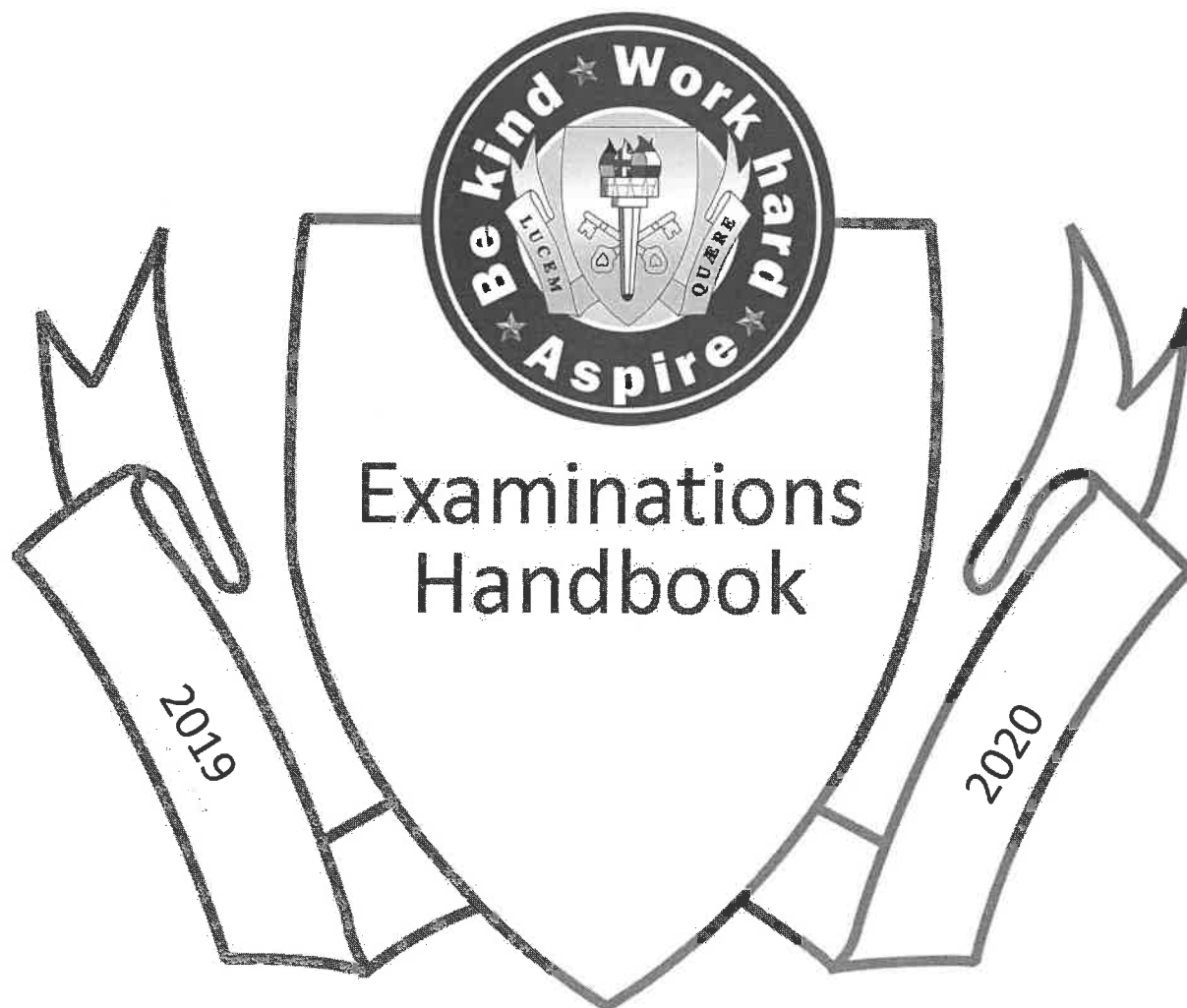


The South Wolds Academy and Sixth Form



Michèle Shenton

Examinations and Progress Data Manager

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EXTERNAL EXAMINATIONS

At South Wolds, students generally sit external exams in years 10, 11 and 13. These exams are co-ordinated and administered by the Examinations and Progress Data Manager, Michèle Shenton, with assistance from Sam Turnock.

Joint Council for Qualifications (JCQ)

All timetabled written, on-screen, practical, oral and timed exams are conducted in accordance with JCQ regulations. Please find enclosed the 'Information for candidates for written examinations – effective from 1 September 2019' published by JCQ. This notice, along with five others for coursework, non-examination assessments (NEA), on-screen tests, privacy notice and social media are updated annually and may be found on the South Wolds website under Parents/Exams. All six notices must be read carefully by students.

Timetables and Statements of Entry

External exams are normally scheduled in May and June. Students will be given individual timetables and statements of entry. Timetables list the exams for which students have been entered, whilst statements of entry list the assessments (exams and NEA).

Entries - Subject performance leaders select entries for students. It is important that students see their subject teacher if they believe an entry is incorrect.

Personal details – Please inform Michèle immediately of any errors.

Clashes - Please check the dates and times on your timetable, informing Michèle immediately if the times of exams in different subjects clash.

If timetables and statements are totally accurate, they may be kept for reference.

Exam venues are listed on the Exams Notice Board (main corridor) and should be checked in advance.

On the day

Morning exams will normally start at 9.00 am and afternoon exams will normally start at 1.20 pm. Any changes to start times will be listed on the Exams Notice Board.

Students must arrive wearing appropriate school clothing and be present outside the exam venue at least 10 minutes before the start time. The correct equipment must be brought to every exam - black pens, pencils and any other equipment needed. Students must not wear anything on their wrists, including watches. During the exam, students may not borrow equipment from another student. Pencil cases must be see-through. See-through bottles, containing water are permitted on condition that labels have been removed and there is no writing on bottles.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculator meets the awarding bodies' regulations (an information sheet is enclosed).

Students may only take into the exam room equipment needed for the exam. It is advised that all other personal belongings are secured in the student's locker as South Wolds accepts no liability for their loss or damage. This includes mobile phones, iPods, MP3/4 players and watches which must not be taken into the exam room, even if switched off.

A red notice is displayed on all exam room doors which covers emergency evacuation procedures for examinations. Students must familiarise themselves with this notice.

During the exam

Students must listen carefully to instructions given by the member of staff at the start.

Disruptive students or anyone suspected of malpractice will be dealt with in accordance with JCQ regulations. This may result in a student being disqualified from all subjects.

Missing an exam

If students are ill and unable to attend an exam, the Attendance Officer (extension 100), must be informed prior to the start of the exam.

For students absent without reasonable excuse; ie illness for which a doctor's note must be obtained; no grade will be awarded for the missed unit and parents will be held responsible for costs incurred. Missing an externally set exam for holiday purposes is not an acceptable reason for absence.

Access arrangements

Access arrangements allow students with special educational needs, disabilities or temporary injuries to access the assessment. A student's special needs requirements are determined by the Special Educational Needs Lead (SEN Lead).

Arrangements for additional support during exams will be organised by Michèle, in consultation with SEN Lead.

Special consideration

Special consideration is a minor adjustment to a student's mark or grade to reflect temporary illness, injury or other indisposition **at the time of the assessment**. If a student is too ill to sit an exam, suffers bereavement or other trauma or is taken ill during the exam itself, it is their responsibility to alert Michèle to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the student's doctor. A completed special consideration form will then be forwarded to the relevant awarding body for consideration.

Results

Students will receive individual results slips. Release dates are listed on the 'Key Dates' section overleaf. Further details will be posted on the Exams Notice Board. A student unable to collect results at this time must let Michèle have an addressed envelope or a letter giving a named individual permission to collect results on their behalf.

Attached to results slips will be details, including deadlines and fees, for students who wish to use the Enquiries about Results and Access to Scripts services offered by the exam boards.

Appeals

The Appeals Procedure, detailing appeals relating to internal assessment decisions and enquiries about results, may be found on the South Wolds website under Parents/Exams.

Certificates

Certificates must be collected and signed for after 30 November. Certificates may be collected by a nominated individual, provided they have written authorisation to do so. Certificates will be retained at South Wolds for two years after the award date.

Exam boards

Listed below are our exam board websites which are a useful source of information for students and parents.

AQA	www.aqa.org.uk
Edexcel	www.edexcel.org.uk

OCR	www.ocr.org.uk
WJEC	www.wjec.co.uk

Key dates

Date	Description	Qualification
11/05/20	Summer Series – Date of first exam	GCSE+GCE
24/06/20	Summer Series – Date of final exam - including JCQ Contingency day for which all students in years 10 to 13 must be available – please see * below	GCSE+GCE
13/08/20	Summer Series – Release of results to candidates	GCE
20/08/20	Summer Series – Release of results to candidates	GCSE

** PLEASE NOTE - We have been informed by the JCQ, the providers of regulations and examination practices across the UK, that they are planning to hold an Exam Contingency Day on Wednesday 24th June 2020, should sustained national or local disruption arise during the June 2020 examinations series. The GCSE/GCE written examination window will run from Monday 11th May 2020 and students in years 10, 11, 12 and 13 **MUST be available on Wednesday 24th June 2020.***

INTERNAL EXAMINATIONS

Internal exams are co-ordinated by the Head of Year along with the Deputy Head Teacher – Curriculum and Outcomes. Some are supervised by teachers during class time, whilst others are arranged by Michèle and are held under external exam conditions.