



Magna Academy

Poole

an Aspirations Academy

Principal: Ms N Ullah

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12th December 2022

Dear Students and Parents/Carers,

Re: January 2023 Examination Series

It is the aim of Magna Academy to make the examination experience as stress-free and successful as possible for all students. We are writing to you, to share important information regarding January examinations and expectations. As part of this examinations guide, the following resources are included:

- Individual student statement of entry
- Information for candidates
- Master timetable

Statement of Entry

It is important that students carefully check all of the details on their statement of entry. If students believe that any of these details are incorrect, they must contact or visit Mrs Ellaway (F15), as a matter of urgency, email using aellaway@magna-aspirations.org.

Information for candidates

Strict regulations are set by the examination boards and each exam centre must follow them. Inspectors may visit the academy at least once during an exam period, to ensure that all students across the country are given the same opportunity to do their best under exam conditions.

A copy of the 'Information for Candidates', which is issued jointly by all the examining boards for every exam series, and is available on our website, is included in this guide. Students must read carefully, and understand that to break any of the examination rules or regulations could lead to disqualification from all subjects. The Academy must report any breach of regulations to the Awarding Body.

Attendance and punctuality: Students are responsible for checking their own timetable and arriving at their exam line-ups in plenty of time, properly dressed and equipped. The start time on the timetables indicates the time the exam starts, not the time students should arrive. It takes time to seat all the students, give out the papers and read out the instructions. Therefore, students need to



be punctual to all of their exams. Students who are absent at the beginning of an examination 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 first primary contact. Students will not be entitled to any extra time should they arrive late for any of their exams. If students arrive more than 30 minutes after the start of an exam, the Exam Officer will decide whether they will be able to sit the exam. The Exam Board will be notified and will decide if the exam paper can be accepted.

Equipment: Students must have all of the correct stationery and equipment before each examination 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. Students are told, well in advance, exactly what equipment they may require for each exam, by the subject teacher. Pens should be black ink or ballpoint pen. No ink erasers, correcting pens/fluid, highlighter pens or gel pens should be used. Students can only use highlighter pens if they are to be used for highlighting the text in the question. For the Science exams, students should make sure their calculators conform to the examination regulations. Please see the calculator Information for candidates on our website. If in doubt, check with your teacher. Remove any cover or instructions and make sure batteries are new. Please see below the equipment checklist: 2 black pens, sharp 'HB' pencil, 30cm ruler, eraser, pencil sharpener, protractor, compass, scientific calculator and highlighter pens.

Uniform: All students must wear the correct academy uniform when taking examinations, this is very important as it allows everyone to focus on the examination and not to be distracted by minor issues. Students not in the correct uniform will be removed from line-ups and will need to report to the student reception to borrow an alternative item. This will delay their entry into the exam and therefore reduce the time they have available to complete it.

Electronic devices & unauthorised items: Students must leave their mobile phones, wrist watches or any other electronic devices, switched off, any paper, card or other items in their bags, which will be securely locked in an allocated room. All pockets should be empty. At the start of the exam students will be asked to check their pockets in case they have forgotten to leave their phone or any other electronic device or any revision notes etc. in their bag. If a mobile phone or any unauthorised item is found in a student's possession during an examination (even if it is turned off), it will be taken and a report made to the appropriate exam board. No exceptions can be made and exam papers will be disqualified.

Water bottles: We highly recommend students have a water bottle with them in every exam to ensure they remain hydrated to fully concentrate. All water bottles must be plastic, transparent and all labels removed before entry to the examination venue.

Exam Papers: Students need to listen carefully to instructions and notices read out by the invigilator or the exam officer as there may be amendments to the exam paper. Students will need to check they have the correct question paper. Read all instructions carefully and number their answers

clearly. At the end of the exam all work must be handed in and any rough work neatly crossed out. If students have used more than one answer book or loose sheets of paper, they will need to ask for a tag to fasten them together in the correct order. Invigilators will collect the exam papers before students can leave the room. Absolute silence must be maintained during this time. Students are still under exam conditions until they have left the room. Question papers, answer booklets and additional paper must not be taken from the exam room. Students must remain seated in silence until told to leave the examination room. Students must leave the room in silence and show consideration for other students who may still be working.

Students are not permitted to draw, graffiti or write offensive comments on exam papers or tables as the examination board may refuse to accept their paper.

Fire alarm: If the alarm sounds during an examination an invigilator will tell students what to do. Students must remain seated until instructions are given. If we have to evacuate the room students will be asked to leave in silence and in the order in which they are seated. Students will be escorted to a designated assembly point. Everything must be left on their exam desk. Students must not attempt to communicate with anyone else during the evacuation. When they return to the exam room they are not able to start writing until the invigilator tells them to. Students will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident to ensure students are not disadvantaged.

Behaviour expectations: 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 required to deal with any problems that occur during the exam and to ensure the exam regulations are enforced and followed. Students who are disruptive, try to communicate with others or behave in an unacceptable manner will be removed from the exam room by invigilators and members of the Senior Leadership Team. Parents/carers and the relevant examination boards will be notified and appropriate action will be taken.

Absences from examinations: If a student is ill, and unable to sit the examination, a telephone call needs to be made to the academy by 8:00am. Failure to inform the academy may result in full payment being requested. Please ensure home contact details that the academy holds are correct. Only in 'exceptional circumstances' are students allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the student/parent/carer and 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 which can be countersigned by your doctor or nurse. Parents/carers and students are reminded that the academy will require payment of entry fees should a student fail to attend an exam without good reason and without informing the academy. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Master timetable

A copy of the master timetable will also be on the exam notice board in the plaza area. We do appreciate that this letter seems like a list of rules and restrictions. Our only aim is to support students in achieving their very best in the examinations. By sharing these clearly, we can focus our attention on students achieving their best. Any concerns regarding the examinations need to be addressed to Mrs Ellaway, the Examinations Officers.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C Buller', with a stylized, cursive style.

Mrs A Ellaway

Examinations Officer

Mr C Buller

Assistant Principal