



Tudor Grange Academy Kingshurst
Exam Information for Parents

Examinations Officer: Mrs Maryam Gaffar
Email: exams@kingshurst.tgacademy.org.uk
Tel: 0121 329 8300 ext. 8112

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Introduction

Public examinations are stressful for both students and parent(s)/guardian(s)/carer(s) so it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance.

This handbook is intended to inform you about the examination processes and procedures followed here at Tudor Grange Academy Kingshurst. Please read it carefully and share it with your son/daughter so that they are also aware of the examination procedures and regulations.

The Awarding Bodies (sometimes referred to as Exam Boards) set down strict criteria for the conduct of examinations which must be followed precisely. Students should therefore pay particular attention to the JCQ Notices at the end of this booklet. Failure to do so could result in disqualification from some or all examinations.

If there is anything that you do not understand, please ask. If you have any queries or need help or advice at any time before, during or after the examinations, please contact the Examinations Officer.

Awarding Bodies

The Awarding Bodies (AB's) used at Tudor Grange Academy Kingshurst are:

AQA	www.aqa.org.uk
Pearson (Edexcel)	www.edexcel.com
OCR	www.ocr.org.uk
VTCT	www.vtct.org.uk
Eduqas	www.eduqas.co.uk

Awarding Bodies publish timetables and key dates well in advance of any examination series as well as other information, such as subject specifications and practice papers. Care should be taken to check whether dates are provisional or final and that you are referring to the correct specification.

Entry Procedures and Fees

Entries for exams are made by the Examinations Officer following discussion between the Subject Teachers, Heads of Departments, students and parent(s)/guardian(s)/carer(s). Where appropriate, exam fees will be charged to parent(s)/guardian(s)/carer(s). Costs vary between Awarding Bodies but are, typically, between £35 and £65 per subject.

If entries are made after entry deadline the Awarding Bodies charge penalty fees. These can be as much as 3 x the original entry fee and will be passed on to parent(s)/guardian(s)/carer(s) when appropriate.

Access Arrangements

Students in possession one of the following documents may be eligible for extra time or other arrangements in their exams:

- A Statement of Special Educational Needs relating to secondary education or an Education, Health and Care Plan which confirms a disability or
- A Psychological Assessment carried out by a qualified psychologist confirming learning disability during the secondary school period or
- An assessment carried out no earlier than the start of Year 9 by a specialist assessor confirming a learning difficulty relating to secondary education.

Students may also be eligible for extra time or other arrangements if they have:

- Behavioural, Emotional and Social Development Needs or
- Communication and Interactions Needs or
- Sensory and/or Physical Needs

Students may also be eligible for extra time (up to 10%) if their first language is not English and they need to make extensive reference to a bilingual dictionary.

If the SENCo feels that there is justification for an Access Arrangement an application will be made to the relevant Awarding Body and parent(s)/guardian(s)/carer(s) will be notified if the arrangement is granted.

Timetables

Late in March students will receive an individual timetable showing details of the date, time and duration of their written examinations. It must be checked carefully and, if you think something is wrong, contact the Examinations Officer immediately.

Shortly before the start of the exam season, a second copy of the individual timetable will be issued. This will include the location and seat number for each exam.

Some students may have a clash where two exams are timetabled at the same time. If this is the case, it is likely that they will sit one exam and then the other exam immediately afterwards – remaining under exam conditions between them. For a few students this may not be possible because the length of the combined exams exceeds three hours. If this is the case, the Examinations Officer will contact them personally. If your son/daughter thinks that there is a clash on their timetable that has not been resolved, please ask them to see the Examinations Officer immediately.

If an exam is to be taken either earlier or later than the scheduled time, the students will need to stay under supervision. An invigilator will remain in the same room with them at all times and they must not be in possession of an electronic communication or storage device or have access to the internet.

Preparing for Exams

Examination Regulations

JCQ Notices are included at the back of this booklet. Students must read these carefully and note that breaking any of the rules or regulations could lead to disqualification from all subjects. Tudor Grange Academy Kingshurst has a duty to report any breach of regulations to the Awarding Body concerned.

Exam Equipment/stationery

Examination regulations are very strict regarding items that may be taken into the examination room. If students break these rules it could result in disqualification.

Students should ensure that they have everything that they need for the examination. All stationery and equipment must be visible to the invigilator at all times so a transparent pencil case or clear plastic container should be used. All writing must be in black ink.

Students may not use:

- Correcting pens, fluid or tape;
- Erasable pens;
- Highlighter pens (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. A highlighter pen may also be used to highlight extracts in any resource material provided);
- Gel pens in their answers;
- Blotting paper

Using Calculators

Candidates may use a calculator in an examination unless prohibited by the Awarding Body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the Awarding Bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Candidates must be told these regulations beforehand and be familiar with the Information for Candidates documents.

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 formulas

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator

Calculators must not:

- be designed or adapted to offer any of these facilities:-
- language translators; symbolic algebra manipulations; symbolic differentiation or integration;
- communication with other machines or the internet
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes databanks; dictionaries; mathematical formulas; text

Dictionary

Electronic dictionaries will not be permitted in the examination room. If a student has an arrangement which permits the use of a bilingual dictionary, a paper copy will be provided which must not be written in or marked in any way. Dictionaries must not be removed from the exam room.

Food and Drink

No food including sweets and chewing gum (with the exception of students with a medical condition – please see the Examinations Officer).

Bottled water in sports cap bottles may be taken in to the exam room. Bottles must be clear plastic and free of any labels. No other drinks are permitted.

The Exam Day

Starting Times

- Morning examinations start at 09:00 (9am); afternoon examinations start at 13:00 (1pm).
- Students are responsible for checking their own timetable and arriving at school on the correct date and time.
- Students must wear correct uniform
- Students must arrive outside the exam room at least 15 minutes before the scheduled starting time
- Bags, coats, electronic equipment, notes and paper of any kind are not permitted in the exam room
- Students must wait quietly and enter the exam room only when instructed to do so.

Late Arrival for an Exam

- If students are delayed on the way to college and are likely to be late for an examination, they should contact the school as soon as possible on 0121 329 8300 and speak with reception.
- If students have not arrived by the scheduled start time of an exam someone from school will try to contact them
- If students arrive after the start time of the exam they must report to Main Reception. The Receptionist will contact the Examinations Officer who will escort them to the exam room.
- If students arrive after 10:00am for a morning exam or after 14:00 for an afternoon exam they will be considered as “very late”. They will be allowed to complete the exam but the Awarding Body may not accept their paper for marking.

In the Examination Room

- Students must be silent and not attempt to communicate with or distract other candidates
- Students who are under supervision because of a timetable clash, must not communicate with any other candidates
- Potential technological/web enabled sources of information such as iPods, Smart Watches, mobile phones or MP3/4 players **MUST BE HANDED IN ON THE WAY TO THE EXAM ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in a student’s possession during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate Awarding Body.
- **ALL WATCHES BROUGHT INTO THE EXAMINATION ROOM MUST BE REMOVED FROM THE STUDENT’S WRIST AND PLACED ON THEIR DESK.**

At the Start of the Examination

- The student's name and candidate number will be on the seating plan and a card showing this information will be on their desk
- If access arrangements have been approved, these will be identified on the desk card
- Students must listen carefully to all instructions and notices read out by the invigilator – there may be amendments to the exam paper that they need to know about.
- Students are responsible for checking that they have the correct exam paper – they must check the subject, unit and tier. If they have any concerns, they must put up their hand and wait for an invigilator to come to them. **THEY MUST NOT OPEN THE PAPER UNTIL INSTRUCTED TO DO SO.**
- Students are required to write their legal forename and surname on each exam paper – a nickname or abbreviated form of their name must not be used.

During the Examination

- All examination stationery will be provided. If students require additional paper they must raise their hand and wait for an invigilator to come to them.
- All rough work must be done on official exam stationery. It should be neatly crossed though but not obliterated.
- If students have a query or problem, they should raise their hand and wait for an invigilator to come to them. Invigilators cannot discuss the examination paper or explain the questions
- Students must sit looking at the front at all time – not sideways
- Students must read all instructions carefully and number their answers clearly
- Students are responsible for producing legible handwriting
- Students should use their time sensibly. There will be a clock in the exam room and a notice showing the start and end time of the exam
- Students must stay in the exam room for the duration of the examination. Students who complete their paper early and have checked their work must sit in silence and on no account disturb other candidates.
- Toilet breaks may be permitted but students will not be allowed extra time to compensate for their temporary absence
- Students **MUST NOT** draw graffiti or write comments on their examination papers – the Awarding Body may refuse to accept their paper if they do
- If the fire alarm sounds during an examination the invigilator(s) will tell students what to do. If the exam room has to be evacuated students will be instructed to leave everything on their desk and to exit in silence. Students must not attempt to communicate with anyone else during the evacuation. When they return to the exam room, they must not start writing until the invigilator tells them to. They will be allowed the full working time for the examination and a Special Consideration report will be sent to the Awarding Body detailing the incident.

At the End of the Examination

- At the end of the examination all work must be handed in – students must remember to cross out any rough work. If they have use a continuation booklet this must be placed inside their answer book. They must ensure that they have written their name and candidate number on the continuation paper

- An invigilator will collect their exam papers before students leave the room. Silence must be maintained during this time.
- Students must remain seated in silence until told to leave the exam room. They must leave the room in silence and show consideration for other candidates who may still be working. They must not talk until they are well away from the exam room.

Absence from an Examination

If your son/daughter experiences any difficulties during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible opportunity so that we can help or advise you.

Special Consideration

Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination.

There are minimum requirements for enhanced grading in cases of acceptable absence.

All examinations measure what a candidate knows and can do. The overall grade(s) awarded must reflect the level of attainment demonstrated in the examination(s). The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long-term circumstances have prevented the candidate from reaching the competence standards, it may not be possible to make an adjustment.

The allowance for Special Consideration is from 0% (consideration given but the addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Please be aware that any adjustment is likely to be small and that no feedback is ever provided by the Awarding Bodies. Candidates will only be eligible for Special Consideration if they have been fully prepared and have covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances: illness, accident or injury, bereavement, domestic crisis.

The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. Supporting evidence may be required.

After the Examinations

Notification of Results

GCE, AS & A Level results:
Thursday 15th August 2024

GCSE results:
Thursday 22nd August 2024

Members of staff will be on hand to provide support and guidance to students who require it. If students wish another person to collect their results on their behalf, they must give written permission to the school before results day. The person collecting the results will need to bring a form of ID with them.

Results will not be given out over the phone under any circumstances

Post-Results Services

Enquiries About Results

All Enquires About Results (EARs) should first be discussed with the relevant Head of Department and/or subject teacher who will advise on the viability of such a request.

Return of Scripts

Students may request their scripts (subject to conditions). Information about this will be included in their results envelope.

Certificates

Certificates for the Summer 2024 Series examinations will be received in school by the end of November 2024. Leavers will be invited to collect them after this time – they will be notified of the date nearer the time.

Leavers are strongly recommended to collect their certificates in person. However, if this is not possible, we can send them to their home address by Signed For post at their own risk. Students wishing to use this option must complete, sign and return an Exam Certificate Posting Form and pay £5.00 to cover the posting costs.

Certificates are important documents. Most educational institutions and potential employers will ask to see original certificates. Leavers who lose or fail to collect their certificates will need to obtain duplicates from the relevant Awarding Body – the current charge is in the region of £40 per certificate.

Uncollected certificates will be retained in school for 12 months and then destroyed.

Exam Boards

GCSE

AQA

Biology
Chemistry
Physics
Combined Science
Dance
Drama
English Literature
English Language
Spanish
Geography
History
Media Studies
Business

EDEXCEL (Pearson)

Psychology
Mathematics

OCR

Art
Textiles
iMedia
Computer Science
Engineering

WJEC

Food
DT
Music

BTEC
Pearson

KS4

Child Development
Sport

KS5

Sport & Exercise Sciences L3 Subsid
Sport & Exercise Sciences L3 Extended
Sport
Sport (Development, Coaching and Fitness)
Health & Social Care
IT

GCE

AQA

Biology
Chemistry
Geography
English
Business
Media Studies
Psychology

EDEXCEL

Mathematics

OCR

Art
History

WJEC

Criminology

Internal Appeals Procedures

Procedure for appeals against internally assessed marks

Tudor Grange Academy Kingshurst is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Tudor Grange Academy Kingshurst is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that an appeal may only be made against the marking/assessment process not against the mark submitted to the awarding body.

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
2. Appeals must be made in writing.
3. The Head of Centre will appoint a senior member of staff e.g. the Vice Principal or a College Leader, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Tudor Grange Academy Kingshurst and is not covered by this procedure.

Procedure for appeals against externally awarded marks and grades

Reviews of Results (RoRs)

A student may query a mark/grade awarded by an Awarding Body

- S/he should contact the subject teacher as soon as possible (but at least 5 working days before the published deadline for RoRs), preferably in person, to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.
- If the Department agrees to support the RoR the cost of the enquiry will be met by the departmental budget. If the final grade goes up as a consequence of the RoR, the fee will be refunded to the Department.

- If the Department does not support the RoR the student may still proceed with the RoR but all costs involved must be paid by the student before the RoR is made. If the final grade goes up as a consequence of the RoR, the fee will be refunded to the student.

In either case

- the student should be aware that RoRs can result in marks/grades being raised, confirmed or lowered
- the student must sign a consent form to confirm that they understand the consequence of an RoR
- the student's consent form should be returned to the Examinations Officer before the published deadline for RoRs.

The centre may feel that a mark/grade awarded by an Awarding Body should be queried

☐ The centre will contact the student's parent/guardian. The situation will be explained and a contribution towards the cost may be requested. If the final grade goes up as a consequence of the RoR any contribution will be refunded.

- the student should be aware that RoRs can result in marks/grades being raised, confirmed or lowered
- the student must sign a consent form to confirm that they understand the consequence of an RoR
- the student's consent form should be returned to the Examinations Officer before the published deadline for RoRs.

Outcomes following RoRs will be forwarded by the Examinations Officer to the student as soon as practicable after they have been received from the Awarding Bodies.

JCQ Notices

All current notices can be found on the JCQ website.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.