

# **BRANSTON COMMUNITY ACADEMY**



## **STUDENT AND PARENT EXAMINATION NOTICE 2023-2024**

Dear Student/Parent,

Hopefully this booklet will provide all the information that you and your parents need for your upcoming examinations.

Please take the time to read the following **Mandatory Student Exam Notices** carefully. They provide the JCQ/awarding body rules and regulations that you **must** follow during all examinations.

It would be useful to show these to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any issues that may occur.

If there is anything that you do not understand then you can either talk to the Exams Office, during morning break or via email:

Mr Terry: [terryjoh@branstonca.lincs.sch.uk](mailto:terryjoh@branstonca.lincs.sch.uk)

Mrs Anderson: [anderker@branstonca.lincs.sch.uk](mailto:anderker@branstonca.lincs.sch.uk)

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### **Exam Timetable/Statement of Entry**

Before any external examinations you will have received a statement of entry/timetable from the school indicating the subjects you have been entered for. It is important that you check these carefully, spelling of name, date of birth, subjects, option codes, foundation or higher tier groups etc. The details on this timetable will be the ones that appear on your certificates and it may be difficult to change once certificates have been issued.

### **Exam Boards**

The examination boards that we used here at Branston are, AQA, EDEXCEL, WJEC Eduqas, OCR and RSL.

### **Candidate Name**

Candidates can only be entered under name format of legal first name, one initial, legal surname. Preferred names cannot be used.

Centre Number  
26102

### **Candidate Number**

Every candidate has a four-digit number. This number must be used on all examination papers. If you do not know this number, it is on your exam timetable and will be on your ID slip on your exam desk.

### **Timetable Clashes**

A small number of students may find that they have two or more exams starting at the same time. Most clashes are resolved by simply sitting one exam after the other, however if the total time exceeds three hours one exam will need to be moved to either the morning or afternoon. If you believe that you have a clash that has not been resolved, please contact Mr Terry as soon as possible.

### **Contingency Days**

The awarding bodies have designated Wednesday 26<sup>th</sup> June 2024 as 'contingency day' for examinations. The designation of a contingency day within the examination timetable is in the event of national or local disruption to examinations. **Students should therefore ensure that they are available on these days in case of rearranged exams.**

## Equipment

- All items of equipment must always be visible to invigilators, you may use a **transparent pencil case**.
- Where the use of calculators is allowed you are responsible for ensuring it meets awarding body regulations:
  - Calculators must be: suitably sized, battery or solar powered, free of lids and covers
  - Calculators must not: offer language translators, symbolic algebra manipulation, symbolic differentiation or integration, communicate with other machines or the internet
  - Calculators must not have retrievable information stored on them
- Equipment **cannot be** borrowed from another candidate
- Remember that highlighters cannot be used in your answers. You can use them to highlight parts on questions only.

- **Black biro (only)**
- Pencil
- Ruler
- Eraser
- Compass
- Protractor

## NOT required for Exams

Candidates are **not** allowed to bring any of the following into the exam room:

- Mobile phones/Smart phones
- MP3/MP4 players
- Watches
- AirPods
- Earphones/earbuds
- i Pods

## Food and Drink

- No food is allowed into the exam room
- You may bring a **small bottle of water**, in clear plastic bottle with no labels.

## Personal Belongings/Valuables

Candidates are required to place their bag and coats and other belongings that are not required for the exam at the back of the hall.

Valuable items may be handed in at the start of the examination although the school accepts no responsibility for loss or damage.

## Vandalism

You must not write or damage the examination desks, chairs, walls etc. This will be regarded as vandalism, and you will be asked to pay for any damage.

Do not draw any graffiti or offensive comments on your exam scripts or ID card, if you do the exam board will refuse to mark your paper.

## Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving on the correct day and time. You **must** be dressed in full school uniform, sixth form students should dress appropriately in accordance with the school dress code and equipped with the correct items.

Candidates who arrive late **may** still be admitted, however the exam board will be informed and they will decide whether to accept your exam script or not.

## Exam Start Times

Morning exams start at 9:30 hrs

Afternoon exams start at 13:30 hrs

- Candidates should ensure they arrive at the exam venue 15 minutes prior to the start time
- You must wait quietly outside the room until you are invited to enter by the exam invigilator.
- Please be aware the start time for some exams may vary due to exam clashes and students should refer to their individual exam timetable to check the start time for each exam.

## Exam Finish Times

Candidates are required to stay in the exam room for the full duration of each exam. You will not be allowed to leave the exam room early. If you have finished early, use the time to **check your answers**.

## Exams that Finish late

The majority of exams that run in the afternoon will start at 13:30 hrs. However, some students may need to start at 13:00hrs due to the length of their exams. We remind you that if your exam finish time is later than 15:40hrs then you **must organise alternative travel arrangements**. This normally happens when students have rest breaks or extra time.

## Invigilation Staff

The school employs a number of trained exam invigilators. Students are expected to behave in a respectful manner and always follow their instructions.

Remember to check that you have received the correct exam paper, option code, tier group etc.

You must listen to the exam invigilators instruction and notices carefully. These may include late amendments to your exam paper. The invigilators will collect your scripts before you leave the exam room, you must remain in silence, **you are under exam conditions until you leave the exam room**. At the end of the exam all work must be handed in to the invigilators, remember to cross out any rough work. Invigilators will supervise the conduct of the examination; they will distribute and collect scripts accordingly. They will also deal with any problems that may occur, for example if a student becomes unwell.

Please note that the invigilators cannot discuss any part of the exam paper with you.

Pupils who are disruptive or behave in an unacceptable manner will be removed by members of the invigilation and the Senior Leadership Team.

If you have any problems at all, please hold your hand up and an invigilator will help you if possible.

## Evacuation

If the **Fire Alarm** is activated during an exam, then you must listen carefully to the exam invigilators instructions. If you are directed to evacuate you will do so in complete silence. You will be directed to the assembly point, you must leave all items on your desk and do not try to collect any bags or coats. Once safe to do so you will then be allowed to return to the exam room to complete your exam and a report will be sent to the exam board detailing the incident that occurred.

### **Absence from Examinations**

If you are experiencing difficulties during the exam period ie illness, injury, personal issues, you must inform the school or invigilation staff as soon as possible.

Any absence or incomplete scripts will be reported to the examination board. Where appropriate, a special considerations application will be made by the Exams Officer. It will be the exam board's decision whether to award any marks/grades

Parents and candidates are reminded that the school will require payment of any entry fees should a candidate fail to attend an examination without good reason or without informing the school. Failure to pay may result in your results and certificates being withheld.

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

### **Results**

Results will be available from the 6th form area on,

GCSE - Will be available for collection from 09:00hrs on 22/08/2024
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GCE - Will be available for collection from 09:00hrs on 15/08/2024
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Please note that results will not be issued to anyone other than the candidate without prior written authorization.

All results will also be emailed to your school email address. Your email address will remain active until 30/08/2024. If you wish for results to be emailed to another address, then please inform Mr Terry before the end of the school year.

### **Result Enquiries**

If you believe that there is a problem with your results, then you must first inform your subject teacher as soon as possible. They will ask you to sign an authorization form that will allow us to investigate this on your behalf. All exam enquiry/remark fees are the responsibility of the student/parents.

Details of result enquiry/re-mark fees are available on request.

### **Certificates**

Certificates are normally issued during the annual presentation evening which will take place in December. It is hoped that all will attend to celebrate your achievements. Invitations will be sent to students and parents as soon as possible.

For any students unable to attend the presentation evening you will be informed of a date and time for collection. Please note that certificates will not be issued to anyone other than the candidate without prior written authorization. These certificates are proof of your education and will be required throughout your working life, so please remember to collect them and keep them safe. The current approx. cost to replace **each** certificate is £50.00.

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## Mandatory Student Exam Notices

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.

### Information for candidates for written examinations – effective from 01 September 2023

#### 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 for on-screen tests – effective from 01 September 2023

### A. Regulations – Make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2. **Do not** become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the exam room the materials and equipment which are allowed.
5. 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. Unless you are told otherwise, you **must not** have access to:
  - (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
  - (d) pre-prepared templates.

**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.**

6. If you have a watch, the invigilator will ask you to hand it to them.
7. **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8. If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
9. **Do not** borrow anything from another candidate during the on-screen test.

## B. Information – Make sure you attend your on-screen test and bring what you need

1. Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2. If you arrive late for an on-screen test, report to the invigilator running the test.
3. If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4. Your centre will inform you of any equipment which you may need for the on-screen test.

## 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 examination 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 on-screen test

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
3. You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

## E. Advice and assistance

1. If on the day of the on-screen test 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 on-screen test if:
  - (a) you have a problem with your computer and are in doubt about what you should do;
  - (b) you do not feel well.
3. You **must not** ask for, and will not be given, any explanation of the questions.

## F. At the end of the on-screen test

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3. **Do not** leave the exam room until told to do so by the invigilator.
4. **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



## Information for candidates for non-examination assessments – effective from 01 September 2023

This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you **must** ask your teacher.

### Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

**Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying. You **must not** write inappropriate, offensive or obscene material.

### Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work.

The regulations state that:

‘the work which you submit for assessment must be your own’;

‘you must not copy from someone else or allow another candidate to copy from you’.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called ‘referencing’. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

[http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm),  
downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

**If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

If you have any questions regarding any of these instructions, please let us know as soon as possible. Remember that we are here to help you throughout your examination period, we will always aim to make this as stress free as we can.

**Good Luck,**

Mr J Terry  
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Mrs K Anderson  
Assistant Exams Officer  
anderker@branstonca.lincs.sch.uk