



**Centre Number 41288**

**A Guide to Students for all examinations to be held at  
Outwood Academy Normanby in the academic year**

**2023/2024**

Public examinations in England and Wales  
are overseen by the  
**Joint Council for Qualifications (JCQ).**

It is their rules and regulations which are  
referred to within this document.

Any **failure** to comply with these may result in your  
disqualification from one, some, or all of your  
examinations.

Therefore, **please** ensure that you read  
the following information **carefully**.

## Introduction

It is the aim of the examination staff at Outwood Academy Normanby to ensure that examinations run smoothly, with as little stress as possible for our students.

We hope that this booklet will provide some helpful information regarding examinations. Please take some time to read the contents carefully.

The rules and regulations for the conduct of examinations are determined by the Joint Council for Qualifications (JCQ). Outwood Academy Normanby is required to ensure that the strict criteria laid down for the conduct of examinations are followed precisely.

It is important that you read the JCQ Notices contained in this booklet and follow JCQ rules at all times. Any breach of examination regulations by a student will be reported to the relevant Examination Board without exception, which may lead to disqualification.

Additional information can be found via the Academy's dedicated exams website area below;

<https://www.normanby.outwood.com/exams>

and at the following link from JCQ;

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Some of the questions you may have are answered in this booklet. If there is anything that 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 examinations please contact:

<b>Examinations Officer:</b>	Mr R. Galloway
<b>Email:</b>	r.galloway@normanby.outwood.com
<b>Telephone:</b>	01642 454577

## Key Dates

### **November 2023 Mock Examinations (subject to change):**

- Monday 13<sup>th</sup> – Friday 24<sup>th</sup> November 2023

### **January & February Official Examinations (subject to change):**

- Wednesday 10<sup>th</sup> January 2024 (morning) - Sport Studies (Y11)

### **February & March Year 11 Mock Examinations (subject to change):**

- Monday 19<sup>th</sup> February - Friday 1<sup>st</sup> March 2024  
(previous listed as Monday 26<sup>th</sup> February – Friday 8<sup>th</sup> March 2024 on v1 of this document)

### **Summer Written Official Examinations (subject to change):**

- Thursday 9<sup>th</sup> May until Wednesday 26<sup>th</sup> June 2024\*

**N. B** Some subjects, such as Art, Drama, Hospitality & Catering, Music and modern foreign language subjects will have practical-based examination elements taking place before the summer dates listed above. These will be published in due course, as and when they have been finalised.

### **National Contingency Day (Wednesday 26<sup>th</sup> June 2024)**

- **Wednesday 26<sup>th</sup> June 2024** has been allocated as the **National Contingency Day** should any sustained national or local disruption arise during the summer examination series.

### **Examination Results Day:**

- Thursday 22<sup>nd</sup> August 2024 - students will be invited in to collect their statement of results on this date.

Specific times will be confirmed at a later date and communicated to students via parental contact details we hold, via social media and the Academy website.

Information on final certificate, after any potential reviews of marking, is below.

### **Year 11 Certificate Collection:**

- Certificates of Year 11, summer 2024 students should be available for collection from the Academy in **early November 2024** – please keep an eye on the Academy website/social media platforms for details or via a text message or email to the last known details we hold for your parent(s)/guardian(s).

## Examination Entries & Timetables (January, February & Summer Official Exams)

Examinations now take place primarily each summer (between mid-May and mid-late June). However, some vocational examination units (BTEC's, NCFE's, OCR Cambridge Nationals and WJEC Level 1/2 qualifications) could also take place at other points in the academic year.

Non-Examined Assessments (NEA's), sometimes known as coursework or controlled assessment, are arranged within the subject department and are undertaken throughout the academic year.

You should receive a **personalised examination timetable** showing the date, time, and likely venue for each examination before they take place and this will also show your personal details.

Please check this **very** carefully, paying particular attention to all personal details, e.g. date of birth, spelling of **legal** name(s), as any examination certificates we receive will be printed with the details shown on your timetable.

If there are **any** mistakes you **please** tell the Examinations Officer immediately as any mistakes not spotted at this stage may be difficult, and costly, to change once certificates have been awarded.

In the unfortunate event that you are scheduled to sit two, or more, examinations at the same time (i.e. you have a 'clash'), one will be taken after the other with a short, supervised break in between.

If you have an examination listed that you were not expecting to take, or an examination that you were expecting but is missing, please see the Examinations Officer immediately.

Make sure you know the venue for each examination (e.g. the Sports Hall or Concession room) as you may be in different venues depending on the number of students sitting a particular subject. However, the majority of students will sit their examinations in the Sports Hall.

Timetables should, in due course, be placed on the Academy website.

Seating plans will be placed outside the main examination room (i.e. Sport Hall), on the walls in the canteen area and on the walls of the **outside** area where students line up, in column order, before an examination so that students can confirm their seat number.

Student names will be in alphabetic order by preferred surname and, if applicable, also split by tier, i.e. languages, mathematics and science - **please check the lists thoroughly for your name**.

Examination desks in the room are numbered and you should sit in your allocated seat as per the published seating plans - **failure to sit in the correct seat could result in a call home to report non-attendance to parents**.

## Equipment

We will supply you with **all** of the equipment needed to complete examinations.

All examinations **must** be written in **BLACK INK**, this is because the Answer Books are scanned and only black ink is accepted.

The following equipment is allowed in the examination room:

- Black Pens
- Pencils
- Erasers
- Rulers
- Protractors
- Compass
- Highlighter Pens- please note: you can highlight parts of the question but must **NOT** highlight any part of your answers.



Items which are **NOT** allowed:

- Gel Pens
- Tippex/Correcting pens
- Scrap Paper
- Books
- Dictionaries  
(unless allowed as an access arrangement)

All items **must** be visible to the invigilators at all times and are provided in a clear plastic, zip-lock bag.

## Calculators

Some examinations, such as mathematics and the sciences allow the use of calculators. Where allowed, a calculator will be provided. If you use your own calculator, you must take heed of the regulations below:

It is **your** responsibility to ensure that your calculator conforms to examination regulations. If in doubt, check with your teacher.

Calculator cases must **not** be brought into the examination room.



**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.

**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 (e.g. Mobile Phones/Watches/Electronic Devices)



Mobile phones, watches, fitbits, other potential technological/web-enabled sources of information equivalent or any other electrical communication or storage device **MUST NOT** be brought into the examination room - even if they are turned off.

If you bring any such devices into the examination room they **MUST** be handed in when you are given the final warning and before the examination starts.

**They must be switched off and any alarm deactivated.** You will be asked to place them in an envelope which will be removed from the examination room and stored in the main office until the end of the exam.

**ALL** watches and heart rate monitors are **not** permitted in the examination room.

The Academy does not accept responsibility for your mobile phones or other electronic equipment and it is **your** responsibility to collect **your** belongings from the main office at the end of the examination.

If any such device, if found in your possession during an examination, and even if it is turned off, will be taken from you and a report made to the appropriate examination board, **without exception - this can result in disqualification** from that specific examination as well as the overall qualification.

Minimum penalties imposed by the boards are as follows:

- Device found on you and turned ON: disqualification from the entire subject qualification.
- Device found on you and turned OFF: disqualification from that paper.

**Please do not risk being disqualified!**

A poster, found on **page 11** of this booklet, will be displayed on A3 paper outside examination rooms

## Food & Drink

Food is **not** permitted in any examination room but you may take a bottle of water into the examination with you.

Having water with you during the summer examination season is particularly important, especially as some examinations are 2 or more hours long!

The bottle must be **transparent** (i.e. clear) plastic and all labels must be removed.

Fizzy drinks or cans are **not** permitted.



## Examination Days

Start times for examinations, **unless advised differently**, are;

- **Morning examinations**
  - 8:45am (for all types of examinations)
- **Afternoon examinations**
  - 12:30pm (for **mock** examinations/internal assessments in November and February/March)
  - 1:00pm (for **official** public examinations in January and summer)

On the day of an examination;

- make sure you have a healthy, substantial meal before leaving home
- pick up your equipment and examination timetable
- leave in plenty of time, especially if coming to school by bus
- check the room and seat number of your examination upon arrival at the Academy (outside examination rooms or the Canteen).

You must arrive for your exam in good time and, once you have dropped off any prohibited items, e.g., coats, bags, mobile phone, etc., line up, quietly, outside your examination room, ready to be admitted, **at least 5 minutes before** the scheduled start time.

If you arrive late, it is possible that you will **not** be allowed to take the examination.

It is **your** responsibility to make sure **you** arrive for **your** examination on the correct day and at the correct time.

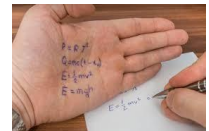
Full school uniform **must** be worn by students at all times.

## Entering the Examination Room and the Start of Examinations

Bags and coats are not allowed in the examination room - **do not** enter the examination room until you are instructed to do so by a member of staff or invigilator.



You should have **nothing** in your pockets, on your hands/body/items of clothing that you do not need when you enter the exam room - if you are caught with anything in or on your person, even if you do not plan to use it, it **will** be classed as malpractice and a report will be sent to the awarding body.



Examination conditions apply as soon as you have entered the room so find your seat **quickly** and **SILENTLY**.

Examination desk will be numbered to assist you and your photo candidate ID card will have been placed on the correct desk.



**Listen carefully** to instructions you are given from staff or invigilators.



If you have any questions, feel unwell or need to leave the examination room, raise your hand and someone will come to you as soon as they can – **please** do not shout out as it may disrupt your peers.

Invigilators will distribute the appropriate paper and materials as indicated by the awarding bodies or will have already placed these on your desk.

You must write your **legal name (i.e. your name as it appears on your birth certificate)**, **candidate number** and **centre number** (and for some subjects, **sign your name**) clearly on the front of your answer book and any additional answer sheets/booklets that you use including any other **required** information.

Always write your **legal surname, candidate number** and **centre number (41288)** on answer booklets and any additional sheets - your candidate number and the centre number will be shown on the candidate ID card on your desk.

Note - your candidate number will be on examination timetables for official examinations. It's a good idea to try and memorise this in advance of your examinations.

**Listen carefully** to the instructions and notices read out by invigilators - there may be amendments (known as erratum notices) which you need to know about.

Check that you have the correct question paper – check the subject, paper and tier of entry (if applicable).

Read all instructions on the front cover and at the start of each section of the question paper.

Read each question carefully before responding, especially where there are optional questions - remember that questions can appear on **all** pages of a question paper, **including the back page**.

## During the Examination

Manage and use the full time allowed for the examination.

Remember that you can **highlight parts of the question** with a highlighting pen but you **cannot** highlight any part of your answers.

Do all rough work in the answer book and cross through, with a neat line, anything you do not wish to be marked but remember, the examiner will still look at any rough working when marking your paper.

If you finish the paper before the allocated time is up, use this time to check over, and, if necessary, add to your answers and make sure that you have completed your details on the front of the answer booklet correctly.

During the examination **do not** try to attract the attention of other students or share equipment - if you need additional equipment, query a question or need to comfort break, put up your hand and alert an invigilator - **do not** give an invigilator the slightest cause to suspect that you may be trying to communicate with others or cheat.

Any candidate “suspected of cheating, collusion, misconduct, any form of dishonesty or malpractice” **will** be reported to the examination board, without exception and it is possible that you will be disqualified not only from the subject concerned, but from the current examination season (and possible entry to future examination seasons) - **this has happened to students in the past**.

Do not write on examination desks - this is regarded as vandalism and you will be asked to remove or pay for any damage.



## At the End of the Examination

At the end of the examination make sure that you have filled in your personal details on the front of **all** answer booklets and supplementary sheets that you have used.

Whilst the examination papers and answer booklets are collected in, you are still under examination conditions so must remain **silent** in your seat until after you leave the examination room.

Question papers, answer booklets and additional paper must **not** be taken from the Examination room.

When you do leave the examination room, please do so quickly and in **silence** and show consideration for other candidates who may still be working.

## Invigilators

The Academy employs external invigilators to conduct examinations but we also use Academy staff (primarily Teaching Assistant or other support staff) where needed.

Students are expected to behave in a respectful manner towards **all** invigilators and follow their instructions at **all** times.

Invigilators are in examination rooms to supervise the conduct of the examination.

They will distribute and collect examination papers, tell candidates when to start and finish the examination, hand out additional answer booklets and sheets, if required, and deal with any problems that occur during the examination, e.g. if a candidate is feeling ill.

Invigilators **cannot** discuss the examination paper with you or explain the questions.

## Late Arrivals

A candidate who arrives **after** the start of the examination may be allowed to sit the examination. However, this is at the discretion of the Academy.

If you arrive **more than one hour** after the scheduled start of an examination you may not be allowed to enter the Examination room. If you are allowed into the room we are legally obliged to inform the examination board and it is likely they will not honour any marks you may have obtained.

## Illness/Absence during the Examination Period

If you experience difficulties during the examination period, such as illness, injury, or personal problems, **please inform the Academy at the earliest possible opportunity** so that we can help or advise you.

Please be aware that it is not possible to sit an examination on a different day so it is really important to try and attend every examination you are timetabled to take.

- If you have a minor illness such as a headache, hay fever, stomach upset etc. you should try to sit the examination.
- If your illness is more serious or you have had hospital treatment, we will decide with you if you are well enough to take the Examination.
- If you break a limb before or during the examination period, **please contact the Academy as soon as possible**. We will then be able to inform the awarding body and, if necessary, make arrangements for extra support during your examination(s).
- If you feel unwell during an examination, please let an invigilator know.

Parents/guardians and students are reminded that the Academy will require payment of entry fees, usually between £40 to £75 **per subject**, should a student fail to attend an examination without good reason and without informing the school.

Failure to pay these fees may result in your Examination results being withheld.

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

## Special Consideration

Where your performance on the day of an examination has been affected by illness, injury or other circumstances beyond your control, and you can provide the appropriate evidence, e.g. Doctor's note, an application can be made for Special Consideration.

Special Consideration is an adjustment to a student's mark to reflect illness, injury or other indisposition at the time of the examination.

Please see the Examinations Officer, or your year group Learning Manager, **immediately** if you feel that you have been affected by a circumstance beyond your control. Please note, however, that only minor adjustments may be made to the final mark awarded and confirmation that special consideration has been awarded is **not** guaranteed.

## Fire Alarm

If the fire alarm sounds during an examination, invigilators will tell you what to do but **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 were seated and you will then be escorted to a designated assembly point - **leave everything on your desk** and do not attempt to communicate with anyone else during the evacuation.

When you return to the examination room, do not start writing until you are advised to do so - you will be allowed the **full** working time for the examination and a report will be sent to the examination board detailing the incident.

## Results Day (Thursday 22<sup>nd</sup> August 2024)

Arrangements for where, how and when your summer exam results will be available to collect from the Academy will be published at a later date – please refer to the Academy website for further information.

Results from examinations taken in January or February will be issued to students on their official release date in March or April.

Students who are unable to collect their statement of results can nominate someone to collect them on their behalf however, a signed letter from the student confirming that they give permission for a family member or friend to collect the results must be provided and they **must provide** a form of photo identification (e.g. driving licence or passport), otherwise the results will not be released.

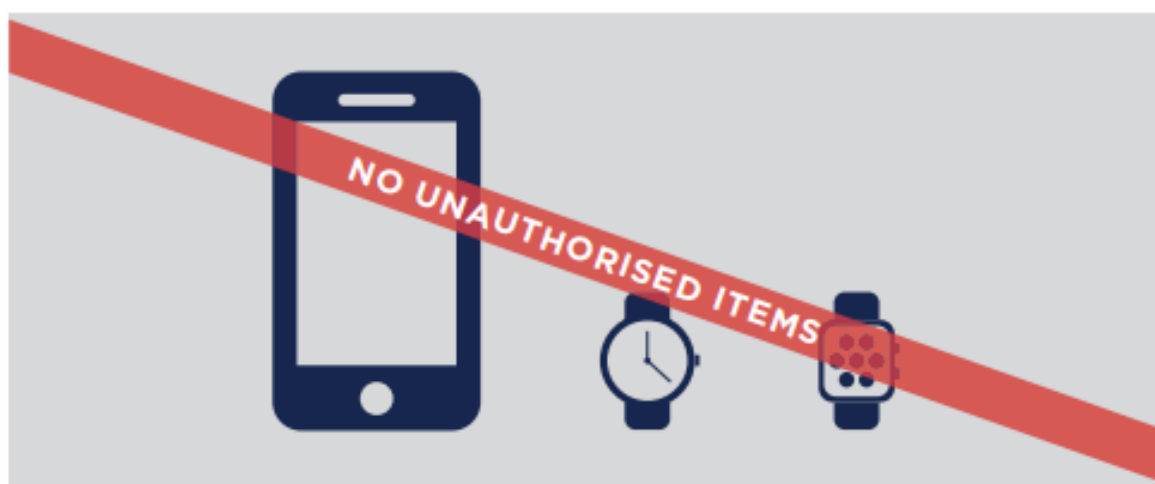
If you wish your results to be posted to your **home address** you must provide the Examinations Officer with a letter detailing this request together with a **stamped addressed envelope before the end of the Summer Term**.

No results will be given out by telephone or e-mail under any circumstances.

**GOOD LUCK!**

## **NO MOBILE PHONES NO WATCHES**

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



Possession of unauthorised items, such as a mobile phone or any watch, 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.



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.**