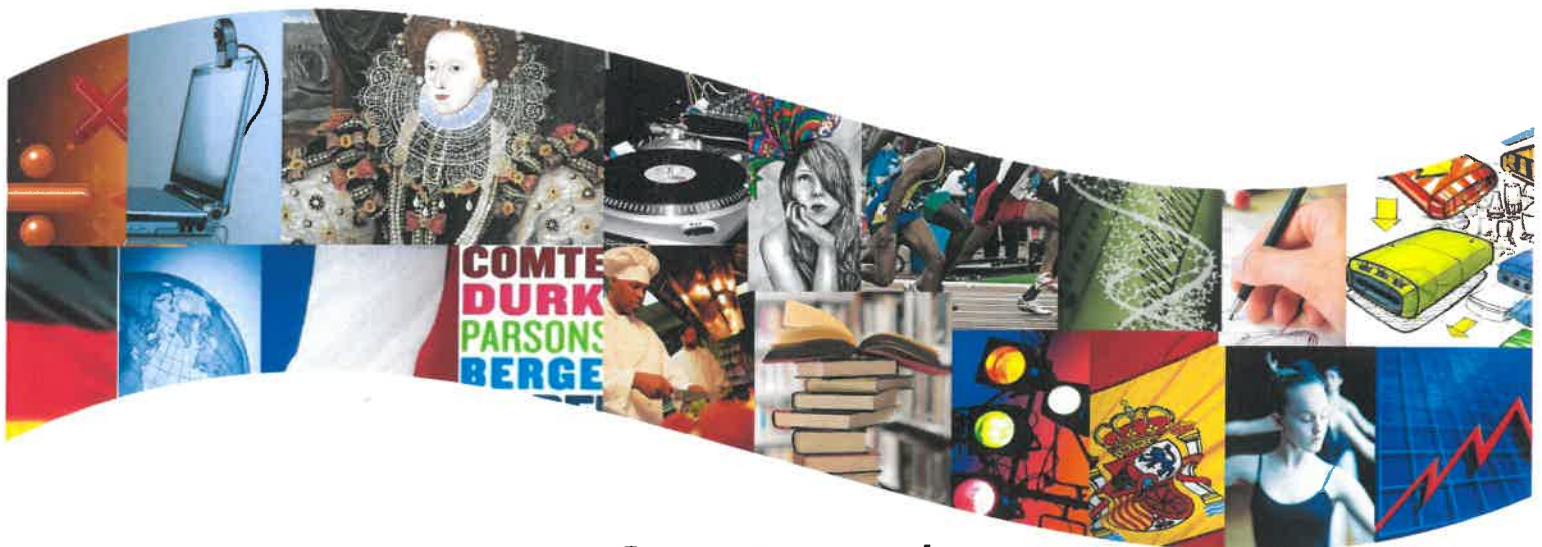
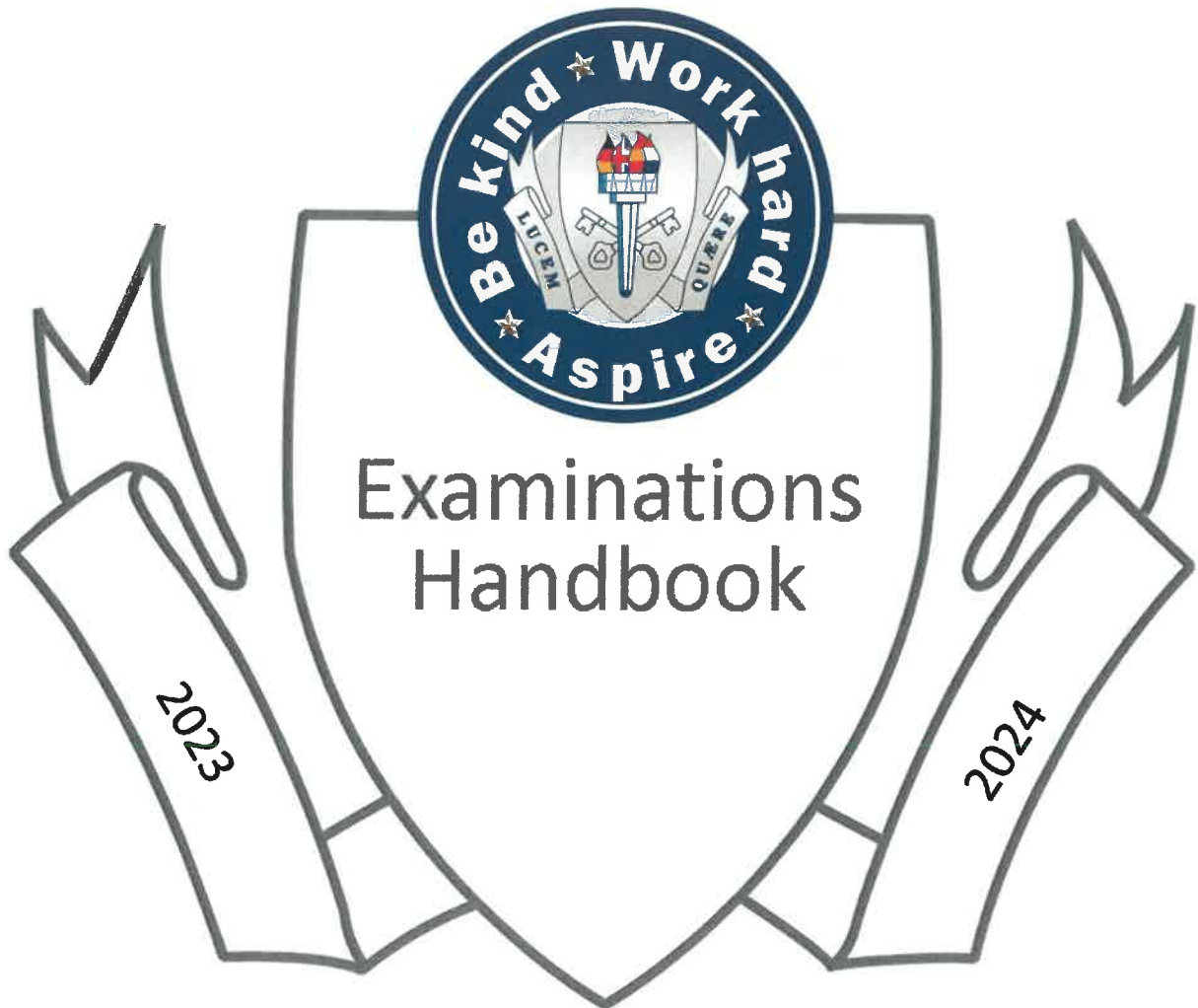


The South Wolds Academy and Sixth Form



Sam Turnock

Examinations Officer

The South Wolds Academy and Sixth Form

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EXTERNAL EXAMINATIONS

At South Wolds, students generally sit external exams in years 11 and 13. These exams are co-ordinated and administered by the Examinations Officer, Sam Turnock.

Joint Council for Qualifications (JCQ)

All timetabled written, on-screen, practical, oral and timed exams are conducted in accordance with JCQ regulations. The JCQ issue annually updated information for candidates documents which must be read carefully by all relevant students. They are entitled JCQ Information for Candidates (with effect from 1 September 2023) – “coursework assessments”; “non-examination assessments”; “on-screen tests”; “written examinations”; “privacy notice”; “social media”. Copies may be found on the South Wolds website under Students/Exams/Exams Information.

Timetables and Statements of Entry

This year, external exams will be scheduled in November, 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 Sam immediately of any errors.

Clashes - Please check the dates and times on your timetable, informing Sam 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 1.10 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 (see website, Students/Exams). 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 mobiles phones, watches and other electronic devices 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/reasonable adjustments

The JCQ state "The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a disabled candidate preventing him/her from being placed at a substantial disadvantage due to persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for a disabled candidate."

A student's special needs requirements are determined by the Additional Learning Support Lead/SENCO.

Special consideration

Special consideration is a minor adjustment to a student's mark to reflect temporary illness, injury or some other event outside of their control **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 Sam 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 below. Further details will be posted on the Exams Notice Board. A student unable to collect results at this time must let Sam 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 Review of Results and Access to Scripts services offered by exam boards.

Appeals

The Appeals Procedure may be found on the website under Students/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
15/08/24	Summer Series – Release of results to candidates	A Level
22/08/24	Summer Series – Release of results to candidates	GCSE

Summer 2024 GCSE and A Level Exams – JCQ have stated that they will start on Thursday 9th May and GCSE's will finish on 19th June/A Levels will finish on 25th June.

However, the exam boards have a contingency period, a date that all students must ensure that they are free and available up to and including this is 26th June 2023.

Therefore, regardless of when timetabled exams finish, students must be available until the end of June.

INTERNAL EXAMINATIONS

Internal exams are co-ordinated by the Head of Year along with the Deputy Head Teacher – Curriculum and Standards. Some are supervised by teachers during class time, whilst others are arranged by Sam and are held under external exam conditions. These timetables will be displayed on the website Students/Exams.