

BRANSTON COMMUNITY ACADEMY



**STUDENT AND PARENT
EXAMINATION NOTICE
2024-2025**

Dear Student/Parent,

Branston Community Academy is committed to ensuring candidates are fully briefed on examinations and the assessment process in place, hopefully this booklet will provide all the information that you require for upcoming examinations.

Please take the time to read the following **Mandatory Student Exam Notices** carefully (Appendix 1-4). 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.

For additional questions or clarification, please talk to the Exams Office during morning break or via email:

Mr Terry: terryjoh@branstonca.lincs.sch.uk

Mrs Anderson: anderker@branstonca.lincs.sch.uk

STATEMENT OF ENTRY

Exam Timetable - 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.

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

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 the examination office.

Contingency Days - The awarding bodies have designated 'contingency days' within the examination timetable, for requirement 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.**

Contingency Days
Wednesday 11th June 2025
Wednesday 25th June 2025

CANDIDATE IDENTIFICATION

Identity of all candidates sitting examinations will be confirmed with Identification Cards on each exam desk and completion of attendance registers.

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

BCA 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.

ATTENDANCE AT EXAMINATIONS

Exam Day - Candidate 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 in accordance with the school dress code.

Morning exams start at 09:30 hrs
Afternoon exams start at 13:15 hrs

Exam Start Times - 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, remember you are under exam conditions once you are in the exam room and you must not communicate with others. 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 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 13:15 hrs. However, some students may need to start earlier 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**.

Late - 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.

Absence from Examinations - If you are experiencing difficulties during the exam period ie illness, injury, personal issues, you must inform the school and 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 is the exam board's decision whether to award any marks.

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.

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

EXAM PREPARATION

Equipment - All items of equipment must always be visible to invigilators; you may use a **transparent pencil case**. It is your responsibility for providing the correct equipment as it **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**
- Pencil
- Ruler
- Eraser
- Compass
- Protractor

Calculators - 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

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, Smart Glasses, or any smart devices. If candidates have access to unauthorised items in the examination room this may be considered as malpractice.

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.

EXAM ROOM CONDITIONS

Formal examination conditions must be maintained from the moment you enter the exam room until the point at which you are permitted to leave, you must remain in **silence**. Do not talk to, attempt to communicate with or disturb other candidates.

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

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.

Personal Belongings/Valuables - Candidates are required to place their bag, coat 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.

Question Papers – You **must not** open the question paper until the examination begins. At the end of the exam all work must be handed in to the invigilators, remember to cross out any rough work.

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

Examination notices – Please read all examination papers carefully for instructions and listen to the invigilator notices carefully as these may include late amendments to your exam paper.

Toilets – Candidates are expected to use the toilet before all exams and will only be permitted to leave the examination room following the academy's toilet procedures.

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.

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.

Malpractice - To maintain the integrity of qualifications strict regulations are in place, any practice which is in breach of these regulations, by candidates, is malpractice. Incidents of malpractice will be investigated and reported to relevant awarding bodies.

JCQ provides information what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

EXAMINATION RESULTS

Results Day - Results will be available from the 6th form area.

Please note that results will not be issued to anyone other than the candidate without prior written authorisation. If you wish for results to be emailed to another address, then please inform Mr Terry before the end of the school year. Exam results will also be available via Edulink.

GCSE - 9:00hrs on 21/08/2025

GCE - 9:00hrs on 14/08/2025

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.

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
Exams Officer
terryjoh@branstonca.lincs.sch.uk

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

Appendix 1 – JCQ Mandatory Student Exam Notices – Coursework Assessments
Appendix 2 – JCQ Mandatory Student Exam Notices – Non-Examination Assessments
Appendix 3 – JCQ Mandatory Student Exam Notices – On-screen Tests
Appendix 4 – JCQ Mandatory Student Exam Notices – Written Examinations
Appendix 5 – Unauthorised Item Poster
Appendix 6 – Warning to Candidate Poster
Appendix 7 – AI and Assessments
Appendix 8 – Using Social Media
Appendix 9 – Emergency Evacuation
Appendix 10 – Post Result Services
Appendix 11 – On your Exam Day