

Bristol Metropolitan Academy

A — Z

**of
Examinations
and
Qualifications
2017 – 2018**

A guide to everything you could possibly want to know about the examination process and more!

A

Absence from Examinations:

You must attend all examinations to which you are allocated on your personal timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

YOU MAY BE INVOICED IF YOU FAIL TO ATTEND AN EXAMINATION THAT HAS BEEN PAID FOR BY THE ACADEMY.

If you are absent from an examination due to illness, please notify the Academy as early as possible by telephone on 0117 3772071 this number has an answer phone for out-of-hours messages. We shall advise you if a formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of a laptop, etc., need to go through the Learning Support Department. These concessions must be the students 'Normal Way of Working' in class and progress tests etc.

NO ARRANGEMENTS WILL BE MADE UNTIL LEARNING SUPPORT CONTACT THE EXAMINATIONS DEPARTMENT.

Access To Scripts (ATS):

Candidates are able to request access to their examination scripts from the awarding bodies for general interest or to help with future learning.

IF YOU WANT TO REQUEST A SCRIPT THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE.

PLEASE NOTE: GCSE STUDENTS ARE ONLY ABLE TO REQUEST ORIGINAL SCRIPTS.

Alumni Celebration:

An informal celebration held in the Academy mid-November, to give past students a chance to collect their certificate's and catch up with fellow peers, friends and Academy staff. Letters are sent home nearer the time.

Attendance at the Examinations:

Punctuality is important. Exams start at 9.00 or 1.30 you must be outside the exams room at least 15 minutes before. Late students may not be given the full exam time.

Bristol Metropolitan Academy provides quiet time before each examination with staff for a 9am exam, please be in school by 8.15am to take advantage of this resource and to get a free breakfast!



Authentication Form:

Kathryn Schofield

January 2018

Students must complete and sign an awarding body authentication form and attach it to any coursework produced for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed forms.

Awarding Bodies:

These are the organisations that provide qualifications for schools and colleges. Awarding bodies used by Bristol Metropolitan are; AQA, Pearson (Edexcel), OCR, and WJEC.

B

Bags:

Bags must be placed in your locker. You are not allowed to keep them with you at your desk during the exam.

Please **do not** bring valuables with you when you are sitting examinations.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers, this is because they now scan scripts onto a computer to send to the examiners for marking. Black ink is the only colour their scanners can read. Please do not use Blue, Red, Green or Pencil (unless otherwise instructed) to do your exam, or it may not get marked.

C

Calculators:

Calculators will be provided by the School on the day of the exam.



Candidate Number:

Your candidate number is the four digit number printed on your student card. You will be seated, by subject, in candidate number order.

Centre:

Centres can be schools, colleges or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies' exams.

OUR CENTRE NUMBER IS 50435
YOU WILL NEED TO WRITE THIS ON ALL OF YOUR EXAM PAPERS.

Certificates:



If you are unable to attend the Alumni Celebration, certificates can be collected from school reception from Mid December. Certificates will not be given to a 3rd party unless written permission from the student is given to the 3rd party.

Certificates for students not leaving will be retained by the exams department for safe keeping.

Please note that centres may destroy any unclaimed certificates by a secure method (e.g. shredding or incineration) after holding them for a period of 12 months from the date of issue.

TIP: YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IN MOST CIRCUMSTANCES THEY CANNOT BE REPLACED. YOU WILL NEED THEM TO SHOW EMPLOYERS THROUGHOUT YOUR LIFE

Change of Address:

It is important that you tell Student Reception or the Exams Officer as a matter of urgency if you move address. Letters about results etc. may not reach you.

Change of Name:

It is important that you tell MIS as a matter of urgency if you change your name. Evidence to confirm this must be brought at the time ie Passport, Birth Certificate. Awarding bodies will charge approx. £40 per certificate to change them.

Cheating:

Candidates caught cheating in examinations – **including being in possession of or using a mobile telephone (off or on), smart/apple watches, pagers, mp3 players, ipods, unauthorised aids or notes but also copying from or communicating with other candidates** – will be reported to the awarding bodies.



Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

PENALTIES INCLUDE EXCLUSION FROM SCHOOL AND DISQUALIFICATION FROM ALL EXAMINATIONS FOR UP TO FIVE YEARS.

Clashes:

If you have an examination clash involving different subjects, a letter will be attached to your personal timetable when posted home.

ALL INFORMATION ON A CLASH LETTER OVERRIDES ALL OTHER INSTRUCTIONS

If you have a clash involving two or three examinations in the same subject, you will sit your papers one after the other as long as the total published examination time does not exceed three hours. No break will be allowed in between the papers, unless to use the toilet. If the total time does exceed three hours, the papers will be split between the morning and afternoon session. If you are in this position, you will have to go into quarantine between the two sessions and will, therefore, need to bring a packed lunch and a drink with you.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

YOU WILL NOT BE ALLOWED TO LEAVE AN EXAM EARLY EVEN IF YOU HAVE FINISHED

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti.



Controlled Assessment:

Tasks or Assignments set by the awarding bodies with defined control levels for each stage. GCSE controlled assessments are done under exam conditions.

Coursework:

All coursework will be carried out during the academic year. All deadlines are issued by departments and if you have any problems with regards to these you must speak to the relevant department staff. The awarding bodies will return most coursework during October. Students wishing to reclaim coursework should apply to their teachers as soon as possible after this date.

D

Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with Learning Support department before concessions can be put in place with the awarding bodies.

Declaration Sheet: (See Authentication Form)

Dictionaries:



You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies.

If you think you might be entitled to the use of a dictionary please see the Learning Support department.

E

Enquiries About Results (EARs):

The awarding bodies offer the option of having a script remarked, at a fee, if a candidate or member of teaching staff is unhappy with the marks. There is a choice of three different types of remarks; these are:

- Clerical check

- Priority remark

A clerical check is simply when the relevant awarding body checks that the number of marks given has been added up correctly.

A full remark the awarding body sends your examination paper to a different examiner, this time a senior examiner, and asks them to remark it using the same mark scheme.

If you're not satisfied with the grade you have achieved the first thing you may think about is getting your papers remarked, however, remarking is very costly and not often effective. Therefore it is important to consider the following:

- **ARE YOU CLOSE TO THE GRADE BOUNDARY?**

Remarks usually only alter a grade by a few UMS marks, if any at all. If you are therefore very close to a higher grade boundary a remark may be worth considering but if you require a substantial amount of marks to achieve a higher grade then the likelihood is that your mark will not change.

- **YOUR GRADE CAN GO DOWN AS WELL AS UP**

Remark means having your entire paper remarked therefore your grade can quite easily go down as well as up. If your grade does get lowered you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a remark. Because of this candidates often apply for a photocopy of their paper before applying for a remark.

- **COST**

Remarks are very expensive and the likelihood is that your mark will not change.

IF YOU WANT TO REQUEST A REMARK THEN YOU MUST COLLECT THE RELEVANT FORM FROM THE EXAMINATIONS OFFICE AND RETURN BY THE APPROPRIATE DEADLINE.

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. Absolute silence must be maintained during this time and until you are outside the room.

You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the Academy. The Academy recognises its responsibility to provide equal access to education for all students' irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability. (The EA – Policy in relation to Exams can be found on the academy web site).

Examination Dates:

The examination dates are nationally set by the awarding bodies and **NOT** by the Academy.

THESE DATES CAN THEREFORE NOT BE CHANGED



Examinations Office:



The Exams Office is open Monday – Friday from 8.00 am until 4.00pm./3.30pm Fridays. We will be happy to help with any queries that you have during this time.

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQcic 'Notice to Candidates' regulations, a copy of which is given to you with your statements of entry. A copy of these regulations is also available on the Academy website and will also be displayed outside all examination rooms.

Extra Time:

Will only be granted to an individual if they have evidence of a learning difficulty or disability. Students can be assessed by the Learning Support Department, who will identify whether there is a need for students to have up to 25% or in extreme circumstances up to 50% extra time.



Food and Drink:

Food is not allowed into an examination room unless special permission has been given.



You are only allowed to take into the examination room a drink of water. This must be in a clear plastic bottle and all **labels must be removed.** You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is incase you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.



Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.



Illness:

If you become ill during your exams, advise your teachers and the exams department so that advice can be given on the best course of action.

Invigilator:

An invigilator is someone who watches over candidates in an examination to ensure that JCQ^{cic} exam conditions are met. You must follow all instructions and orders given to you by an invigilator.

J

JCQ^{cic} Joint Council for Qualifications:

Represents all the awarding bodies that offer general qualifications ie GCSE and 'A'. JCQ ensures that learners of all ages and level of ability have access to qualification and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ^{cic} Inspectors:

On the spot adhoc inspections are made to all centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.

K

Knowledge:

"Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family". [Kofi Annan](#)

Work hard, learn your subjects and excel in your exams/qualifications.



L

Late Arrivals:

Any candidate arriving after 9.30am or 2.00pm may be allowed into the examination room; however you should be warned that if you do this then the awarding bodies may not accept your exam script.

PLEASE ALSO NOTE YOU MAY NOT BE ENTITLED TO THE FULL AMOUNT OF TIME FOR THE EXAM THAT YOU ARE SITTING.

Location of Examinations:

These will be shown on your examination timetable, it is essential to check the location of your examination carefully.

Please allow enough time to find the correct room/location.

M

Malpractice:

Malpractice is any practice which is a breach of the JCQcic regulations or which; compromises the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Mobile Telephones & other Electronic Equipment:

Mobile telephones, Smart Watches and, other electronic equipment are not allowed into examination or quarantine rooms. The Academy and Awarding bodies' regulations forbid you to bring in any of these devices into any examination room or any room being used for quarantine, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please leave them switched off in your bags, if you do not have a bag hand it to the invigilator



If a **mobile telephone, or other electronic device** is found in your possession in an examination or quarantine room – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have advised the Academy that students discovered to have a communications device with them during an examination or quarantine face disqualification from the subject concerned, see penalties section for more details. In addition, the Principal is likely to take action against you under the Academy's disciplinary procedures. Please do not risk disqualification: either leave your mobile telephone at home or hand it in to the invigilators.

Module Marks:

A copy of each module mark can be found on your official statements, these are given to you on Results Day.

The Exams Office does not have this information readily available.

Mocks:

There are mocks held each term in school, they are used to assess your progress throughout the year and give you the chance to experience what an exam will be like.

N

Newsletter:

An 100 day plan/newsletter together with a copy of a student's exam timetable is posted home for parents and students to read and understand the process of exams taking place in the summer.

O

Overnight supervision:

Overnight supervision will be required if you have examinations totalling more than 5 ½ hours if you are a GCSE student.

You will be required to be kept under supervision by your parents until the following morning when you will sit the rest of your examinations that should have been sat the previous day.

Overnight supervision is required so that you do not come into contact with anyone else who has already sat exams which you have not. Therefore whilst in supervision you will not be able to have a mobile phone in your possession, use the internet or have any contact with the outside world.



A parental declaration form must be completed in the presence of the Principal and Examinations Manager 7 days before the examination in question.

P

Penalties:

The JCQcic issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a single piece of coursework
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Loss of all the marks gained from all components/units in all qualifications taken during the exam series.
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

The table below shows the types of offences for possession of a mobile phone and what number penalty you may be awarded as a result.

| <u>Offence</u> | <u>Warning</u> (Penalty 1) | <u>Loss of marks</u> (Aggregation still permitted) (Penalty 2-4) | <u>Loss of certification opportunity</u> (Penalties 5-10) |
|----------------|--|---|---|
| Mobile Phones | In the Examination or quarantine room but not in the candidates possession, and rings or beeps | In the candidates possession, but no evidence of being used or being active | In the candidates possession and evidence of it being used or active (rings, beeps, used as calculator) |

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."

Prohibited Material:

The following items must not be brought into any examination room:

- bags, etc.;
- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM BEGINNING**), notes, letters, diaries or other printed material;
- calculator cases/Lids or instruction books;
- mobile telephones, or other electronic devices;
- Smart Watches etc
- pencil cases (use a transparent plastic bag as a substitute);
- glasses cases
- personal stereos of any description.

Q

Quarantine:

If you are required to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. Mobile telephones, pagers and electronic devices are not allowed into any quarantine room.

YOU WILL BE NOTIFIED ON YOUR CLASH FORM OF YOUR QUARANTINE ARRANGEMENTS.

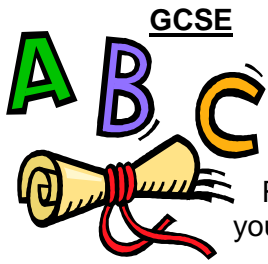
You will be supervised immediately after your examination until the end of your quarantine period. In quarantine, you may revise for your next examination or talk quietly with fellow candidates. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

R

Readers:

Students with learning difficulties and/or disabilities may be entitled to a reader. A reader is someone that will read information from the exam paper and your own written work when requested.

Results:



Students may collect their results from School on Thursday 23rd August 2018. Results for students will be available for collection on that morning in the hall, from 9.30 am until 12.00 am

Results will not be handed to a 3rd party unless written permission is given to them by you and brought in.



Seating Plans:

Seating plans are displayed on the door of each exam room.

Scribe:

Is a person who writes down what a candidate dictates when the candidate is unable to write? Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences. Also known as an 'amanuensis'.

Source Referencing:

Students must acknowledge the sources from which they have accessed information whilst undertaking the controlled assessment/coursework. This must include detailed references (web page, author, page numbers etc.) of any source material. **(Also see Plagiarism).**

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see Examinations staff immediately if you feel that you may have been affected by a circumstance beyond your control.

Statements of Entry:

Produced by school, statements of entry list all the exam units that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations – in particular if you have applied for re-sits or if there are several different tiers available.
- b) all of your personal details are correct, in particular with regards to spelling, as this information will be printed on your examination certificates. Whilst it will be relatively simple to change now once certificates have been issued substantial costs will be involved if you notice any errors.

Study Leave:

There is no fixed period of study leave during the summer. Students will be expected in class until the end of term.

T

Text Messages:

Are used to contact students' parents regarding important information, please ensure that you have told Student Reception or the Exams Officer if you they changed their mobile phone number during your stay at Academy

Times:

Unless otherwise stated, all examinations at this School commence at **9.00 am** (morning papers) and **1.30 pm** (afternoon papers).



YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM AT LEAST 15 MINUTES BEFORE THE PUBLISHED STARTING TIME.

If you arrive after the published start time for examinations you will be permitted to sit the examination but the exam board will need to be notified and your paper maynot be marked.

Timetables:

You will be given your own personal timetable for Summer exams. Please check your personal timetable carefully – the top copy of your examinations timetables has been produced by the Exams Office and is personal to you ONLY. This will include changes of times/days to accommodate your clashes. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Examinations Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the examination is in the morning or the afternoon – extra time may not be permitted if you are late. Take special note of any re-arrangements due to a timetable clash.

YOU, AND YOU ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE. IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS OFFICE IMMEDIATELY.

U

UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards and centres. It is important that you give the number you were given at Academy to the Academy when you enrol. It can be found on your certificates/result slips.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

V



Valuables:

Candidates must leave valuables (including calculators, keys, credit cards, cash or mobile telephones, smart watches) in their lockers for safe keeping.

W

Warning:

All the awarding bodies make it clear that:

- their official examination sessions must be run under strictly fair conditions, with no form of deception. This rule includes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.
- anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE examinations for a period of up to five years.

(see Cheating, Malpractice, Penalties and Plagiarism)

Word of Advice:

Remember to have something to eat and drink before taking your examinations, especially on hot days, when we do experience a number of students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels.



YOU CAN GET A FREE BREAKFAST AT BMA FROM 8AM.

Word Processors:

Students who have been granted the use of a word processor in their written exams will use a school lap top that has had spell check/grammar removed as a condition of the JCQ Adjustments for Candidates with Disabilities and Learning Difficulties Regulations.

X

X Marks:

On your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.

Y

Year End:

Students last day at BMA is Friday 30th June 2017.

Good Luck!!

