

# EXAM

## INFORMATION AT

# BERWICK

# ACADEMY



BERWICK  
ACADEMY



2020/2021

This handbook is reviewed and updated annually

**Produced/reviewed by**

Laura Burgon

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Centre Name: Berwick Academy

Centre Number: 49025

Candidate Name: .....

Centre Number: .....

Exams Officer: Miss Laura Burgon

Exams Assistant: Mrs Fiona Lowrey

Exams Office Email: [burgonl@berwickacademy.co.uk](mailto:burgonl@berwickacademy.co.uk)

Website: [www.berwickacademy.co.uk](http://www.berwickacademy.co.uk)

Attendance Officer - Mrs Campbell: 01289 333904

Reception - Mrs Thompson: 01289 305083

PLEASE CONTACT THE SCHOOL BY TELEPHONE IN CASE OF EXAM EMERGENCY

## Introduction

Berwick Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

## Purpose of the candidate exam handbook

The aim of this booklet is to provide candidates with all relevant and up to date information for upcoming exams. Candidates should read the contents, JCQ notices and appendices included in this booklet. If you have any questions, please do not hesitate to contact the Exams office, contact details are above and all information can be found on our website.

## Coursework/controlled assessments/non-examination assessments

Please see appendices 1, 2 and 3 for full JCQ information.

## Written Exams

- You will be issued with your individual candidate exam timetable for the relevant exam season. Information included will be full name, candidate number, exam dates, times, subject, tier (if applicable) and room. The second version of your candidate timetable will also include seating plans (Summer season only).
- Check the information on your timetable is correct and report any errors to the exams office immediately. If you have any queries, please contact the exams officer, Miss Burgon.
- Ensure you have read the JCQ Information for Candidates – On Screen Tests and Written Exams documents (appendices 4 and 5) and Exam Room Posters (appendices 8 and 9)

## Candidates with Access Arrangements

Some students are entitled to various access arrangements for their examinations. Invigilators are aware of these. Access arrangement exams are usually seated separately from the Sports Hall, candidates are aware of this.

If, in an exam, you believe you do not have the correct access arrangements in place, please inform the invigilator immediately. Any missed time will be made up.

## Exam Clashes

Any exam clashes will be identified and resolved before the issue of your second timetable. Depending on the number of exam clashes and length of papers, exams may be sat 'back to back', one exam after the other, or sat 'throughout the day' allowing breaks, with this candidates will be supervised until all exam clashes are complete. Any students who have a clash and are under supervision will be reminded that:

- You will be kept under supervision in between your exams
- You **CANNOT** have your mobile phone or any other electronic device until all exam clashes are complete
- During supervised breaks, you may revise but internet access is prohibited
- Contact with anyone other than those being supervised in the same room as you is prohibited
- You must bring a packed lunch with you as you will not be allowed to leave the room (any students receiving free school meals, please inform the exams office and we will arrange a packed lunch to be ordered)

## Exam Venues

The majority of our exams take place in the Sports Hall and smaller ones in the Old Library. Other rooms used are the Squash Courts and students with access arrangements are seated in separate rooms throughout the school. You must check your individual candidate timetable to confirm which room you are in for each exam.

Exam plans will be available on the day on the examinations noticeboard located in O Block corridor outside of the Exams Office.

## Exam Times

Morning exams seated in the Sports Hall/Old Library/Squash Courts usually start at 9:00am and afternoon ones at 1:00pm.

Access arrangement morning exams will usually start at 8:45am and afternoon ones at 1:00pm. Access arrangement candidates should report to the Main Reception area to be instructed further.

Please note times may vary and you must refer to your timetable for accurate timings.

- Candidates, for all exams and arrangements, are expected to be at their venue 15 minutes prior to the start of the exam.
- Candidates will be registered in the exam hall at 8:55am, candidates with access arrangements at 8:40am.
- Candidates should check the exams notice board for any changes on the day.
- Candidates must remain in the exam hall until the end of the exam, when they will be excused by the exams team and invigilators.
- On occasion, exams may finish later than the final school bell at 3:10pm. Candidates are required to make the appropriate arrangements for travel home. If there are any issues regarding this, please contact the exams officer.

## Exam Supervision

- Exams are supervised by a team of invigilators employed by Berwick Academy.
- Candidates are expected to behave in a respectful manner towards all invigilators and follow instructions at all times.

- Invigilators are required throughout exams to supervise the conduct of the examinations. They must adhere to strict rules and regulations as directed by JCQ awarding bodies.

Invigilators will:

- Distribute and collect exam scripts
- Hand out extra paper if required
- Instruct you on when to start and finish your exam
- Read out your exam paper information; if you think you have the incorrect paper, put your hand up immediately and inform the invigilator
- Deal with any problems that may occur during the exam eg. Student illness
- Escort you, should you need to go to the toilet during exams. However, you will not be allowed extra time for this
- Invigilators **CANNOT** discuss the examination paper or questions with you in any way.
- The Exams Team and/or members of the Senior Leadership Team will remove any student who is disruptive or behaves in an unacceptable manner from the examination room/s.
- All acts of inappropriate behaviour will be dealt with in accordance with JCQ regulations and the school's behaviour policy.

### Exam Conditions

Students will be escorted in to the exam hall/s 10 minutes prior to the start of exams to be registered and seated. From entering the Sports Hall, candidates are under exam conditions until they have been dismissed and are outside of the Sports Hall. Please read appendix 5 for full set of rules. Offences and penalties information can be found on the examinations noticeboard in O Block corridor.

On entering the exam hall/room you **MUST NOT**:

- Speak
- Communicate with or distract other candidates
- Doodle on, deface or write any inappropriate comments on examination papers. Examination papers containing these may not be marked by the exam board
- Take any prohibited items into the exam hall (see exam posters for information). If you are found to have anything with you, which is not allowed, even if you did not intend using it, this will be reported to the exam board

On entering the exam hall/room you **MUST**:

- Listen and follow the instructions given by the invigilator
- Face the front
- Put your hand up if you need anything and wait for the invigilator to come to you

Under exam conditions the following information will be displayed:

- Centre number
- Row/column letters and numbers
- Clocks
- Start and finish times

### Exam Seating

Version 2 of your individual exam timetable will have your seat number and room for each exam. However, you must check the seating plans which are put up each day on the examinations noticeboard and outside of the venue itself prior to exams. Candidates with access arrangements will be instructed on any room changes on the day.

*For the comfort of our students, we have recently purchased new exam desks and equipment. Desks and equipment will be checked by invigilators at the start and end of each examination, if desks or equipment are found to have been defaced or damaged in any way, candidates will incur the cost of replacement for that item.*

### Student Identity

The Head of Year and/or Senior Leaders will be present outside of each exam to confirm students' identity as they enter the exam hall. Registers with photographs will be provided for invigilators to identify and record attendance. Invigilators may ask you to confirm your name.

You have been issued with a four digit candidate number. This can be found on your individual student timetable. **You must write this number and your full legal name on all exam papers.**

### Equipment

As stated above, we have recently purchased new exam desks and equipment for exams.

Each candidate will be issued, for each exam, a clear pencil case with; black ball point pens, pencils, pencil sharpener, ruler and eraser. Any other equipment will be provided as specified by individual exams.

Highlighters are not provided so may be brought into the exam hall. **Highlighters must not be used in your answers but can be used on question papers if they are not being sent to the examiner.**

Calculators may be allowed for some Maths, Science, Business and Economics exams. Students are permitted to bring their own, however, no instructions or lid are allowed, make sure you have new batteries and that they are reset (please see section below on using calculators).

### Calculators in Exams

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.

You may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, you are responsible for making sure that your calculator meets the awarding bodies' regulations.

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>○ of a size suitable for use on the desk;</li> <li>○ either battery or solar powered;</li> <li>○ free of lids, cases and covers which have printed instructions or formulas.</li> </ul> <p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"> <li>○ the calculator's power supply;</li> <li>○ the calculator's working condition;</li> <li>○ clearing anything stored in the calculator.</li> </ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"> <li>• be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> <li>○ language translators;</li> <li>○ symbolic algebra manipulation;</li> <li>○ symbolic differentiation or integration;</li> <li>○ communication with other machines or the internet;</li> </ul> </li> <li>• be borrowed from another candidate during an examination for any reason;*</li> <li>• have retrievable information stored in them - this includes: <ul style="list-style-type: none"> <li>○ databanks;</li> <li>○ dictionaries;</li> <li>○ mathematical formulas;</li> <li>○ text.</li> </ul> </li> </ul>
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### What You Should Not Bring into the Exam Room

Candidates are prohibited from bringing the following into the exam hall/room:

- Notes
- Technological devices including mobile phones
- Wristwatches (please note; candidates are not permitted to wear or bring wristwatches of any kind into exams)

Candidates MUST read appendices 8 and 9 for full JCQ rules.

### Food and Drink in Exam Rooms

In accordance with JCQ guidelines, you are not allowed food or drink in the exam hall/room other than a clear plastic water bottle with all labels removed.

### What You Should Wear For Your Exams

Main school students are expected to wear full school uniform for exams and sixth Form students are expected to follow the usual Sixth Form dress code. Any students who do not adhere to this, this will be dealt with by a member of Senior Leadership Team in line with the school's behaviour policy.

### Storage of Personal Belongings

Candidates are advised to bring as few personal belongings as possible to exams as equipment is provided by the school.

Mobile phones, watches and other technological devices are kept securely by invigilators for the duration of the exam. You MUST switch all devices off and hand them in at the start of the exam. You will receive a number tab which will be used to collect your items afterwards.

If you do bring a bag with you, this will be kept separately in the squash courts for the duration of the exam. Personal items are left in bags at the students own risk.

### What to Do if You Arrive Late For an Exam

You should get to school as quickly as possible and report to reception. If it is still possible for you to sit the examination, a member of staff will escort you to your exam room.



You must not enter the examination hall/room without permission after an exam has started. It may not be possible to allow you the full time for the exam.

If you arrive very late, the school must inform the relevant awarding bodies, giving the reason and evidence for your lateness. The awarding body may decide not to accept your work.

### **Illness on Exam Days**

If you feel unwell or unable to attend the exam you must contact the school reception or Attendance Officer immediately so we can help or advise you. For example, if you have an injury which makes you unable to write it may be possible to provide you with a scribe or laptop. You must obtain medical evidence (from GP or Hospital) if you wish the school to make an appeal for Special Consideration on your behalf.

If you feel unwell before the exam, please let the Exams Officer know. If you feel ill during the exam put your hand up and an invigilator will assist you. If you think this may have affected your performance you may be eligible for Special Consideration.

### **Unauthorised Absence from Exams**

If you miss an examination, you cannot take it on another day. Timetables are regulated by the awarding bodies and you must attend on the given time and date.

If you miss an exam without good reason, you will be charged the entry fee. You also risk not gaining your final certification.

### **Emergency Evacuation in Exams**

If the fire alarm sounds during an examination, the invigilators and exams team will tell you what to do. The emergency evacuation for exams policy will be followed. This can be found on our website under examinations. Students should familiarise themselves with this. In the event of an evacuation, students must not communicate with anyone else during this time.

### **The End of the Exam**

- The Invigilator will announce when you have 5 minutes left and tell you when to stop.
- You must stop writing immediately and remain silent, facing the front. Remember that you are still under exam conditions until you have left the room/building
- If you have used more than one answer book or loose sheets of paper, ensure your name is written on them all and insert them inside your answer booklet
- Invigilators will collect all question papers, answer booklets and any additional paper
- Remain seated in silence until told to leave the examination room
- Leave the room in silence, showing consideration for other students who may still be working. Other students may be doing a different paper, which is longer, or have extra time and the exam room must remain silent

### **Alleged, Suspected or Actual Incidents of Malpractice**

'Candidate Malpractice' means malpractice by a student in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination

assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Examples of Candidate Malpractice include:

- A breach of instructions or advice of an invigilator, supervisor, or the exam board in relation to the examination or assessment rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security of the examination assessments
- Collusion: working collaboratively with other candidates, beyond what is permitted
- Allowing work to be copied eg posting work on social networking sites prior to an exam/assessment
- Disruptive behaviour in the exam room or during an assessment session (including the use of offensive language)
- Exchanging, obtaining, receiving, passing on information (or attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing
- Bringing into the exam room or assessment situation unauthorised material, for example: mobile phones, iPods, MP3/4 players, pagers, smart/wristwatches or similar electronic devices. notes, study guides and journals, your own blank paper, calculators (when prohibited), dictionaries (when prohibited), translators, wordlists, glossaries
- The unauthorised use of a memory stick or similar device when a candidate is using a word processor
- Behaving in a manner so as to undermine the integrity of the exam
- The alteration or falsification of any results documents, including certificates

Penalties for Malpractice:

- If a candidate is suspected of malpractice, the invigilator must warn the candidate that he/she may be removed from the exam room
- The candidate will also be warned that the Exam Board will be informed and may decide to disqualify the candidate

Malpractice covers a range of possible actions for example having any unauthorised materials (such as those listed in the above examples) The possible sanctions include:

1. Warning
2. Loss of marks for a section
3. Loss of marks for a component
4. Loss of all marks for a unit
5. Disqualification from a unit
6. Disqualification from all units in one or more qualifications
7. Disqualification from a whole qualification
8. Disqualification from all qualifications taken in that series

## Results

Results information can be found on the school website

GCE results can be collected from 10:00am -1:00pm on Thursday 15th August 2019.

GCSE results can be collected from 10:00am -1:00pm on Thursday 22nd August 2019.

Results must be collected and signed for by the candidate. If you wish any other person to collect your results on your behalf, you must give your written and signed permission to the Exams Officer prior to results day.

That nominated person must have photo ID with them.

If you wish for your results to be posted, please provide a stamped, addressed envelope to the exams office in advance of results day.

Results will NOT be given out over the telephone or via email.

## Post-Results Services

On results day if you have not achieved the grades you need for Sixth Form/college/university:

- Speak with either the Head of Sixth Form or other members of staff who will be available for advice
- If you feel strongly that it is necessary to make an enquiry about your result, you should first speak to your subject teacher
- You should be aware that if you apply for a review of marking that marks could go down as well as up or stay the same
- If wish to go ahead with a review of marking after speaking to your teacher, you must see the Exam Officer for the relevant forms and fees. All students have to sign a consent form before a review of marking can be submitted

Please note that there is a deadline with the Review of Marking and Access to Scripts services.

## Certificates

Certificates arrive in school at the start of November and are will be ready for collection from the 17th December 2020. As with results, certificates should be collected by the candidate who will be required to sign for these.

- If you are leaving school and would like your certificates collected by someone else, you must give your written and signed permission, naming the nominated person, to the Exams Officer prior to collection. The nominated person must have photo ID with them upon collection.
- The school is required to keep certificates for a minimum 12 months after receipt; we currently keep them for 18-24 months and then destroy them. We urge candidates to collect their certificates as they are expensive to replace.
- If you need replacement certificates you will have to go directly to the Exam Boards to request a replacement at a substantial cost.

## Information for Candidates

All Candidates should familiarise themselves with the 'Information for Candidates' documents published by the JCQ. These can be found on their website, using the below link/web address.

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

Below are links/web addresses to all exam boards used in 2020/2021 by Berwick Academy.

AQA - <https://www.aqa.org.uk/>

OCR - <https://www.ocr.org.uk/>

Pearson Edexcel - <https://qualifications.pearson.com/en/home.html>

WJEC - <https://www.wjec.co.uk/>

NCFE - <https://www.ncfe.org.uk/>

Asdan - <https://www.asdan.org.uk/>