

Candidate Exam Handbook



ORMISTON
DENES ACADEMY

2023-24

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Welcome

A message from Miss Beales...

The summer term of Year 11 are among the most important weeks of your life. Remember that only you are in control of your futures, and you should make the most of the time you have available.

We do not expect these weeks to be perfect, there will always be bumps in the road. However, what is important is that you seek the help and support in the times that you need it, and that you can always truly say you have tried your best.

We will be here alongside you every step of the way – you can do this!

Your time is now Year 11.

Miss Beales

Introduction

Ormiston Denes Academy is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of this handbook

- To support candidates in year 11.
- To inform candidates about malpractice in examinations/assessments.
- To inform candidates about the use of their personal data and copyright.
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken.
- To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken.
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of.

Who are the important exam contacts?

Miss Beales, Assistant Principal for Raising Achievement. cbeales@ormistonden.es.co.uk

Mrs Frosdick, Exams Officer. rfrosdick@ormistonden.es.co.uk (for general enquiries)

Mrs Richings, Transition & Careers Officer. jrichings@ormistonden.es.co.uk (for college questions)

For any access arrangements questions email ODA_SEND@ormistonden.es.co.uk

Key Exams Information

Do	Don't
<ol style="list-style-type: none">1. Attend all exams, in plenty of time.2. Ensure you have understood the JCQ Regulations (in this booklet).3. Check the exam paper you have in front of you - topic, tier of entry.4. Always bring a black ball pen to every exam, and any other specific equipment you may need e.g. scientific calculator.5. Attend Exam Breakfasts from 8am on the day of your exam.6. Line up for your exams, as directed by staff.7. Ask the invigilators if you need anything, e.g. extra paper.8. Complete all questions that you need to.9. Seek support on exam days if needed.	<ol style="list-style-type: none">1. Bring in forbidden equipment to the exam room, such as a mobile phone or smart watch.2. Bring anything into the exam in your pockets, e.g. notes.3. Arrive late or poorly equipped for your exams.4. Fail to prepare – make sure that you are prepared and have revised!5. Communicate with any other candidate upon entry to the exam room.6. Use any correcting pens, fluid or tape in exams.7. Write any offensive material.8. Leave the exam unaccompanied by an invigilator - you will not be able to return.9. Write outside of the space provided to give your answers.

Key Dates for your Diary

Contingency Sessions – you must keep these dates and times free in case any exams need to be rescheduled;

- 6th June, afternoon.
- 13th June, afternoon.
- 26th June, all day.

Prom

Friday 28th June 2024, 7pm-11pm

GCSE Results Day 2024

Thursday 22nd August, morning (timings **to be confirmed** closer to the date).

Leavers Day & Assembly 2024

To be confirmed

Top Revision Tips

- **Revision Timetable:** Write and use a revision timetable – ensure that you are revising your subjects little and often, and have some time to relax.
- **Online Learning:** Utilise your online learning portals throughout, including [Student Launchpad](#), Tassomai and Sparx.
- **Revision Techniques:** Use your **Denes Desirables** to help you revise: mind dumps, quizzing, collective memory and dual coding.
- **Exam Questions:** Speak to your teachers, and ask for practice exam questions. Planning exam questions out is often more useful than writing them.

- **Videos:** Use videos, e.g. revision videos on YouTube, as guided by your teachers.

Summer Exam Timetable

*This is the whole school timetable. Students will have bespoke timetables based on the subjects that they take. **Exam board information** can be found at the end of the booklet.*

Before Half Term

Date	Exam	Exam Duration (mins)	Exam Start time	Location
Friday 19th April	Dance showcase	All day	9:00	Players Theatre
Tuesday 23rd April	MFL Speaking Foundation Tier	TBA	TBA	Aspire
Wednesday 24th April	MFL Speaking Higher Tier	TBA	TBA	Aspire
Thursday 25th April	MFL Speaking Catch Up	TBA	TBA	Aspire
Monday 29th April	Art & Photography	All day	9:00	Art
Tuesday 30th April	Art & Photography	All day	9:00	Art
Wednesday 1st May	Art & Graphics	All day	9:00	Art
Thursday 2nd May	Art & Graphics	All day	9:00	Art
Friday 3rd May	BTEC Travel & Tourism	120	1:30	Assembly Hall/Aspire
Tuesday 7th May	BTEC Health & Social Care	120	9:30	Assembly Hall/Aspire
Thursday 9th May	BTEC Sport *	90	9:30	Assembly Hall/Aspire
	Religious Education Paper 1 *	105	9:30	
Friday 10th May	Biology Paper 1	75	9:30	Assembly Hall/Aspire
	German Listening & Reading	105	1:30	Old MFL
Monday 13th May	English Literature Paper 1 (Shakespeare & the 19th century novel)	105	9:30	Assembly Hall/Aspire
Tuesday 14th May	French Listening & Reading	105	9:30	Old MFL
Wednesday 15th May	History Paper 1	75	9:30	Assembly Hall/Aspire
Thursday 16th May	Maths Paper 1 (non-calculator)	90	9:30	Assembly Hall/Aspire
	Religious Education Paper 2	105	1:30	
Friday 17th May	Chemistry Paper 1	75	9:30	Assembly Hall/Aspire
	Geography Paper 1 (Living with the physical environment)	90	1:30	
Monday 20th May	English Literature Paper 2 (modern texts and poetry)	135	9:30	Assembly Hall/Aspire
Tuesday 21st May	German Writing	80	9:30	Assembly Hall/Aspire
Wednesday 22nd May	Physics Paper 1	75	9:30	Assembly Hall/Aspire

Thursday 23rd May	English Language Paper 1 (Explorations in creative reading & writing)	105	9:30	Assembly Hall/Aspire
Friday 24th May	French Writing	80	9:30	Assembly Hall/Aspire

*** For candidates who are sitting both GCSE Religious Education Paper 1 AND BTEC Sport exams on Thursday 9th May, your timetable on this date will be as follows:-**

Thursday 9th May	Religious Education Paper 1 *	105	9:30	Assembly Hall/Aspire
	BTEC Sport *	90	1:30	

After Half Term

Date	Exam	Exam Duration (mins)	Exam Start time	Location
Monday 3rd June	Maths Paper 2 (calculator)	90	9:30	Assembly Hall/Aspire
Tuesday 4th June	Spanish Listening & Reading	105	9:30	Old MFL
	History Paper 2	105	1:30	Assembly Hall/Aspire
Wednesday 5th June	Geography Paper 2 (Challenges in the human environment)	90	9:30	Assembly Hall/Aspire
Thursday 6th June	English Language Paper 2 (Writers viewpoints & perspectives)	105	9:30	Assembly Hall/Aspire
	Contingency Session PM	-	1:30	
Friday 7th June	Biology Paper 2	75	1:30	Assembly Hall/Aspire
Monday 10th June	Maths Paper 3 (calculator)	90	9:30	Assembly Hall/Aspire
	Creative iMedia *	90	1:30	
	Spanish Writing *	80	1:30	
Tuesday 11th June	Chemistry Paper 2	75	9:30	Assembly Hall/Aspire
	History Paper 3	80	1:30	
Thursday 13th June	Contingency Session PM	-	1:30	
Friday 14th June	Geography Paper 3 (Geographical applications)	90	9:30	Assembly Hall/Aspire
	Physics Paper 2	75	1:30	
Tuesday 18th June	Design & Technology - Textiles	105	9:30	Assembly Hall/Aspire
Thursday 20th June	Hospitality & Catering	80	9:30	Assembly Hall/Aspire
Wednesday 26th June	Contingency Session AM & PM	-	All day	

*** For candidates who are sitting both GCSE Spanish AND Cambridge National Creative iMedia exams on Monday 10th June, your timetable on this date will be as follows:-**

Monday 10th June	Maths Paper 3 (calculator)	90	9:30	Assembly Hall/Aspire
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	Creative iMedia *	90	11:30	
	Spanish Writing *	80	1:30	

Supporting You

During the exam period, it is really important that you use strategies to support your own mental health and wellbeing. Everyone has mental health, and it is proven that stressful events like exams may have a negative impact on our mental health. Below are some suggestions of ways we can help to support you, as well as some other useful links:

What support is available to me at school?

- Year Team – Head of Year, and Pastoral Manager
- Form Tutor – revision timetables, Sparx sessions, additional revision
- Senior Team
- Study Hall (after school daily)
- Raising Achievement Mentors
- Mental Health Support Team
- Mental Health Lead – Mrs Osborn
- Study Skills & Exam Stress sessions in school
- School Counsellor: *drop in every **Monday** lunch time*
- School Nurse: *every **Thursday** lunch time in Ms Horsfield's office, by the roundabout*
- SENDCo's – Mrs Ellison and Mrs Hillier
- Safeguarding Team – Mrs Read and Mrs Parkes
- Trusted Adults

What happens if I am struggling on the day of my exam?

If you are struggling for any reason on the day of an exam, then make sure you **access support** through your key person. You could see any of the above members of staff and we will support you. Make sure you arrive with time to receive the support that you need.

The Exam Series

We will run a high-quality booster session the day before all examinations.

If the exam is in the morning (**9.30am start**), we will:

- Run our **exam breakfast from 8.00am** in the Entrance Hall with subject teachers and raising achievement mentors. An important part of your preparations is to make sure you are early to school; settle any last-minute nerves and ensure you have had an adequate breakfast.
- From 8:30am, you will have a 45-minute pre-examination session with your teacher before taking the examination.

If the exam is in the afternoon (**1.30pm start**), we will:

- Run a 60-minute pre-examination session, provide an early lunch and a final 30-minute pre-examination session with your teacher before taking the examination.

We will also increase the amount of revision sessions for students who require extra support to secure the grades required for college entry.

Booster Exam Timetable – what to do?

- **Attendance to booster sessions is compulsory – it is your new timetable.** Any truancy from this will have relevant sanctions.
 - First time – parental/carer contact via phone call
 - Second time – parental/carer meeting
 - Third time – parent/carer bring you to school
- Booster timetables will also be available from the RA room, the Year 11 office, and your form rooms.
- Once the booster session has finished, you will be escorted to the meeting point for the exam. Once the group has met, you will be expected to be in exam conditions.

Booster Timetable* (2024)

*subject to change.

Key:

- **Yellow** = follow normal timetabled lessons
- **Light Green** = booster sessions
- **Dark Green** = key groups booster sessions
- **Red** = scheduled exam
- **Purple** = miscellaneous e.g. prep or students not in school

Monday 29th April							Tuesday 30th April								
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5		
Preparation	ART/PHO/GRA						Preparation	ART/PHO/GRA							
Form	Normal TT			Lunch	Normal TT		Form	Normal TT			Lunch	Normal TT			
Wednesday 1st May							Thursday 2nd May								
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5		
Preparation	ART/PHO/GRA						Preparation	ART/PHO/GRA							
Form	Normal TT			Lunch	Normal TT		Form	Normal TT	Normal TT	Normal TT		Lunch	Normal TT		
								BTEC Travel & Tourism							
Friday 3rd May							Monday 6th May								
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5		
Form	BTEC Health & Social Care	BTEC Travel & Tourism		BTEC Travel & Tourism			Bank Holiday							Lunch	Bank Holiday
	Normal TT	Normal TT		Lunch	Normal TT										
Tuesday 7th May							Wednesday 8th May								
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5		
BTEC Health & Social Care	BTEC Health & Social Care	Normal TT		Normal TT	N/A	Normal TT	Form	RE Paper 1	English Lit Paper 1	BTEC Sport	Lunch		BTEC Sport		
Form	Normal TT	Normal TT		Normal TT				English Lit Paper 1	Normal TT	Normal TT		Lunch	Normal TT		
Thursday 9th May							Friday 10th May								
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5		
BTEC Sport	BTEC Sport	English Lit Paper 1	Normal TT	Lunch		German Listening & Reading	Biology Paper 1	Biology Paper 1	German Listening & Reading		German Listening & Reading				
RE Paper 1	RE Paper 1	Biology Paper 1 (RE/BS P)		Biology Paper 1 (RE/BS P)		Normal TT			Normal TT		Lunch	Normal TT			
Form	Biology Paper 1	Biology Paper 1 (RE/BS P)		Biology Paper 1 (RE/BS P)		Biology Paper 1 2.1s			Normal TT		Lunch	Normal TT			
Monday 13th May							Tuesday 14th May								
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5		
English Lit Paper 1	English Lit Paper 1	Normal TT	French Listening & Reading		Lunch	French Listening & Reading	French Listening & Reading	French Listening & Reading	History Paper 1	History Paper 1	N/A		History Paper 1		
		Normal TT		Normal TT			Form	Normal TT			Normal TT		Normal TT		

Wednesday 15th May						
Pre-exam	1	2	3	4	PMExam	5
History Paper 1	History Paper 1		Maths Paper 1	Lunch		Maths Paper 1 (2.1s only)
Form	Normal TT					Normal TT
Thursday 16th May						
Pre-exam	1	2	3	4	PMExam	5
Maths Paper 1	Maths Paper 1		RE Paper 2			RE Paper 2
			Chemistry Paper 1	Lunch		English Lit Paper 2
Friday 17th May						
Pre-exam	1	2	3	4	PMExam	5
Chemistry Paper 1	Chemistry Paper 1		Geography Paper 1	Geography Paper 1		
			English Lit Paper 2	Lunch		English Lit Paper 2
Monday 20th May						
Pre-exam	1	2	3	4	PMExam	5
English Lit Paper 2	English Lit Paper 2			German Writing		German Writing
				Normal TT	Lunch	Normal TT
Tuesday 21st May						
Pre-exam	1	2	3	4	PMExam	5
German Writing	German Writing		Physics Paper 1	Lunch		Physics Paper 1 (2.1s Only)
Form	Normal TT					Normal TT
Wednesday 22nd May						
Pre-exam	1	2	3	4	PMExam	5
Physics Paper 1	Physics Paper 1		English Lang Paper 1			English Lang Paper 1
				Lunch		
Thursday 23rd May						
Pre-exam	1	2	3	4	PMExam	5
English Lang Paper 1	English Lang Paper 1		Maths Paper 2 (2.1s only)	French Writing	Lunch	French Writing
			Normal TT	Normal TT		Normal TT
Friday 24th May						
Pre-exam	1	2	3	4	PMExam	5
French Writing	French Writing		Normal TT	Maths Paper 2 (2.1s only)	Lunch	Normal TT
Form	Maths Paper 2			Normal TT		
Monday 3rd June						
Pre-exam	1	2	3	4	PMExam	5
Maths Paper 2	Maths Paper 2		History Paper 2	History Paper 2	Lunch	History Paper 2
			Normal TT	Spanish Listening & Reading		Spanish Listening & Reading
				Normal TT		Normal TT
Tuesday 4th June						
Pre-exam	1	2	3	4	PMExam	5
Spanish Listening & Reading	Spanish Listening & Reading		Geography Paper 2	History Paper 2		History Paper 2
Form						
			Normal TT		Lunch	Normal TT
Wednesday 5th June						
Pre-exam	1	2	3	4	PMExam	5
Geography Paper 2	Geography Paper 2		English Lang Paper 2	Lunch		English Lang Paper 2
Form	Normal TT					
Thursday 6th June						
Pre-exam	1	2	3	4	PMExam	5
English Lang Paper 2	English Lang Paper 2		Biology Paper 2	Creative iMedia	Lunch	Creative iMedia
				Spanish Writing		Spanish Writing
			Creative iMedia *	Normal TT or EN/MA revision		Normal TT or EN/MA revision

Friday 7th June							Monday 10th June						
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5
Form	Maths Paper 3	Biology Paper 2	Biology Paper 2				Maths Paper 3	Maths Paper 3	Creative iMedia*	Creative iMedia		Creative iMedia	
								Creative iMedia	Spanish Writing		Spanish Writing		
								Chemistry Paper 2	Lunch		History Paper 3	Normal TT or SCI revision	
Tuesday 11th June							Wednesday 12th June						
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5
Chemistry Paper 2	Chemistry Paper 2	History Paper 3		History Paper 3			Form	Geography Paper 3		Physics P2 (2.1s only)	Lunch	Physics P2 (2.1s only)	
Thursday 13th June							Friday 14th June						
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5
Form	Physics Paper 2			Lunch			Geography Paper 3	Geography Paper 3	Physics Paper 2		Physics Paper 2		
							Form	Physics Paper 2	Physics Paper 2		Physics Paper 2		
Monday 17th June							Tuesday 18th June						
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5
N/A	Design & Technology - Textiles			Lunch	Design & Technology - Textiles		Design & Technology - Textiles	Design & Technology - Textiles			N/A		
Wednesday 19th June							Thursday 20th June						
Pre-exam	1	2	3	4	PMExam	5	Pre-exam	1	2	3	4	PMExam	5
N/A	Hospitality & Catering			Lunch	Hospitality & Catering		Hospitality & Catering	Hospitality & Catering					

Intervention

Monday	Tuesday	Wednesday	Thursday	Friday
Travel & Tourism	Maths	Science	English	iMedia
STUDY HALL	Spanish	Music	Photography	Geography
	French	Drama	Art	STUDY HALL
	German	Dance	Graphics	
	Sport	STUDY HALL	History	
	Health and Social Care		STUDY HALL	
	STUDY HALL			

- Period 6 – open to all students
- Easter School, Saturday Sessions, half-term revision
- Booster timetable
- Additional revision slots
- English, Maths, Science and History timetabled intervention, with subject specialists
- Raising Achievement Mentors in class

Where else could I go to for support?

- Support from your GP
- NHS - [Mental health for children, teenagers and young adults - NHS \(www.nhs.uk\)](https://www.nhs.uk)
- Mental Health Support Team
- YoungMinds – www.youngminds.org.uk
- ChildLine – www.childline.org.uk
- Kooth – www.kooth.com - Kooth is a free, anonymous site for young people & supporting their mental health. This allows access to blogs as well as having an instant messaging function.

Why is my attendance to school important?

Attendance to school is always important – evidence shows that those who attend best, will achieve the best grades. This is even more important during the booster & exam series. Students need to be in school to access the support that is available to them.

Attendance to all examinations is **compulsory**. Further information about absence during exams is available below. If you are absent on the day of an exam, you must:

1. Follow the ODA Absence Reporting Procedure – details can be found here: [Ormiston Denes Academy - Attendance](#)
2. A member of the **Year 11 team** will then follow up with a **phone call**

If the absence is an emergency and out of your control, we may be able to apply for special considerations. Minor illnesses like coughs and colds will not be authorized during the exam period.

If you do not follow this procedure, then your absence will be **unauthorised** and you will receive 0 for that exam. We will do everything we can to stop it getting to this point.

Exam Information

How do we support you with your exams at Denes?

- All students will be allocated with a seat for their exams, suitable for their own arrangements
- Exam access arrangements will be put in place where they are needed
- Students can access the exam seating plan just outside the Entrance Hall
 - All students should check this before the exam series so they are ready for their exams
- Students will line up before each exam
 - Staff will check for mobile phones, clear bottles, smart watches etc.

What is special consideration?

- This is only for things that are unforeseeable and beyond your control, for example:
 - Temporary illness or accident.
 - Bereavement.
 - Domestic event.
- Needs to be at the time of the assessment.
- Can be applied when the event is likely to have affected the candidate's ability to take an assessment.
- If successful, minor adjustments could be made to the mark awarded.

Please **inform a member of staff as soon as you can** if you think this would be applicable to you.

What is Malpractice?

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies. JCQ provides information regarding 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.

As a centre, we have to report all instances of suspected malpractice, which can include attempting to communicate with others. If this is reported, you risk scoring 0 on the exam you are taking.

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work and/or non-examination assessments and coursework, as example:

What is 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 and could mean you are **disqualified**.

What will be done with your personal data?

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the **JCQ Information for candidates – Privacy Notice**.

How is my work copyright?

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) **belongs to the candidate**. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free license to use their assessment materials (referred to as Assessment Licence). If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Coursework assessments/non-examination assessments

In some subjects, e.g. BTEC subjects like Health and Social Care, your mark is made up from PSAs (coursework) and your final exam. **Only your teacher decides** whether you have completed your coursework. Marks will be provided to your teachers after completion. You will not be told your overall grade until Results' Day for that subject. When you submit this coursework for marking, you must sign an authentication statement confirming you have read the [JCQ Regulations](#).

The work you submit must be your own. You must not copy from someone else or allow another candidate to copy from you. You must reference your work. You can ask your teacher for help.

You must meet the deadlines set internally by teaching staff. Save your work in multiple places; keep it safe. If you are suspected of plagiarism, you may:

- Be awarded 0 marks for that work
- Disqualified from that unit for that series
- Disqualified from the whole subject
- Disqualified from all subjects

Written timetabled exams

You will be issued with your own personal exam timetable and candidate entry. Make sure that your entries are correct;

- Check that your full legal name appears correctly on your exams timetable.
- Check that your date of birth is printed correctly.
- Take note of your candidate number – you will need this for all examinations.
- Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements, exam rooms, etc.
- The JCQ information for candidates documents – written examinations and social media.
- Exam room posters – Warning to candidates, Unauthorised

Contingency sessions - Summer 2024

The contingency sessions have been confirmed as **6th June PM, 13th June PM and 26th June all day**, so please ensure you remain available for exams until this final date. Do not book any events on this date in case whole exams need to be rescheduled.

What do I do if I have two or more exam papers timetabled at the same time (a timetable clash)?

Timetable clashes are where a candidate is entered to take two or more exams at the same time on the same day. This can happen as there are different subjects being entered through different exam boards. If you have a timetable clash within the same session, then one paper will be taken, followed immediately/after a short, supervised break by the next paper(s) in the same session. You will be expected to be in formal examination conditions at all times in the exam room. The invigilator may organise a short break for you in between these exams, although you must remain in examination conditions. If you have a timetable clash, you will be spoken to by the exams officer about how this will be managed. Come and speak to one of us if you think this affects you and you have not been spoken to

Where will I take my exams?

Candidates at Ormiston Denes Academy will sit in the Assembly Hall, or separate rooms within the academy or Aspire building for those that have additional requirements.

When will my exams start and finish?

- Morning exams will begin at **9:30am** and afternoon exams at **1:30pm**.
- There is no set finish time as each exam paper is different. Students are expected to sit for the full duration of each paper, plus extra time if applicable.

Please note that there may be times that afternoon exams exceed a finish time of 3:10pm. Please check your personal exam timetable for more information.

Who will supervise me during my exams?

Exams are supervised by a team of invigilators who are employed by Ormiston Denes Academy. Invigilators must follow strict rules and regulations when conducting exams, as directed by JCQ awarding bodies and are fully trained to meet this expectation.

What can I ask the invigilators?

If you need any help in an exam setting, you should raise your hand and wait for an invigilator to help you. Situations where you may want to raise your hand are:

- You begin to feel unwell during the exam
- You require more exam paper
- You think you have the wrong paper in front of you
- You need some equipment that is needed for the exam

What are the conditions inside an exam room?

- You should not use the toilet during the exam.
- You are not permitted to use your Breathing Space Card during your exams. Any access to supervised rest breaks need to have gone through the exams officer.
- Candidates are escorted into the exam room by a member of the Senior Leadership Team.
- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator.
- Candidates must listen to and always follow the instructions of the invigilator in the exam room.
- Candidates must not communicate with or disturb other candidates.
- Information displayed in the exam room are the centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam.
- Information for the completion of the front of answer books will be legal first name and surname, candidate number and centre number. Candidate's must only do this when the invigilator's announcement instructs them to do so. If additional answer books/sheets are required these can be requested from the invigilators from the invigilators if needed, and the candidate will need to ensure the same information is printed on each book/sheet.
- Candidates must not open the question paper until the examination begins.
- Candidates are in exam conditions until they exit the exam room at the end of examination.

Where will I sit in the exam room?

Candidates are seated in candidate number order within all rooms. Seating plans will be displayed in the Entrance Hall, and in form rooms, well in advance of the exams for candidates to familiarise themselves with.

How is my identity confirmed in the exam room?

Candidates are positioned in the same seats throughout their examinations and identified with their candidate card.

What equipment do I need to bring to the exams?

- JCQ information regarding authorised equipment that should be brought by the candidate.
- Materials and resources are provided by the academy, including an exam pencil case with all equipment. Candidates are encouraged to bring their own calculators, but the academy have ones which can be borrowed if needed.
- Any pencil cases must be clear.

How do I use my calculator?

- All candidates must ensure that their calculator is clear of any memory. As per the instructions from awarding bodies and JCQ.

What am I not allowed to bring into the exam room?

- Candidates should only bring equipment required for the exam and a drink into the exam room, anything else will be considered an unauthorised item.
- Possession of unauthorised items such as a mobile phone or any watch is a serious offence and will be reported to the awarding body and could result in disqualification from your exam and your overall qualification.
- JCQ posters regarding unauthorised items are outside the exam rooms.

I think I might need a drink in the exam – what can I bring in?

Candidates are permitted to bring water into the exam hall, providing that it is in a clear bottle with no label. No other food or drink is permitted.

What should I wear for the exams?

Candidates should wear Ormiston Denes Academy uniform for all exams. This uniform must always meet academy expectations.

Where will my personal belongings be stored during the exams?

Candidate belongings will be stored in the trolleys located outside the exam room, unless otherwise stated. Mobile phones are to be turned off can be handed to an invigilator if preferred.

What will happen if I arrive late for my exam?

Candidates who arrive late, may be allowed entry to the exam room at the discretion of the Exams Manager. If a candidate is permitted entry to the exam room, they will be given the full duration to complete the exam paper.

What should I do if I am unwell on the day of my exam?

Ormiston Denes Academy requires candidates to **attend all exams even if they are ill** and provisions will be put in place to assist if required: -

- If the candidate is unable to attend the exam, we will require medical evidence which will be sent to the relevant awarding body.
- The academy will put provisions in place to assist any unwell candidate who attends an exam.
- If a candidate begins to feel unwell during an exam, an invigilator will help.
- We will provide any relevant JCQ information regarding absence from exams for illness or other acceptable reason.
- Provide any relevant information regarding an application for special consideration, etc. (and the appropriate evidence that may need to be provided to support a request for special consideration)

What happens if you have an unauthorised absence from your exam?

Ormiston Denes Academy will mark you absent from that exam, and you will receive **no marks** for that paper. This will impact your overall grade in that subject.

What happens in the event of an emergency in the exam room?

Ormiston Denes Academy will ensure that all candidates are kept under exam conditions and that they are given clear instructions within the exam room and escorted to the designated exam area. This is the case if there was to be a fire alarm.

Will I know if I have exam access arrangements?

Candidates are involved in any discussion regarding appropriate arrangements with SENDCo and Assessor. Candidates are informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply.

When is Results Day?

- **Thursday 22nd August 2024** the statements of results will be issued/distributed (time tbc)
- Senior members of centre staff will be available immediately after the publication of results.
- If the candidate is unable to attend the centre to collect their results, a designated person can collect on their behalf **providing written permission** has been given by the candidate naming the individual. This can be provided in advance or presented on the day and the designated person must confirm their identity by showing I.D.
- Any uncollected results will be posted first class to the last known home address.

How do I collect my certificates?

- Once the academy has received and checked all certificates from the awarding bodies, a date will be arranged for candidate collection. The date/time will be publicised via ParentMail and social media.
- If the candidate is unable to attend the centre to collect their certificates, a designated person can collect on their behalf providing **written permission** has been given by the candidate naming the individual. This can be provided in advance or presented on the day and the designated person must confirm their identity by showing I.D.
- Unclaimed certificates will be destroyed after 12 months as per JCQ guidance.
- You may need to provide these for future careers, so ensure that you collect them.

What is the internal appeals procedure?

Details of [Ormiston Denes Internal Appeals Policy](#) can be found on our website.

What is the ODA Complaints Policy?

Please refer to [Complaints Policy \(Exams\)](#) on the Ormiston Denes Academy Website.

Information for Parents/Carers

This information includes key subject information, such as exam boards, so that you are able to support students with their revision.

Subject Exam Boards

This information will help you to access accurate and appropriate revision resources, e.g. on BBC Bitesize or Revision Guides. Always make sure your resources are for the correct course and exam board.

Mathematics (CWL)		GCSE Mathematics	AQA
English (AGL)		GCSE English Language	AQA
		GCSE English Literature	AQA
Science (SRP)		GCSE Biology	AQA
		GCSE Chemistry	AQA
		GCSE Physics	AQA
		Trilogy Science (Combined)	AQA
Geography (SST)		GCSE Geography	AQA
Travel & Tourism (23/24) (SST)		Pearson BTEC Level 1/Level 2 Tech Award in Travel and Tourism	Pearson
History (ABT)		GCSE History	Pearson
RE (ABT/JNI)		GCSE Religious Studies	AQA
MFL (GBE)			
Spanish		GCSE Spanish	Pearson
German		GCSE German	Pearson
French		GCSE French	Pearson
Health and Social Care		Pearson BTEC Tech Award Level 1/2 in Health & Social Care	Pearson
PE/Sport		Pearson BTEC Tech Award Level 1/2 in Sport	Pearson
Performing Arts (JTU)			
Dance		BTEC Tech Award Level 1/2 in Performing Arts (Dance) 22 version	Pearson
Drama		BTEC Tech Award Level 1/2 in Performing Arts (Drama) 22 version	Pearson
Music		BTEC Tech Award Level 1/2 in Music Practice 22 version	Pearson
Art (JWE)			
Art		Art and Design	Pearson
Photography		GCSE Art and Design/Photography	Pearson
Graphics		GCSE Graphics	Pearson
Technology			

i-Media (J817)		J834 Cambridge National Certificate in Creative iMedia	OCR
Catering		WJEC Level 1/2 Vocational Award in Hospitality and Catering	WJEC
Textiles		GCSE (9-1) Design & Technology	Pearson

Appendices

APPENDIX 1

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment. Please see attached

Information for candidates - Coursework 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 2

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

Information for candidates – non-examination assessments 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 3

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

Information for candidates – on-screen 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 4

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

Information for candidates – written exams 2023-2024 <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 5

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains “*Information About You and How We Use It*”

Information for candidates – Privacy Notice

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

APPENDIX 6

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

Information for candidates – social media <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

APPENDIX 7

JCQ Unauthorised items poster

This poster will be displayed outside each exam room. You **must** note that “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.”

Unauthorised items poster <http://www.jcq.org.uk/exams-office/exam-room-posters>

APPENDIX 8

JCQ Warning to candidate’s poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

<http://www.jcq.org.uk/exams-office/exam-room-posters> or direct candidates to the poster on the centre’s website and insert an *appropriately worded message here*]

CANDIDATE CONFIRMATION

To confirm you have received, read, and understood the contents of this handbook, please sign and date the tear-off slip below and return to Ms Frosdick Examinations Manager by 21.02.24. If there is anything you do not understand, you should ask Ms Frosdick or Mr Donovan for clarification.

CANDIDATE EXAM HANDBOOK

NAME:

Date I received the handbook:

I have read the contents.

I understand (Tick all the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the current JCQ information for candidate’s documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all the above

Candidate Signature: Overwrite your signature here.

Date of signature: DD / MM / YYYY