



**New Line Learning Academy**

*Believe and Achieve*

# **EXAMINATIONS INFORMATION**

## **GUIDANCE FOR STUDENTS & PARENTS**

**Centre Number: 61731**

Boughton Lane  
Maidstone  
Kent  
ME15 9QL

Headteacher : Mr P Murphy

Exams Officer : Mrs P Dunning

Telephone : 01622 743286

Exams Office : 317

## Introduction

It is the aim of New Line Learning Academy to make the exam experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the exam regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (or Exam Boards) set down strict criteria which must be followed for the conduct of exams and New Line Learning Academy is required to follow them precisely. **You should therefore, pay particular attention to the JCQ information notices which are given to you and displayed for each examination.**

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the exams please contact:

The Exams Officer – **Mrs Dunning** on **01622 743286 Ext 317**

The Exams Office is now located near the Medical Area.

Remember – we are all here to help.

**GOOD LUCK!**

## **BEFORE THE EXAMINATIONS**

### **Entry Timetable**

All students receive an entry timetable indicating the subjects they are being entered for and the levels of entry, where applicable. **Please check that these are correct.** Some subjects only have one tier of entry, some have Foundation or Higher tiers. Please check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

A few candidates may have a clash where two subjects are timetabled at the same time. This usually means that you will sit one exam have a supervised break and then sit the next. You must check your individual timetable and see Mrs Dunning if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see Mrs Dunning immediately.

### **Candidate Name**

Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J Smith.

### **Candidate Number**

Each candidate has a four-digit candidate number. This is the number you will enter on exam papers. It is shown on your individual timetable and will appear on your desk label when you are seated for any exam. **Please learn it.**

### **UCI**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of your timetable. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **Contact Numbers**

Please check that the school has at least one up-to-date contact number for you.

### **Equipment**

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

## **DURING THE EXAMINATIONS**

### **Exam Regulations**

A copy of the “Notice to Candidates”, “Warning to Candidates” and “Mobile Phones” notices, which are issued jointly by all examination boards by the JCQ Inspection Service will be given to you prior to the exams. All candidates must read these carefully and note that to break any of the exam rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### **Attendance at Exams**

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 30 minutes prior to the start time of their exam and will meet in the Lecture Theatre.

Candidates who arrive late for an exam must sign in at Reception and then report to an invigilator but can only be admitted up to 1 hour after the start time. In all circumstances this is reported to the board.

Full School Uniform must be worn by all students attending school for exams.

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

Pens should be **BLACK** ink. No gel pens or correction pens/fluid are allowed. Highlighters may be allowed in certain exams. You will be informed if this is the case.

Do not attempt to communicate with, or distract other candidates.

**Mobile telephones and Smartwatches MUST NOT BE KEPT ON YOUR PERSON.** They must be left in your locker. If a mobile phone or Smartwatch (or any other type of electronic communication or storage device) is found in your possession during an exam (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.

No food or drink (except still water in a clear bottle with no label) is allowed in the exam rooms.

Please do not write on exam desks. This is a breach of exam rules and is regarded as vandalism and you will be asked to pay for any damage.

Please do not write on your desk label. This is a breach of exam rules.

Do not draw graffiti or write offensive comments on exam papers – if you do the exam board may refuse to accept your paper.

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

Check that you have the correct question paper – check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.

All candidates must stay in the exam room for the duration of the exam. You will not be allowed to leave an exam room early. If you have finished the paper, use any time remaining to check over your answers and check that you have completed your details correctly.

At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order. Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

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

Remain seated in silence until told to leave the exam room. Please leave the room in silence and show consideration for other candidates who may still be working.

### **Emergency procedures**

If the fire alarm sounds during an exam the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to

the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the exam and a report will be sent to the awarding body detailing the incident.

### **Invigilators**

The school employs external invigilators to conduct the exams. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the exam room(s) to supervise the conduct of the exam. They will distribute and collect the exam papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the exam paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the exam room by invigilators and/or members of the Senior Leadership Team. Any incidents of this kind are reported to the exam board and the usual practice in such circumstances is disqualification.

### **Absence from Exams**

If you experience difficulties during the exam period (e.g. illness, injury, personal problems) please inform the school at the earliest possible point so we can help or advise you. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration. For the award of a grade by special consideration, where a student misses part of an exam through illness or personal misfortune, a minimum of 25% of the exam (including coursework) must be completed.

Parents and candidates are reminded that the school will require payment of entry fees (usually £37.00 per subject) should a candidate fail to attend an exam without good reason.

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

## **After the Exams**

### **Notification of Results**

**GCSE/BTEC** results are published on **Thursday 23 August, 2018.**

Results will be distributed to students on this day. Results not collected will be sent home by first class post. If you wish someone else to collect your results for you, please ensure that they have a letter giving them permission on your behalf. If they do not have a permissions letter, your results will not be released to them.

### **Enquiries about Results**

After the release of exam results, a candidate has the right to apply to the awarding body, through the Centre, for a review of their result if they consider the grade to be too low. This can take the form of a clerical check or a full re-mark of an exam paper or papers. This review is termed an Enquiry about Results (EAR) and is applied for by the Centre on behalf of the candidate. Candidates should be aware that this process **may** result in a lowering of the grade awarded. This

procedure has a short deadline and therefore any requests must be carried out quickly within the strict deadlines outlined below.

New Line Learning Academy advises any candidate who has concerns about a grade awarded for a subject, talk their concern through with their teacher within two calendar weeks of the issue of results. Following this discussion the Academy will immediately apply for a review if this is considered appropriate and **we would expect to support you in most cases**. If, however, the Academy does not consider a review appropriate, the candidate will be informed of this decision within three working days. If the candidate still wishes to proceed with a request for a review, the following procedure will apply:

- The candidate should appeal against the decision within two days.
- The Centre will then arrange a meeting within three days with the candidate and their parent/carer, the subject teacher concerned, the Exams Officer and the Head of Academy or his representative from the senior staff.
- The candidate and their parent/carer will be able to present their reasons for asking for the review at this meeting.
- The Head of Academy, or his representative, will make a final decision on whether the appeal should go ahead, and will inform the candidate and their parent/carer verbally, then in writing, of the decision;
- If the final decision is to proceed with the request for a review, the Exams Officer will carry this out to meet the appropriate deadline.

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

### **Internal Appeals Procedure**

New Line Learning Academy is committed to ensuring that whenever its staff assesses students' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The Centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the Centre for moderation by 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 (using the **internal appeals form**)
3. The Head of Centre will appoint a senior member of staff, e.g. a Deputy Headteacher or an Assistant Headteacher, 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 the 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 may lead to mark changes. This process is outside the control of New Line Learning and is not covered by this procedure.

**Post Results**

If you need post-results advice, New Line Learning Academy teaching staff will be available on Results Day.

## Frequently Asked Questions

**Q. What do I do if there's a clash on my timetable?**

The school 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 break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both exams are completed. If in doubt consult the Exams Officer.

**Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

**Q. What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on name cards on your desk. Invigilators will be able to help you find your number.

**Q. What do I do if I forget the school Centre Number?**

The Centre Number is 61731. It will be clearly displayed in the exam rooms.

**Q. What do I do if I have an accident or I'm ill before the exam?**

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident which means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

**Q. What is an Appeal for Special Consideration?**

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

**Q. What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

**Q. If I'm late can I still sit the exam?**

Provided you are not more than 30 minutes late, it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to the exam room and quietly gain the attention of one of the invigilators. You must not enter an exam room without permission after an exam has begun. You should also be aware that if you start the exam late i.e. after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

**Q. If I miss the exam can I take it on another day?**

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc. Under no circumstances are hooded tops allowed to be worn in the exam room.

**Q. What equipment should I bring for my exams?**

- You should bring at least 2 Pens (**black** ink only). **NOT gel pens**
- 2 x **HB** Pencils, pencil sharpener.
- For some exams you will need a calculator, compass, protractor.
- 30cm Ruler (marked with cm and mm).
- Rubber.
- Coloured pencils for Technology.

**Q. What items are not allowed into the exam room?**

Only material that is listed on question papers is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under exam regulations must be left in your locker. All phones or valuables should also be left in your locker. It is advised that you do not bring any valuables into school with you when you attend for an exam.

No food or drink (except still water in a clear bottle, no label) is allowed in the exam room.

Mobile telephones and Smartwatches must not be kept with a student in the exam room even if they are turned off.

**Q. Why can't I bring my mobile telephone or smartwatch into the exam room?**

Being in possession of a mobile phone, Smartwatch (or any other electronic communication device, e.g. iPod, headphones) can lead to communication and is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

**Q. How do I know how long the exam is?**

The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will indicate the start and finish time at the front of the exam hall. There will be a clock in all exam rooms.

**Q. Can I leave the exam early?**

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the exam room without the permission of the invigilators.

**Q. What do I do if the fire alarm sounds?**

The exam invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exam?**

You are advised to make yourself comfortable before any exam. Unless you have a medical condition we do not usually allow students to leave to use toilet facilities because of the disruption to other candidates. If it is absolutely necessary then you must put your hand up to attract an invigilator's attention who will then escort you there and back. You will not be allowed any extra time.

**Q. If I have more than one exam on a day can I get lunch at school?**

Pupils who have exams in both morning and afternoon sessions are advised to bring a packed lunch as the school canteen may not be available.

**Q. Why do I need to check the details on my personal timetable?**

All student details used to generate timetables are taken from our database. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time 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.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

Some students receive an allowance of 25% extra time or more. Where possible, such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

If you have any other questions, please do not hesitate to contact Mrs Dunning in the Exams Office.

**Please do not feel embarrassed to ask any questions you may have.**

**REMEMBER: If it is bothering you, then it is worth asking the question.**