. Work can be crossed through if a candidate does not want it to be considered (rough paper for workings is not allowed).

- For maths and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers, cases or instructions and make sure the batteries are new.
- Many papers are now scanned in for electronic marking – make sure you write in the space given and do not overflow in to margin areas.
- Make sure that any alarms are turned off on all electronic devices.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken in to the examination room. If you break these rules you will be disqualified from the examination.
- If possible **DO NOT** bring your mobile phone, smartwatch or any other prohibited electronic device into an exam room. If you have to bring in your mobile phone (or any other electronic device) you **MUST** hand it in to the invigilator ensuring that all devices are turned **OFF**. If a device is found in your possession during an examination (even turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- Please do not 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.
- 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.
- Check you have the correct question paper – check the subject, paper and tier of entry. **This is your responsibility, if there are any problems please inform the invigilator immediately.**
- Read all instructions carefully and number your answers clearly.
- 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.
- At the end of examination all work must be handed in – remember to neatly cross out any rough work. If you have used more than one answer book make sure the additional booklets are inside the main one.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the 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.
- If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not 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 (providing it is safe to do so) 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.

- You are allowed to take into the exam room a drink of water in a **small, clear plastic bottle with the label removed**. Chewing gum and any other food or drink is not allowed.

## **INVIGILATORS**

- The school 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.
- Subject specialist teachers will normally be present at the start of the examination only. Members of the leadership team may also be present.
- 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.

## **ABSENCE FROM/ILLNESS DURING EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury personal problems) please inform school at the earliest possible point so we can help or advise you. The number to call is 0115 956 5008 and ask for the Exams Office.
- If you are absent from an exam for medical reasons 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. This will allow us to make an 'application for special consideration' if appropriate.

**IF YOU MISS AN EXAMINATION YOU  
WILL NOT BE ABLE TO TAKE IT AT ANOTHER TIME.**

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF PROVISIONAL RESULTS**

- Provisional results will be published on Tuesday 24th August 2021 (A level/year 13) and Friday 27<sup>th</sup> August 2020 (GCSE/year 11). **Information below is subject to change depending on the public health advice at the time – currently this assumes that there are no restrictions in place.**

- If a student wishes for any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. They must bring some ID with them when they come in.
- Candidates who do not collect their results can come in to school at a later time to collect them with prior arrangement with the examinations officer.
- If you would like your results posted then you must leave a letter and an stamped addressed envelope with the exams office before results day.
- No results will be given over the telephone or via email under any circumstances.
- Results remain provisional until confirmed by receipt of a certificate which can normally be collected at a Presentation evening towards the end of the calendar year.

## **POST RESULTS**

- If you need post results advice or have any queries, staff will be available on results day.
- Each awarding body publishes procedures for appeals against its decisions and the examinations officer will be able to advise students and parents of these procedures.

## **PRESENTATION OF CERTIFICATES**

- A presentation evening will take place towards the end of the calendar year when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out.
- Students who are unable to attend presentation evening will be able to collect their certificates from the school office after the presentation evening. Certificates will not be given to anyone other than the candidates without the candidate's written authorisation and the person collecting certificates must also have some form of photo ID.
- Carlton le Willows 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 birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on presentation evening or as soon as possible thereafter and to keep them safe.

## **OTHER INFORMATION**

- The school centre number is 28316 and this will be clearly displayed in all exam rooms.
- If you are late for an exam, report to reception immediately on arrival.
- Exams must be sat at the stated time unless alternative arrangements have been made through the examinations officer.
- There will be a clock visible in all examination rooms.
- Parents and candidates are reminded that the school will require payment of entry fees (found on the exam boards websites) should a candidate fail to attend an examination without good reason and without informing the school.
- Misreading your timetable will not be accepted as a satisfactory explanation of absence.

## **Warning**

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions, with no form of deception. This rule bans any form of communication between candidates during an exam, as well as any other practice that could conceivably be seen as an attempt to deceive.
- Anyone attempting unfair practices can expect cancellation of exam entries and the charges that this will incur, as well as possible exclusion from GCSE/A level exams for a period of up to 5 years.
- Invigilators HAVE to stick to the rules; they HAVE to report to the exams officer ANYTHING that they feel could be suspicious.
- The examination boards WILL send inspectors in to school to check that we are doing things properly, so if we want to run exams here in the future we must stick to their rules and enforce their regulations.

**DON'T LET IT HAPPEN TO YOU.  
STICK TO ALL THE RULES.  
DON'T RISK YOUR FUTURE.**

### **Useful Websites**

- <http://www.aqa.org.uk/>
- <http://www.ocr.org.uk/>
- <http://www.edexcel.com>
- <http://www.wjec.co.uk/>
- <http://www.jcq.org.uk/>
- <http://www.clwacademy.co.uk/>

Please make sure you have read and are familiar with all the documents in the Exams section of the Carlton le Willows website.

And best of luck with your exams!



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

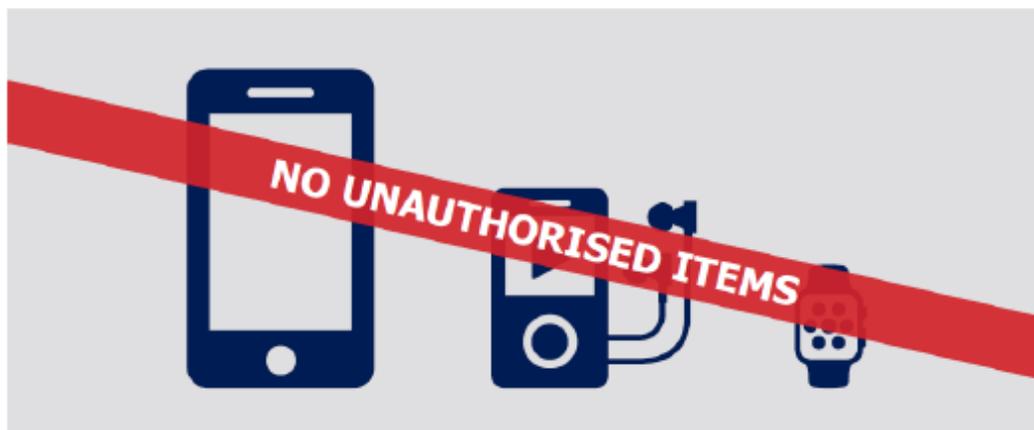
## Warning to Candidates

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.**

# **NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS**

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



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

**DISQUALIFICATION**  
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

**Information for candidates for written examinations –  
effective from 1 September 2020**

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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.  Any pencil cases taken into the exam room must be see-through.  <b>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.</b>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
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.
<b>C</b>	<b>Calculators, dictionaries and computer spell-checkers</b>
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.
<b>D</b>	<b>Instructions during the exam</b>
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	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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 for rough work.
<b>E</b>	<b>Advice and assistance</b>
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.
<b>F</b>	<b>At the end of the exam</b>
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.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.