

RUSHDEN ACADEMY

EXAMS
INFORMATION
FOR PRIVATE
CANDIDATES

Mrs S. Chambers April 2024

EXAM INFORMATION

Please keep this booklet in a safe place as you will need to look back at it.

STATEMENTS

Please find enclosed your entry details for your exams in the Summer. **These are important documents so please keep them safe.** This shows you the room your exam is in and your seat number.

TIME AND VENUE

Morning exams start at **9:00 am** and afternoon exams at **1:30 pm**. Please arrive at the College **15 minutes before** these times bringing with you your exam information and some photo ID (passport, driving licence). Please complete the candidate identity form if you do not have any of these. You will not be able to sit your exam without any photo ID. I will collect you from reception and take you to your exam room.

UNAUTHORISED MATERIALS

It is against exam board regulations to take a mobile phone, any electronic devices and any type of wrist watch into an exam room. If you do have a mobile phone, iPod, MP3 player, watch, fitbit, Airpods, earphones/earbuds -etc. with you they must be switched off and left in your bag. If you are caught with a mobile phone, iPod, MP3 player, watch, fitbit, Airpods, earphones/earbuds etc. you will be disqualified from the exam and possibly any others you are taking with that exam board.

(The Academy accepts no responsibility for phones etc. handed in to invigilators.)

EQUIPMENT

Please make sure you have all the equipment (black ballpoint pen, pencil, ruler, eraser etc.) you need for an exam (spare pens and pencils make sense) – including calculators, compasses and protractors etc. The Academy is under no obligation to provide you with basic equipment.

- The exam boards request that your answers are written in black ballpoint pen (not gel pens) only. You may use a pencil for diagrams.
- Tippex and similar products are not allowed.
- Highlighters can be used but only in the question, not in your answer.
- Any pencil cases brought into the exam room should be see-through and calculator lids/cases/printed instructions should be left in your bag or put on the floor by your desk.
- You may bring a bottle of water into your exam but the bottle must be see-through and have the label removed. (Cans are not allowed).
- Only have with you equipment that is allowed for the exam you are sitting.

JCQ REGULATIONS ABOUT CALCULATORS

A calculator is an electronic device whose primary function is to carry out mathematical calculations.

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 formulae.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.
- making sure their calculator meets the awarding bodies' regulations
- selecting exam mode if your calculator has this facility

Calculators must not be able to offer any of the following facilities:

- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet;

Calculators must not

- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

LATE OR ILL

It is best if you are not late or ill for an exam. If you are then you must phone the Academy as soon as possible on the day. If you are late, get to the Academy as quickly as possible and go to reception. If you are ill or suffer extreme circumstances (eg bereavement or family difficulties) in the lead up to or during the exams the school may be able to apply for special consideration. If you are ill you must supply medical evidence. Please be aware that any adjustments in marks as a result of an application for special consideration will be small and are only at the discretion of the exam board.

If after the examination you think you have good reason for applying for special consideration you need to contact the Exams Manager as soon as possible. S.Chambers@rushden-academy.net

The Academy phone number is 01933 350391.

DURING THE EXAM

You must enter the exam room in silence and must stay in silence throughout the exam. You must not attempt to communicate in any way with any other student during the exam. If you need extra paper or have another problem please raise your hand and an invigilator will come over to you. At the end of the exam you must remain in silence while the paper is collected and while you are dismissed. Please leave the exam room in silence and as quickly as you can – other students may still be continuing with exams if their paper is longer than yours.

Failure to comply with these regulations may result in you being disqualified from the current exam, all exams in the subject concerned and potentially all of your exams.

CLASHES

Sometimes you may have two exams timetabled in the same session. The two exams will run straight after each other if the total time is less than 3 hours. If the total time is more than 3 hours we will move one of the exams to a different session. This means you will need to be in isolation with an invigilator between the exams. You will also need to bring in a packed lunch. You will be asked to hand your mobile phone in and it will be returned after your final exam. You are allowed to revise for your afternoon exam.

INSTRUCTIONS FOR A FIRE DRILL DURING AN EXAM

We hope there will be no fire alarms during the exam period but if one does sound during an exam please follow the instructions from your invigilators in complete silence. The exam will be stopped and you will be escorted from the exam room in the order in which you are sitting to the tennis courts. You will stand away from other students. When it is safe to re-enter the building, you will be escorted back to the exam room and the exam will be re-started. You will not lose any time.

EXAM CONTINGENCY DAY

The Exam Boards have allocated Wednesday 26th June as the final contingency day for GCSE and A Level exams should sustained national or local disruption arise during the Summer 2024 exam period. Candidates should be available up to and including this date.

COLLECTING RESULTS

A Level Results - Thursday 15th August

GCSE Results - Thursday 22nd August

The Academy will be open between 9:00am and 11:00am for you to collect results. If you cannot collect results on this day you must either

- give a stamped addressed envelope (A5 size) to me so that I can send your results to you.
- ask someone to collect results on your behalf – they must bring written authorisation from you and some photo ID (eg passport, driving license etc).
- collect your results from the Academy during term time by reporting to reception.

ACCESS TO SCRIPTS

After the release of results, private candidates may request the return of papers. There may be a charge for this service. This service is available until 4th October. The consent of candidates must be obtained. Remarks cannot be applied for once an original script has been returned, a photocopy or downloaded script should be requested if a remark may be required. Please contact Mrs Chambers for more information.

ENQUIRIES ABOUT RESULTS (EARs)

EARs may be requested by private candidates if there are reasonable grounds for believing there has been an error in marking. This service is available until 20th September. (For A Levels only, where there is a university place at stake, students may apply for a priority remark. This must be applied for within 1 week of results being issued.) The written consent of candidates must be obtained as results can go down as well as up. There is a charge for this service. Please contact Mrs Chambers for more information.

CERTIFICATES

All certificates will be available for collection from reception during normal Academy hours from 1st December. We will put a message on our website. If you are unable to collect them in person then someone else can, provided they have a written, signed statement from you authorising them. It is important you collect your certificates as the Academy is only obliged to keep certificates for one year. If you ask for them after this time you will be charged a substantial fee for replacements by the exam boards if the Academy no longer has them.

JCQ EXAM DOCUMENTS

On the next few pages are copies of the JCQ exam board documents and posters.

LASTLY

Good luck to all of you - both in the exams you are sitting and in whatever lies ahead for you.

Mrs Chambers.

S.Chambers@rushden-academy.net

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
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What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
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Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

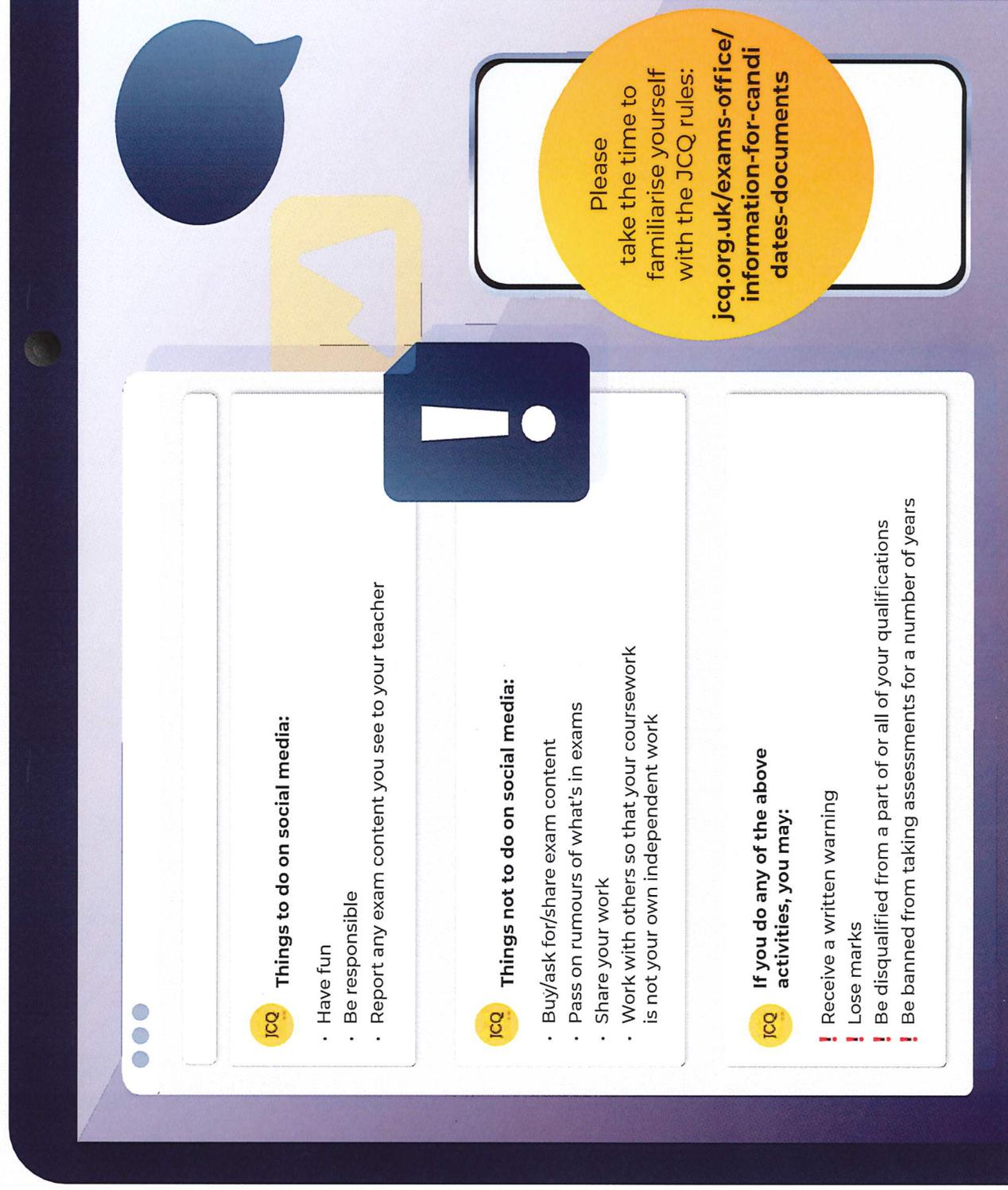
- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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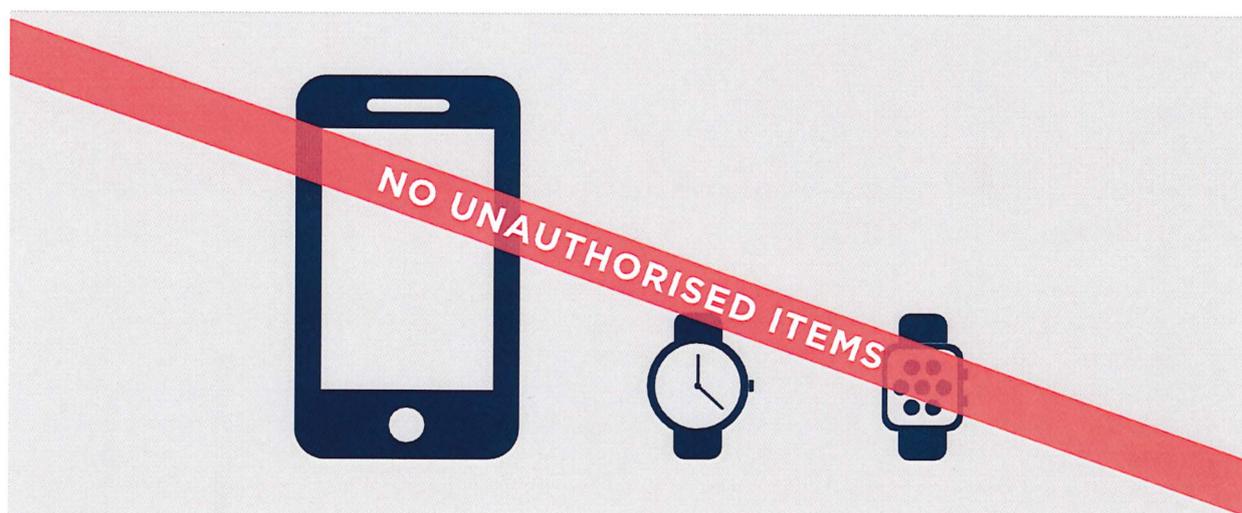
Warning to Candidates

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.

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.



Joint Council for
Qualifications ^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.