



**WESTBOURNE
ACADEMY**

Centre Name: Westbourne Academy

Centre Number:

19251

**Examinations Handbook
for
Students and Parents**

Examination Session: 2020 - 2021

Examinations Officer: Mrs C Wastell

Telephone No: 01473 466108

INTRODUCTION

It is the aim of Westbourne Academy to make the examination experience as stress-free and successful as possible for all students.

This handbook has been designed to help you to understand the format of the examinations. Please read it carefully and show it to your parents/guardians so that they are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) have very strict rules and regulations for the conduct of examinations, which we are required to follow precisely. You should therefore pay particular attention to the JCQ documents included in this Handbook.

In accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland, examination boards are required to inform a candidate how their personal information may be used for exams and this is detailed in the "Information for candidates – Privacy Notice" contained in this Handbook.

Some of the questions that you may have are answered at the back of this handbook. If there is anything you do not understand or any questions that have not been addressed, please ask.

If you or your parents/guardians need any more information, please contact:

**Mrs C Wastell,
Examinations Officer**

**The Exams Office phone number is:
01473 466108 or mobile number 07444 141214**

KEY DATES

Dates and start times of all Examinations can be found on the Exams Noticeboard and our website.

Progress Review Examinations: November – Year 11 and Year 10 Creative iMedia students

These examinations play **an important role** in the preparation of your examinations for the rest of the year. You should revise thoroughly for these as well as for the final examinations. The results of these PREs provide a good indication of likely performance in your final exams.

Please note that should a student be unable to sit the final examination the Boards may ask for a copy of the PRE paper and/or the marks awarded. These may then be taken into consideration when a grade is awarded. The results of the Progress Review Examinations were used during the COVID-19 pandemic in 2020 as part of the final Centre Assessed Grades awarded to students.

Individual Timetables will be issued detailing where and when the Exams will be held.

Full details of the procedures to be followed will be advised to you.

You are strongly advised to read the official “Information for candidates” and “Warning to Candidates” pages, which have been included with this handbook.

Year 10 & 11 Cambridge Nationals, BTEC, LiBf and GCSE Examinations will be taking place throughout the academic year. Dates and times will be updated on our website.

Dates so far to note:

- **November 23 – December 4 – Progress Review Examinations and Controlled Assessments Year 11**
- **December 3 – Creative iMedia Progress Review Examination Year 10 & 11**
- **January 11 – Year 10 & 11 Creative iMedia**
- **February 1st – Year 11 BTEC Enterprise**
- **February 5 – Year 11 BTEC Health & Social Care**
- **June 7 – July 2 - Public Written Examinations to be confirmed**
- **Results Day – Friday 27 August**

Individual Candidate Timetables will be issued to you at the beginning of each Exam series. You **must check** all the details on these timetables and contact the Exams Officer in the event of any queries.

General Information

The date set for **public examinations cannot be moved**. If anyone is away on holiday or absent for any reason **they will be unable to re-sit the examination**. Failure to attend an examination may mean that the award of a grade for that subject is forfeited. If a student is unable to sit the exam for medical reasons the Examinations Officer should be advised as soon as possible.

Certificates will be issued in the name shown on the timetable. Please check this carefully. Any changes to this must be requested through the Examinations Officer.

PRACTICAL / CONTROLLED ASSESSMENT EXAMINATIONS

Controlled assessments may take place at any time during the year. It is most important that students are present at all times for these exams. The current JCQ regulations are attached at the end of this Handbook.

RESULTS DAYS

Years 10 & 11 January results:

Cambridge National Results are released on 5 March and BTECs 1 April and will be distributed to you via your relevant subject teacher(s).

Year 11 Summer results:

Results are due to be released on Friday 27 August 2021

POST RESULTS SERVICES

The details of post result services will be confirmed on Results Days.

CERTIFICATES

Examination certificates will be available for collection in November. Full details of procedures will be advised.

Certificates will not be given to anyone other than the student without their written authorisation.

Certificates are only printed once and replacement certificates are not issued by the Awarding Bodies. Please keep all certificates safe, you will need them in the future. In the unlikely event that you do lose or mislay your certificates, you will need to request a "Statement of Results" from the exam boards; a downloadable form is available on each of the following websites:

www.aqa.org.uk

www.edexcel.org.uk

www.ocr.org.uk

www.wjec.org.uk

This service has to be paid for by the student.

BEFORE THE EXAMINATIONS

STUDENT (Candidate) TIMETABLE

You will receive a Candidate Timetable from the Examination Officer indicating the subjects that you are being entered for and the tier of entry where applicable, as well as the dates and times of your exams. You and your Parents/Guardians are requested to read and check the Candidate Timetable to ensure that personal details (date of birth, spelling of names) are correct as this information will appear on final certificates and it may be impossible to change them once certificates are awarded.

It is most important also to check your exam entries and if you have any queries or problems regarding your entries, please go and see Mrs Wastell or your subject teacher immediately. If you wish to change your tier of entry, you must first consult your teacher who must sign your statement to authorise the change before submitting it to the Exams Office.

Candidates sometimes have a clash where two or more subjects are timetabled at the same time. Mrs Wastell will make special timetable arrangements for these candidates informing them by letter where necessary. If you think there is a clash on your timetable that has not been resolved, please contact Mrs Wastell immediately.

EXAMINATION BOARDS

The academy uses the following Examination Boards:

AQA
ASDAN
LiBF
OCR
Pearson/Edexcel
WJEC/Eduqas

CANDIDATE NUMBER

Each student has a four digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on your candidate card on your exam desk, all seating plans and examination registers.

UCI NUMBER

In addition to a candidate number, each student must have a Unique Candidate Identifier made up of 12 numbers and 1 letter. This number will usually begin with the Centre number 19251 unless you have transferred from another academy that had already issued you an UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

ULN NUMBER

This is a new unique learner number which is being introduced to eventually replace the UCI number above and is a number which you can keep and use for life. The ULN is a totally random number generated by an outside provider.

EQUIPMENT

IMPORTANT: It is your responsibility to ensure that you are correctly equipped for your examinations; this includes bringing calculators where necessary.

All equipment must be in a clear pencil case or plastic bag – opaque/coloured pencil cases and tins will not be allowed in the examinations venue.

The academy will only supply replacement equipment in an emergency during an examination i.e. your pen runs out or the batteries in your calculator run out. We do not have sufficient equipment for every candidate.

Please ensure you bring your own equipment so that you are not disadvantaged.

DURING THE EXAMINATIONS

All examinations run at Westbourne Academy follow the JCQ regulations. This helps you to understand what is required of you and what to expect from Year 7 through to your GCSEs.

EXAMINATION REGULATIONS

A copy of the “Information for Candidates” and “Warning to Candidates” sheets, which are issued jointly by all the Awarding Bodies are with this handbook. All candidates must read these carefully and note that any infringements of the examination rules or regulations could lead to disqualification from all subjects. The academy will report any breaches of regulations to the Awarding Body.

ATTENDANCE OF EXAMINATIONS

Students are responsible for checking their own timetables and arriving at the academy on the correct day at the correct time, properly dressed and equipped.

Students who arrive late for an examination may still be admitted to the examination venue at the discretion of the Examinations Officer (Mrs Wastell) and the Lead Invigilators. If you arrive less than one hour late, you will be allowed to sit the examination. If you arrive more than one hour after the exam has started (providing the exam has not finished) or 30 minutes if the exam's duration is less than an hour, you may still be able to sit the exam, but the exam board will be informed and they may decide not to mark your paper if they believe that the security of your paper has been breached.

Full academy uniform must be worn by all students attending examinations. Students who fail to abide by this rule may be excluded from taking the exam.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilator at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be black ballpoint pen, unless the exam paper stipulates otherwise. No eraser pens, highlighter pens or correction fluid or tape are allowed.

For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If you are in any doubt please check with your teacher. Remove any covers or instructions and make sure batteries are new.

PLEASE NOTE: Calculators are not automatically provided by the academy during exams and are only replaced if they prove to be faulty during the exam.

Please do not attempt to communicate with or distract any other candidates.

Examination regulations are very strict regarding items that may be taken in to the examination venue. If you break these rules, you will be disqualified from the examination.

MOBILE PHONES, WATCHES AND ANY ELECTRONIC DEVICE MUST NOT BE BROUGHT INTO THE EXAMINATION VENUE

If a student is found with any of these unauthorised items on their desk, in their pockets or on their person once the exam has started, the exam board will be informed. There is a range of penalties which the Awarding Body may issue from applying a loss of marks for a specific exam paper to disqualification from all qualifications taken in that session.

All students with headwear, bandages, casts or slings will be checked before entering the exam to ensure no unauthorised equipment is being concealed. If you wish this to be undertaken in private please advise the Exams Offices as soon as their timetable has been issued, or as soon as possible in the case of injury. Appropriate arrangements will then be made.

All students will be reminded about unauthorised equipment at the beginning of each examination session and there will be an opportunity for them to be collected before each examination; however the academy does not accept responsibility for loss or damage.

No food or fizzy drinks are allowed in the examination venue but students are allowed to bring water in a clear plastic bottle, with the label removed.

Please do not write on examination desks or candidate cards. This is regarded as vandalism and you will be asked to pay for any damage caused or replacements required. Desks and cards are checked after each examination.

Do not draw or write offensive comments on examination papers – if you do the Examination Board may refuse to accept your paper.

Listen carefully to the instructions and notices that are read out by the invigilators – there may be amendments to the examination paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry. If you are unsure if you have the correct paper, report it to an invigilator immediately.

Read all instructions carefully and number your answers clearly.

All the details on the front of the examination paper must be completed by the student. Failure to do so may result in the paper not being marked.

It is your responsibility to write legibly to allow the paper to be marked.

All students must stay in the examination venue for the full duration of the examination. You will not be permitted to leave the examination venue early. If you have finished the paper use any time remaining to check over your answers.

At the end of the examination all work must be handed in – remember to cross out any rough work, which you do not wish to be marked with a single line. If you have used more than one answer book or additional answer sheets please ask for a tag to fasten them together in the correct order. Please remember to fill in your name, candidate number, etc. on each additional sheet of paper used.

Invigilators will collect your examination papers before you leave the venue. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the venue.

Question papers, answer booklets and additional answer papers must NOT be taken from the examination venue.

Remain seated in silence until you are instructed to leave the examination venue. Please leave the venue in silence and show consideration for other candidates that may still be working.

If the fire alarm sounds during the examination, the invigilators will instruct you what to do. Do not panic and remain silent. You are still under examination conditions. If the examination venue needs to be evacuated, you will be evacuated under the guidance of the invigilators, the Examinations Officer and the Senior Leadership Team.

INVIGILATORS

The academy 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.

Invigilators are in the examination venue 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 additional answer sheets when and if required and deal with any problems that occur during the examination.

Please remember that invigilators cannot discuss the examination paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination venue by invigilators and/or The Examinations Officer.

ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination period, please inform Mrs Wastell, Examinations Officer at the academy at the earliest convenience, she will be able to help or advise you.

- If you are unwell: it is always better to attempt an exam and then ask for what is called 'special consideration' because you were unwell. Please telephone Mrs Wastell in the Exams Office who will make the necessary arrangements for you to attend the exam.
- Unfortunately sometimes a student is too unwell to attend. If this happens, you must inform the academy that morning.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

USEFUL EXAMINATION INFORMATION

COURSEWORK

It is important that you complete your coursework by the deadlines set by your teachers. The Examination Boards also set deadlines and failure to complete coursework by those dates will result in no grade being awarded in that subject.

There are coursework and portfolios regulations that must be followed and failure to do so could result in a student receiving a zero mark. The main regulations are:

1. The work which is submitted for assessment must be the student's own.
2. If a student copies from someone else, or allows another student to copy their work, or if a student cheats in any other way, then they could be disqualified from the subject concerned.

When you submit a piece of coursework or portfolio work for assessment, you will be required to sign a Candidate Declaration Form, confirming that the work submitted is your own work and that you have understood the above regulations; failure to sign a Declaration Form will result in you being awarded a zero for your coursework.

CONTROLLED ASSESSMENT

Controlled Assessment is a form of internal assessment. The amount of controlled assessment will vary between subjects depending on the range of skills students will need to demonstrate. Teachers are given guidance by their examination board as to the topics that could be studied, the time that should be allocated to controlled assessment and to the conditions under which it is to be completed. Controlled assessment will take place within normal lesson slots and on occasions students will be expected to work under supervised 'exam' conditions. **In addition, once a subject has finished its controlled assessment task, students will not be allowed to revisit or improve their work before submission.**

REVISION

Remember that the examination in most subjects will test you on all topics that you have covered during the course. It is essential that you revise all work thoroughly. You should organise your revision beforehand and make a start well before the examinations begin. Some time spent on revision at this stage could be well rewarded in your future.

Your teachers will be able to help you with specific advice about revision. Please check the website for advice and information. This is updated regularly.

FREQUENTLY ASKED QUESTIONS

Why do I need to check the details on my Candidate Timetable? The details on your Candidate Timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it may cause you problems if you are asked to show your certificates to a potential Employer or academy/college/university in the future.

You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing. Any errors must be reported to the Exams Office immediately otherwise you may not be properly entered for an exam.

What do I do if there is a clash on my timetable? The academy will re-schedule papers internally on the same day where there is a clash of subjects. Candidates will normally sit one paper then have a supervised break; during this time candidates will not be allowed to have contact with other candidates. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will remain in isolation supervised until both examinations are completed. If you are unsure please contact the Examinations Officer.

Can students take holidays during term time? We strongly advise students and parents/guardians not to arrange any holidays during exams.

What should I do if I over sleep or get stuck in traffic and will be late for an exam? If you are late, contact the academy attendance line on **01473 466145** immediately to advise the time, you expect to arrive. If you are less than one hour late, you will be allowed to sit the exam. If you arrive more than one hour after the exam has started (providing the exam has not finished), you may still be able to sit the exam, but the exam board will be informed and they may decide not to mark your paper if they believe that the security of your paper has been breached.

What do I do if I have an accident or am ill before the examination? Inform the academy at the earliest possible time so we can advise you of what you need to do. In cases of an accident that results in you being unable to write it may be possible to provide you with a scribe to write your answers or a laptop but we will need as much prior notice as possible to make the necessary arrangements.

Do I wear academy uniform? Normal academy regulations apply to uniform, hair, jewellery and make-up. Students who fail to abide by this rule may be excluded from sitting the exam.

What do I do if I think I have the wrong paper? If you think that something is wrong it is most important that you put your hand up and tell the invigilator immediately. The invigilator will carry out the necessary checks with the seating plan, the attendance register and the Examinations Officer.

How do I know how long the exam is? The length of the examination is shown in minutes on your individual timetable under the heading length. Invigilators will tell you when to start and finish the examination. Start and finish times will be displayed at the front of the examination venue on white boards or screens.

What items are not allowed in the examination venue? Only material listed on the examination paper is permitted in the examination venue and students who are found to have any material with them that is not permitted will be reported to the appropriate examinations board. In such circumstances, a student will normally be disqualified from the paper or subject.

Bags and coats and any other items not permitted under examinations regulations must be left as instructed on the day and must not be brought to the exam desk. Do not bring any valuables into academy with you when you attend an examination.

No food and fizzy drinks are allowed in the examination venue – only plastic bottles with labels removed containing water.

Watches, headphones, mobile phones, iPods, MP3 players or any other electronic device must not be brought into the examination venue, even if they are turned off. The Examination Boards regard this as a very serious breach of regulations and penalties issued by the Examination Boards are severe.

Why can't I bring my mobile phone into the examination venue? Being in possession of a mobile phone or any other electronic communication device is regarded as cheating. Candidates are advised not to bring these items in to academy especially when attending an examination.

What do I do if I feel unwell during an examination? You should inform an invigilator if you feel ill before the examination or during the examination by putting your hand up. The invigilator will assist you.

If I miss an examination can I take it on another day? Timetables are regulated by the Examination Boards and you must attend on the given date and time. Examinations cannot be re-scheduled to a different day.

Can I leave once I have finished my examination? It is a requirement of the Examination Boards that you must stay in the examination venue for at least one hour after the published start time of the examination (or the duration of the examination if it is less than one hour). It is academy policy that all students remain in the examination venue for the full duration of the examination. A student may not leave the examination venue without the permission of the invigilator.

Can I go to the toilet during an examination? If it is absolutely necessary or you have a medical condition, you will be escorted to the toilet by an invigilator who will remain with you until you return to the examination venue.

What do I need to do if I have a problem that may affect my examination performance? Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the academy and appropriate applications are made supported by an educational psychologist's report or doctor's letter. The exams officer is then allowed to grant extra time, the provision of a scribe or reader or similar arrangements, but only given the correct evidence and at their sole discretion and/or the discretion of the Examination Boards. Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the academy so that an application for special consideration can be made to the exam boards. Please note that you should be aware that any adjustment is likely to be small and that no feedback is ever provided.

Students are always welcome to speak with

**Mrs Wastell
Examination and Assessment Officer**

**with questions about, suggestions for or problems
with the Exam system.**

Please contact Mrs Wastell to arrange an appointment

01473 466108

07444 141214

celia.wastell@westbourne.attrust.org.uk



WESTBOURNE ACADEMY

An Academy Transformation Trust Secondary Academy

Centre Name: Westbourne Academy

Centre Number: 19251

OFFICIAL EXAMINATION NOTICES

IMPORTANT

**YOU MUST READ AND UNDERSTAND THESE
DOCUMENTS**

2020-2021