



**The Hurlingham Academy**

The best in everyone™

Part of United Learning

**EXAMS BOOKLET & GUIDANCE  
FOR STUDENTS AND PARENTS**

**2017 - 2018**

**CENTRE NUMBER 10134**

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## [Aim and Purpose](#)

It is the aim of The Hurlingham Academy (THA) to make the Exam experience as stress-free and successful as possible for all people involved; Parents, Carers, Students, Teachers and Invigilators. As such, if you have any questions or are unsure about any aspect of the arrangements in general or your specific circumstances, please ask.

This booklet provides all the information Parents, Carers and Students need to understand all aspects of Exams at the Academy. Please read it carefully. There is an FAQ section at the end.

The information contained herein applies to all external Exams and Controlled Assessments conducted at THA and should also act as a guide for how mock and internal Exams are conducted.

## [Exam Boards](#)

The Academy uses the following Exam Boards: AQA, Edexcel, OCR, BCS and WJEC Eduqas.

[AQA](#)  
[Pearson/Edexcel](#)  
[OCR](#)  
[WJEC Eduqas](#)

Just click on the Board name to be taken to the Board's website. With the information about which course you or your child is studying, you can find all relevant details about the course, Exams, controlled assessment, marking criteria etc. on the Boards' websites.

## [Before The Exams](#)

### **STATEMENTS OF ENTRY:**

Each student will receive a statement of entry from THA for the main exam season in May and June showing the subjects they have been entered for and the levels of entry, where applicable. Please check that these are correct with your teachers.

Check all the information on your statement of entry very carefully. Particularly check that all personal details (date of birth, spelling of names etc.) are accurate as these will appear on your exam certificates.

### **CANDIDATE NUMBER**

Each candidate has a four-digit candidate number. This is the number you will enter on most Exam papers. Each candidate will have this information provided at each exam.

### **UCI**

In addition to a candidate number, each candidate has a Unique Candidate Identifier (UCI) which is shown on the top of statements of entry. Your UCI is used for administration purposes only and so it is not necessary for you to remember it.

## **ACCESS ARRANGEMENTS**

Some students will have a need for additional arrangements whilst undertaking Exams. These students will have been receiving support during their time at THA and the SEND department will assess students to establish what needs are most appropriate. These arrangements include support such as scribing (amanuensis), having a reader, additional time, coloured overlays, use of a computer or laptop, etc. All access arrangements must be previously agreed with the Exams boards involved and there is a clear pathway to agreeing these arrangements. THA will be aware of most students who are likely to be entitled to such support, but if a student, parent or carer believes that a candidate should be entitled to any such support, but are not currently receiving it, they should contact the student's Form Tutor in the first instance to establish the most appropriate course of action. Please be aware that this type of arrangement cannot easily be put in place at short notice and so applications for assessing a need must be made well in advance of taking any Exams.

There are support arrangements which do not require this type of assessment. However this support tends to be "light-touch" and would be in keeping with that student's normal working practices. For example; the provision of quieter rooms or timed rest breaks. For further guidance and advice about Access Arrangements please read the JCQ's Access Arrangements and Reasonable Adjustments, which can be found [here](#).

## **TIMETABLES**

THA uploads the main exam timetable to the THA website as early in the academic year as possible. It can be found on our [website](#). This has information about all internal and external exams being undertaken in the Academy. It is checked and revised (where necessary) in January and March. Individual timetables for the main exam season are issued prior to the commencement of the season (late April, early May). These will be sent by email to Parents and Carers and so it is essential that we have an up to date and correct email address for the Primary Carer.

Please check these individual timetables carefully and alert THA to any errors or omissions. The earlier we are aware of errors, the easier it is to correct them.

A few candidates may have a clash where two subjects are timetabled at the same time. This is not unusual and THA is normally aware that the clash occurs. The timetabling arrangements for these clashes are made on a case by case basis.

## **YOUR CONTACT INFORMATION**

It is imperative that the Academy has up to date contact details for Parents, Carers and Students. In order to speed up communication, THA intends to use The MyEd App as the primary communication method. This provides an easily managed, quick and clear communication channel. If you do not have an email address and would prefer to be contacted by post, then this method will still be available. If you would like information sent to more than one carer, then please ensure we have correct contact information for all people.

Please make sure the Academy has at least one up-to-date contact phone number for all carers.

## EQUIPMENT

Each student is responsible for providing their own Exam equipment. The standard equipment each student will need is:

- a **black** pen (including spares). This must not be a gel pen, but can be ink or ballpoint.
- additional equipment, such as erasers, rulers and pencils
- a clear pencil case
- a wrist watch (no smart watches)

For some exams, additional materials will be required (for example for mathematics you will need calculator, protractor, a pair of compasses, set square).

You may also want to use a highlighter. This can be useful for marking the exam paper (**not** the answer book or paper).

All stationery (paper, tracing paper etc) will be provided by THA.

### [During Exams](#)

## EXAM REGULATIONS

All external exams and vocational qualifications will be subject to the Joint Council for Qualifications (JCQ) Instructions for Conducting Exams (ICE) and can be found [here](#). THA has its own Exams Policy which should be read in conjunction with the ICE. If THA's Exams Policy contradicts the ICE, then the JCQ ICE will take precedence. Please read this policy carefully.

The Academy **must** report any breach of JCQ regulations to the Awarding Body and any breach could lead to disqualification from all subjects.

## ARRIVAL AND BEHAVIOUR

You are responsible for checking your own timetable and arriving at the Academy on the correct day and at the right time, in the correct uniform.

You must arrive **one hour** prior to the start time of your exam. Please wait quietly outside your exam room until you are invited to enter by the Exam invigilators.

Candidates who arrive late for an Exam may still be admitted but may not receive any additional time. If special consideration applies, then you must speak to the Exams Officer (see Absence from Exams below).

Full Academy Uniform must be worn by all students at the Academy for Exams.

Other than the equipment detailed above, no other stationery, paper or electronic devices should be brought to the Exam room. All personal belongings should be left in your bag outside the room and all electronic devices **must** be switched off **and** handed in. If any electronic device (including mobile phones, mp3 players, electronic storage device, smart-watches or similar) 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 exam board. You could also be disqualified from the exam you are sitting and there may be further implications to all other exams you are sitting.

Do not attempt to communicate with or distract other candidates.

No food or drink is allowed in the Exam rooms except a bottle of water. Your drink must be in a transparent, plastic bottle with no labels on the bottle.

Do not write on Exam desks. This is regarded as vandalism and you will be asked to pay for any damage.

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 you have the correct Exam paper

Check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

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 ensure 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. Make sure that your name and candidate number appear on all additional sheets of paper used in case they become separated.

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.

Question papers, answer booklets and additional paper must NOT be taken from the exam 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.

If the fire alarm sounds during an Exam the Exam invigilators will tell you what to do. Leave all exam papers, equipment and personal belongings in the exam room when evacuated. Even when evacuated, you are still under exam conditions and all the above stipulations remain in place.

## **INVIGILATION**

The Academy employs external and internal invigilators to conduct 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 rooms 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.

Please note that invigilators cannot discuss the Exam paper with candidates or explain the questions. The only questions they can answer refer to are the instructions on the front page of the Exam paper.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the Exam room and run the risk of being disqualified from that Exam and all others for which they are entered.

Subject teachers and leaders will normally be present at the start of an exam only and may address candidates prior to the commencement of the exam. Once the Exam starts, subject leaders may not communicate with students. If a subject teacher or leader is acting as an invigilator, there will always be an additional, non-teaching invigilator in the Exam room.

### **ABSENCE FROM EXAMS**

If you experience difficulties during the Exam period (e.g. illness, injury and personal problems) please inform the Academy at the earliest possible point so that 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 or carer and given to the Exams Officer without delay.

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 35% of the Exam (including coursework) must be completed.

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

### **[Controlled Assessments](#)**

Please see The Hurlingham Academy Controlled Assessment Policy and the Controlled Assessment Risk Management Process for further information.

### **[After the Exams](#)**

### **NOTIFICATION OF RESULTS**

GCSE results will be available for collection on: Thursday 24 August, 2017.

Students are expected to collect results on the above date. If you wish for anyone else to collect these results on your behalf, written authorisation must be given to the Academy before Results Day. Candidates who do not collect their results on Results Day will receive notification through the post. Letters will be posted at the end of the day and not before. No results will be given out by telephone under any circumstances.

## CERTIFICATES

Certificates will be issued to students at a later date (to be confirmed). The Academy is only obliged to keep certificates for a period of one year after issue. Certificates cannot be replaced. If a certificate is lost, you can contact the issuing Exam board to obtain a duplicate. There will almost inevitably be a charge made for duplicate certificates. These costs will not be met by THA.

Ensure you inform the Academy of any change of address.

### [Frequently Asked Questions](#)

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### [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. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents and carers 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 or a 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.

### [What do I do if there's 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 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 have 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 you identify a clash on your timetable which has not already been highlighted or discussed, you must notify the Exams Officer as early as possible.

### [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.

### [What do I do if I think there is a mistake on the exam paper?](#)

If you want to bring the error to the attention of the invigilator that is up to you, but the response will be "you must answer the question as printed." Invigilators are not able to give any advice in these circumstances.

### [What do I do if I forget my Candidate Number?](#)

Candidate Numbers are written on cards which are on your desks and on attendance registers. Invigilators will be able to help you find your number.

### [What do I do if I forget the Academy Centre Number?](#)

The Centre Number is 10134. It will be clearly displayed in the Exam room.

### [What do I do if I have an accident or am ill before the exam?](#)

Inform the Academy at the earliest possible opportunity so that we can help or advise you. In the case of an accident that 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 Academy to make an appeal for Special Consideration on your behalf (see above).

#### [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.

#### [If I'm late can I still sit the exam?](#)

Provided you are not more than 1 hour late, it may still be possible for you to sit the exam. You should phone the Academy as soon as you are aware you are likely to be late and then make every effort to get to the Academy as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an Exam room without permission after an Exam has begun. It may not be possible to allow you any extra time if you start the Exam late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the Academy 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 the Academy so that if you are delayed (e.g. through transport problems) you will still arrive on time.

#### [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.

#### [Do I have to wear Academy uniform?](#)

Yes. Normal Academy regulations apply to uniform, hair, jewellery, make-up, etc.

#### [What equipment should I bring for my exams?](#)

You will need:

- a **black** pen (probably best to have a spare one). This must not be a gel pen, but can be ink or ballpoint.
- additional equipment, such as erasers, rulers and pencils
- a clear pencil case
- a wrist watch (no smart watches)

For some exams, additional materials will be required (for example for mathematics you will need calculator, protractor, a pair of compasses, set square).

You may also want to use a highlighter. This can be useful for marking the exam paper (**not** the answer book or paper).

All other stationery (paper, tracing paper etc) will be provided by THA.

### [What items are allowed in the Exam room?](#)

Only items that are listed on question papers (e.g. an anthology) are permitted in the Exam room. Students who are found to have any material with them that is not allowed will be reported to the appropriate Exams board and may be disqualified. All other items such as bags and coats must be left in the care of the invigilators at the front or back of the room. You are advised not to bring any valuables into the Academy with you when you attend for an exam. No food is allowed in Exam rooms.

No electronic devices including phones, mp3 players, iPods, smart watches etc. are allowed. All such devices must be switched off and handed in to the invigilator for safe keeping. If you are found to have any such device on you (even if they are turned off) during an exam, you may be disqualified from that and all exams you are taking in that season. If your phone rings during the exam, wherever it is in the room, the exam board must be informed and you will be disqualified from all papers for the subject (including any already taken). There are no exceptions to the rules surrounding mobile phones (and other electronic devices). If you have reason to believe that you might need to be contacted in an emergency situation, you should inform the Senior Leader prior to the start of the exam who will keep the device on them, outside the Exam room, and will take an appropriate course of action in the event that the phone rings.

### [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'. Each Exam paper has the duration of that paper on the front page and invigilators will tell you when to start and finish the exam. The start and end times will be clearly visible at the front of the exam room. There will also be a clock in the Exam room.

### [Can I leave the exam early?](#)

THA does not 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 invigilator. If you need to leave the room for an emergency, raise your hand and wait for the invigilator to come to you. The invigilator will then make arrangements for you to be escorted from the room. Please be aware that any disturbance you make will affect the other candidates in the room.

### [What do I do if the fire alarm sounds?](#)

The Exam invigilators will tell you what to do. If it is decided that the room needs to be evacuated, follow the invigilators instructions precisely. Leave everything on your desk and leave the room in silence and in the order in which you are sitting. Do not collect any other personal belongings. You will still be "under exam conditions" and so all rules for conducting exams will continue to apply.

You must not attempt to communicate with any other candidates or anyone else during the evacuation. You will be escorted to a designated assembly point. 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.

