



# EXAMS INFORMATION FOR YEAR 11 STUDENTS AND PARENTS

## **EXAM INFORMATION**

**Please keep this booklet in a safe place as you will need to look back at it.**

### **STATEMENTS**

You will shortly receive your timetables for your exams this summer - this lists all of your exams in the order of the dates that you will take them and tells you which room and seat you are in for each exam. Please check that all your personal details are correct and that you are entered for the correct exams. If you are concerned about the tier (H or F) you are entered for, please talk to Mr Bocking urgently. If anything is incorrect please let Mr Bocking know as soon as possible. (email: [p.bocking@rushden-academy.net](mailto:p.bocking@rushden-academy.net))

### **TIME AND VENUE**

All your exams will take place in the Sports Hall unless you are told otherwise. Morning exams start at **9:00am** and afternoon exams at **1:30pm**. You must arrive by **8:20am** in the morning to be registered and for last minute advice/revision and **1:10pm** in the afternoon.

### **UNAUTHORISED MATERIALS**

**It is against exam board regulations to take a mobile phone, any electronic devices and any type of wrist watch into an exam room.** If you do have a mobile phone, iPod, MP3 player, watch, fitbit, Airpods, earphones/earbuds etc. with you, they must be switched off and left in your bag. If you are caught with a mobile phone, iPod, MP3 player, watch, fitbit, Airpods, earphones/earbuds etc. you will be disqualified from the exam and possibly any others you are taking with that exam board.

**(The Academy accepts no responsibility for phones etc. handed in to invigilators.)**

### **EQUIPMENT**

Please make sure you have all the equipment (black ballpoint pen, pencil, ruler, eraser etc.) you need for an exam (spare pens and pencils make sense) – including calculators, compasses and protractors etc. The Academy is under no obligation to provide you with basic equipment.

- The exam boards request that your answers are written in black ballpoint pen (not gel pens) only. You may use a pencil for diagrams.
- Tippex and similar products are not allowed.
- Highlighters can be used but only in the question, not in your answer.
- Any pencil cases brought into the exam room should be see-through and calculator lids/cases/printed instructions should be left in your bag or put on the floor by your desk.
- You may bring a bottle of water into your exam but the bottle must be see-through and have the label removed. (Cans are not allowed).
- Only have with you the equipment that is allowed for the exam you are sitting.

## **JCQ REGULATIONS ABOUT CALCULATORS**

A calculator is an electronic device whose primary function is to carry out mathematical calculations.

### **Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

### **The candidate is responsible for the following:**

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.
- making sure their calculator meets the awarding bodies' regulations
- selecting exam mode if your calculator has this facility

### **Calculators must not be able to offer any of the following facilities:**

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet;

### **Calculators must not**

- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

## **LATE OR ILL**

It is best if you are not late or ill for an exam. If you are then you must phone the Academy as soon as possible on the day. If you are late, get to the Academy as quickly as possible and go to reception. If you are ill or suffer extreme circumstances (eg bereavement or family difficulties) in the lead up to or during the exams the school may be able to apply for special consideration. If you are ill you must supply medical evidence. Please be aware that any adjustments in marks as a result of an application for special consideration will be small and are only at the discretion of the exam board.

If after the examination you think you have good reason for applying for special consideration you need to contact the Exams Manager as soon as possible. [p.bocking@rushden-academy.net](mailto:p.bocking@rushden-academy.net)  
Students who miss an exam for no valid reason may be charged the entry fees for that subject, currently about £50 for a GCSE.

**The Academy phone number is 01933 350391.**

## **DURING THE EXAM**

You must enter the exam room in silence and must stay in silence throughout the exam. You must not attempt to communicate in any way with any other student during the exam. If you need extra paper or have another problem please raise your hand and an invigilator will come over to you. At the end of the exam you must remain in silence while the paper is collected and while you are dismissed. Please leave the exam room in silence and as quickly as you can – other students may still be continuing with exams if their paper is longer than yours.

Failure to comply with these regulations may result in you being disqualified from the current exam, all exams in the subject concerned and potentially all of your exams.

## **CLASHES**

Sometimes you may have two exams timetabled in the same session. The two exams will run straight after each other if the total time is less than 3 hours. If the total time is more than 3 hours we will move one of the exams to a different session. This means you will need to be in isolation with an invigilator between the exams. You will also need to bring in a packed lunch. You will be asked to hand your mobile phone in and it will be returned after your final exam. You are allowed to revise for your afternoon exam.

## **INSTRUCTIONS FOR A FIRE DRILL DURING AN EXAM**

We hope there will be no fire alarms during the exam period but if one does sound during an exam please follow the instructions from your invigilators in complete silence. The exam will be stopped and you will be escorted from the exam room in the order in which you are sitting to the tennis courts. You will stand away from other students. When it is safe to re-enter the building, you will be escorted back to the exam room and the exam will be re-started. You will not lose any time.

## **EXAM CONTINGENCY DAY**

The Exam Boards have allocated Wednesday 25th June as the final contingency day for GCSE, A Level and BTEC exams should sustained national or local disruption arise during the Summer 2025 exam period. Students should be available up to and including this date.

## **COLLECTING RESULTS**

### **GCSE and Level 2 BTEC Results - Thursday 21st August**

The Academy will be open between 9:00am and 11:00am for you to collect results. Please come to main reception. If you cannot collect results on this day you must either

- give a stamped addressed envelope (A5 size) to me so that I can send your results to you.
- ask someone to collect results on your behalf – they must bring written authorisation from you and some photo ID (eg passport, driving license etc).
- collect your results from the Academy during term time by reporting to reception.

## **ACCESS TO SCRIPTS**

After the release of results, students may ask subject staff to request the return of papers. There may be a charge for this service. This service is available until 4th October. Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained. Remarks cannot be applied for once an original script has been returned, a photocopy or downloaded script should be requested if a remark may be required.

## **ENQUIRIES ABOUT RESULTS (EARs)**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. This service is available until 20th September. (For A Levels only, where there is a university place at stake, students may apply for a priority remark. This must be applied for within 1 week of results being issued.) The written consent of candidates must be obtained as results can go down as well as up. It is also possible to request a photocopy or download of a script for staff to look at before requesting an EAR. If a student wishes to request an EAR against the advice of subject staff, they will be charged.

## **CERTIFICATES**

All certificates will be available for collection from reception during normal Academy hours from 1<sup>st</sup> December. We will put a message on our website. If you are unable to collect them in person then someone else can, provided they have a written, signed statement from you authorising them. It is important you collect your certificates as the Academy is only obliged to keep certificates for one year. If you ask for them after this time you will be charged a substantial fee for replacements by the exam boards if the Academy no longer has them.

## **JCQ EXAM DOCUMENTS**

On the next few pages are copies of the JCQ exam board documents and posters. These and other documents (coursework, NEA and privacy documents) were emailed out at the start of the year and are available on our website along with timetables and internal appeals procedures.  
<https://www.rushden-academy.net/kf/epd/exams>

## **LASTLY**

Good luck to all of you - both in the exams you are sitting and in whatever lies ahead for you.

**Mr P Bocking**