



**Magna Academy
Poole**
an Aspirations Academy

Exam Handbook

INTRODUCTION

It is the aim of Magna Academy to make the exam experience as stress-free and successful as possible for all students. Magna Academy is committed to ensuring that students are fully briefed on the exam and assessment process in place here and are made aware of the required JCQ awarding body instructions and information for candidates.

AIM OF THIS HANDBOOK

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the exam regulations and procedures to follow in the event of any problems occurring. Please put it somewhere safe so it can be referred to during the course of the year.

The awarding bodies (or exam boards) set down strict criteria which must be followed for the conduct of examinations and Magna is required to follow them precisely. You should therefore, read and pay particular attention to the 'Information for Candidates' and other notices that are available on the website.

If there is anything you do not understand or any questions that has not been addressed, PLEASE ASK!

If you or your parents/carers have any queries or need help or advice at any time before during or after an exam, please contact:

The Exams Officer – Mrs A Ellaway (Room F15)

Telephone: 01202 604222

E-mail: aellaway@magna-aspirations.org

Exam Policies are also available to view on our website

COURSEWORK DEADLINES

Some subjects have an element of coursework included in them which has to be completed, marked and assessed and the marks and work sent to the boards well before the formal exam sessions take place. The academy sets deadlines that allow time for this process and to meet the board deadlines. These cannot be changed. Students who don't submit coursework on time will not be allocated a mark for this portion and their overall grade will suffer. Letters will be sent home advising parents/carers of any potential problems involving coursework deadlines.

COURSEWORK INTERNAL APPEALS PROCEDURE

If a student is unhappy about the mark awarded for an internal assessment they should initially raise any concerns with the subject teacher or Subject Head. Where this does not satisfactorily address the concern, the matter should be drawn to the attention of the Exams Officer.

The following information is available on the academy website under Exams:

- Privacy Notice
- On-screen tests
- Written exams
- Using Social Media
- Coursework Assessments
- Non-examination assessments
- Unauthorised Items Poster
- Using Calculators
- Internal Appeals Procedure
- Information for Candidates

BEFORE THE EXAM

Statement of Entry

All students will receive an exam pack including a statement of entry indicating the subjects/units and modules they are being entered for and the levels of entry, where applicable. When you receive these please check carefully that these are correct (including personal information i.e. spelling of names, date of birth), as these will appear on certificates and it may be difficult to change them once the certificates are awarded.

Examination boards

The academy uses the following exam boards:

AQA
Pearson
OCR
WJEC
RSL

Candidate name

Students are entered under the name format of First Name + Middle Name + Legal Surname. If this is not your legal name by which you wish to have certificates printed, then please advise the Exams Officer as soon as possible.

Candidate Number

Each student has a four-digit candidate number. This is the number you will enter on exam papers. It will appear next to your name on seating cards, seating plans and exam registers.

TIMETABLES

Exam Packs

You will receive a copy of the master exam timetable; you will also receive an individual timetable (statement of entry) showing the exams you are entered for with details of date and time. Check it carefully, are all the exams you were expecting to sit on there. If you think something is wrong, see the Exams Officer immediately.

If you have a clash where two subjects are timetabled at the same time. We will make special timetable arrangements for you to sit the exams one after the other. All breaks etc. during this time will be supervised. You will be advised of all the details so please feel reassured. If you think you have a clash on your timetable, and it is not resolved, please see Exams Officer immediately.

Dates for exams are rigidly fixed by the exam boards but are subject to change until closer to the time of the exam session. A final timetable will be posted on the website as soon as available. Information, including timetables, will also be available on the exam noticeboard (by the student entrance)

It is good practice to make copies of your timetable and display it around your home so that your family also become familiar with when your exams are taking place.

DURING THE EXAM

Exam regulations

A copy of the 'Information to Candidates', which is issued jointly by all the exam boards, and is available on the website. You will be issued with a copy in your exam pack which you must read carefully and note, that to break any of the exam rules or regulations could lead to disqualification from all subjects. The academy must report any breach of regulations to the awarding body.

Attendance

You are responsible for checking your own timetable and arriving at the academy in plenty of time, wearing school uniform and have the correct equipment. The start time on the timetables indicates the time the exam starts, **not** the time you arrive at the exam all/room. I am sure you appreciate that it takes time to seat all the students, give out the papers and read out the instructions. Therefore, please ensure you are punctual for all your exams.

If you know that you are going to be late e.g. car breaks down, please telephone the academy to let us know as soon as possible so that we can advise you as to what you should do.

If you are absent at the beginning of an examination you will be contacted by the academy once the exam has started; we are permitted to make one call per student, and we will call the primary contact. You will receive the full exam time should you arrive late for any of your exams. However, the Exam Officer will have to notify the exam board any student who arrives more than 30 minutes late for an exam. The exam board will then decide if your exam paper will be accepted.

Contact number

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

Equipment

Make sure you have all the correct stationery and equipment before your exam in a transparent pencil case or plastic bag. It is not the academy's responsibility to provide these items. Distributing stationery can take a very long time at the beginning of an exam, and always holds up the start of the exam. You are told, well in advance, exactly what equipment you may require for each exam, by the subject teacher. Check the regulations in the 'Information for Candidates' and the information on the following pages.

For all exams you should **ONLY** bring:

- 2 black biro pens (not gel pens)
- 2 pencils
- Ruler (30cm)
- Eraser

Where required you should bring:

- Mathematical equipment (protractor, compass etc.)
- Calculator (see below)
- Coloured pencils
- Highlighters – these can be used to highlight sections in the question papers, but **NOT** in your answers

All equipment should be brought in a **CLEAR** pencil case or **CLEAR** plastic wallet

Calculators

You may use a calculator in all exams unless it specifically says that you can't.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

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 manipulation;
- 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.

Unauthorised items in the exam hall/room

Phones, electronic devices, watches or revision notes must be left in bags. Bags will be stored in a secure room before entering the exam hall/room.

If a mobile phone (or any other type of electronic 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. Your paper may be disqualified.

Food and drink

No food is allowed in the exam room; unless you have a medical condition that the academy is aware of.

Water must be in a clear plastic bottle, preferably with a sports type top, with the label removed.

Invigilators

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

Invigilators are in the examination hall/rooms to supervise the conduct of the exam. They will distribute and collect the exam papers, tell students when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the exam and to ensure the exam regulations are enforced and followed.

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

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

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly if you have used additional answer paper.

Fire Alarm

If the **FIRE ALARM** sounds during an exam an invigilator will tell you what to do. Don't panic. You must remain seated until instructions are given. 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.

BEHAVIOUR

You are under exam conditions immediately upon entering the exam hall/room; until you leave the exam hall/room when the exam has finished.

Do not attempt to communicate with or distract other students.

At the start of the exam you will be asked to check your pockets in case you have forgotten to leave your phone or any other electronic device or any revision notes etc. in your bag. If a mobile phone (or any other type of electronic device is found in your possession during an examination (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. Your paper may be disqualified.

Students who are disruptive or behave in an unacceptable manner will be removed from the exam room by a member of the Senior Leadership Team. Parents/carers will be notified and appropriate action will be taken.

Please do not write on exam desks. This is regarded as vandalism and you will be asked to pay for any damage; or on your exam card.

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

AFTER THE EXAM

At the end of the exam all work must be handed in – remember to cross out any rough work you don't want marked. 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.

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 you are told to leave the exam room. Please leave the room in silence and show consideration for other students who may still be working.

Students must remain in the exam room/hall until the published finish time of the exam. Only students who have permission from the exams officer/SLT may leave the room/hall earlier.

ABSENCE FROM THE EXAM

If you experience difficulties during the exam period (e.g. illness, injury, personal problems) please inform the academy at the earliest possible time so we can help or advise you.

Only in 'exceptional circumstances' are students allowed special consideration for absence from any part of an exam. It is essential that if any medical or other appropriate evidence is available for the day/s of absence this is given to the Exams Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer.

You are reminded that the school will require payment of entry fees (approx. £43.00 per subject for GCSE & £85+ for GCE) should a you fail to attend an exam without good reason and without informing the school.

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

THE RULES

- School uniform **MUST** be worn at all times
- You **MUST** bring all of your own equipment
- All unauthorised equipment **MUST** be either left in your bag or handed to an invigilator for the duration of the exam
- You are under exam conditions as soon as you enter the exam room
- Remember no talking, even when waiting for everyone to be seated. Talking to, or disturbing, other candidates is misconduct and will be reported to the exam board. Disturbing others could be talking, non-verbal communication, tapping your pen etc.
- You **MUST NOT** write anything on the question or answer book before being told to by the invigilator. This includes writing your name etc.
- Listen carefully to the invigilator's announcement and instructions. There could be notices from the exam board concerning the paper, if you are unsure about anything, put your hand up and ask.
- You **MUST** put your hand up if you have any issues, questions etc. and an invigilator will come to you.
- If you begin to feel ill or need the toilet during the exam, put your hand up and speak quietly to an invigilator. Nobody will be allowed to go to the toilet unless there is a known medical condition. No extra time will be given for toilet breaks, but may be given if you have to attend the medical room.
- You must not ask for any explanation of the question/s; invigilators will not be able to help.
- You will not be allowed to leave the exam before the finish time stated on the board. This disturbs others and once you have left, you will not be able to return if you remember something that you should have written.
- You **MUST** inform the school on the day of the exam if you are too ill to attend. You will need written confirmation that you were ill and where possible obtain a doctor's letter.
- You **MUST** attend all exams that appear on your timetable. Misreading the timetable will not be accepted as a satisfactory reason for your absence. If you fail to attend an exam we will send you (or your parents) an invoice for the cost of the exam.