

**2021/22 EXAMS:  
EVERYTHING YOU NEED TO  
KNOW.**



**Centre number: 23387**

## Learner Responsibilities

The JCB Academy is committed to ensuring that learners are fully briefed on the exam and assessment process in place in the centre, and are made aware of the required JCQ awarding body instructions and information for candidates.

### Timetable

- You will be emailed a copy of your exam timetable. It is your responsibility to keep it safe so that you don't miss any of your exams.
- Your surname as shown on your timetable is the name that will be recorded on your certificates, and therefore should be your legal surname (i.e. the name on your passport).
- Your first timetable will tell you what exams you have been entered for. You will receive a second timetable with any entry updates - this will confirm the date and time of your exams, and which exam room you are in. This timetable will also confirm your seat number.
- The times printed on your timetable are the start times of the exam.
- If you lose your timetable, please ask your mentor or Mrs Shaw (Exams Officer) to email you a new one.
- Most exams will take place in the Sports Hall, Activity Studio or Sixth form centre.
- For your information, there will be a seating plan displayed outside the exam room.

### Absence/Illness/Lateness

- If you are going to be late, please ring the academy as soon as you can to let us know.
- If you use academy transport, then we will usually be aware and, if necessary, will delay the start of the exam.
- If you are unwell, it is better to try and come in and do your exam. But if you feel too poorly, please let us know immediately. A medical certificate must be produced for the attention of the Exams Officer as soon as possible to enable us to apply for special consideration.
- If you feel unwell during an exam, let the invigilators know as soon as possible what is wrong so that they can take any measures possible to assist you.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence.

The JCB Academy Reception  
01889 506100

## Equipment

- There is not enough spare equipment for everyone in the exam room, and you cannot borrow from someone else once the exam has started, so **please arrive prepared!**
- It is advised that you bring a bottle of water into the exam with you, but labels **must** be removed.

You <b><u>must</u></b> bring	You <b><u>may</u></b> bring	You <b><u>cannot</u></b> bring
Pens ( <b><u>must be black ink</u></b> ) No gel pens are allowed. Ruler, rubber, pencils Calculator (if applicable) Maths equipment (if applicable) <b><u>Clear</u></b> pencil case Uniform - you <b><u>must</u></b> attend all exams in academy uniform Water - in a <b><u>clear</u></b> bottle with all labels removed	Essential medication (e.g. inhaler) Tissues (no packaging) Locker keys Hair bobbles	Electronic devices Earphones Watches Purse/wallet Coat/bag - should be left in allocated bag drop room Revision notes Calculator lids Correction fluids (Tipp-Ex) Chewing gum Food/drink (unless in medical circumstances that Learner Support and the Exams Office are aware of)

Mobile phones and other electronic devices **must not** be taken into an exam room. **No** watches are allowed. If you do accidentally take an electronic device, phone or watch into an exam, it **must** be switched off, and handed in to an invigilator, who will give you a ticket and place it in a plastic wallet. You will be able to collect it at the end of the exam from learner reception.

Failure to do this could result in **disqualification** from the current exam and overall qualification.

## The Exam

- Once you have been released from Top Tips, you must go straight to the exam room. You must be seated correctly and have your exam papers in front of you before the start time.
- Wait outside your exam room until you are allowed in. Wait in silence so that any instructions given may be heard by everyone.
- **You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the lead invigilator and have left the exam room.**
- In larger rooms there are numbers and letters on the wall to help you find your seat. Each desk will also have a label on it with your name, exam number (candidate number), exam paper information, and exam date and time.
- Once seated, please check that you have the correct exam paper. When instructed to do so, **ensure you write your full name and candidate number on the front of your paper** (as well as on any additional sheets used). Please include a signature if required.
- If you notice an error in the exam paper, raise your hand to alert the invigilator as soon as possible. The Exams Officer will then speak to the exam board.
- **Do not** turn around, speak, or communicate with any other learner whilst in the exam room.
- If you are at all unsure, or need to ask a question, please raise your hand to alert the invigilator.

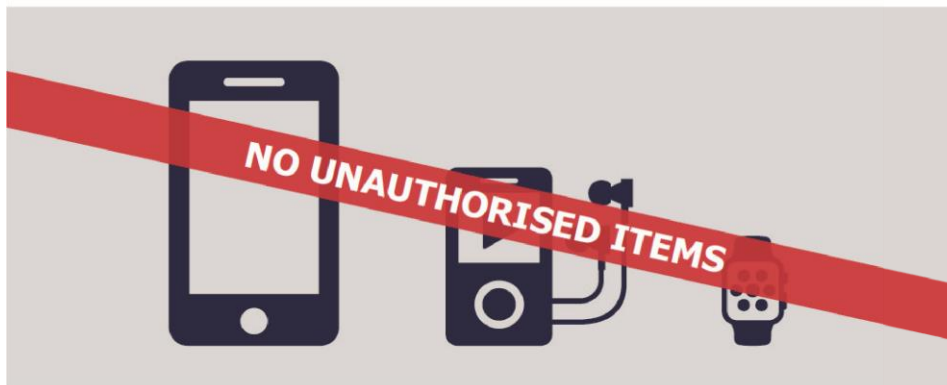
## Evacuation Procedure

- In case of emergency, follow the directions of the invigilator.
- Never take your exam paper or answer paper out of the exam room.
- If you need to leave the building, do not speak to anyone. **You are still under examination conditions.**
- The assembly point is on the bus park.
- Any time lost during the evacuation will be added on to the exam time.



# NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, 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.

## Your Exam Desk Label

Your 'Unique Candidate Identifier'

23387 is the school centre number.  
The last 4 digits are your  
exam/candidate number.

Your candidate number

Name: Fred Smith	Reg: 11A1
Year: 11	UCI: 233870121205A
Exam No: 1205	
Component Code: WJEC/GCSE 41710001	
Title: English / Engl Unit 1 Foundation	
Date: 06/06/2019	Time: 09:00

Title

Exam subject, and tier  
(Foundation/Higher) if applicable.

Component Code

Name of the exam board and the code  
they have given the exam paper.

**Please tell an invigilator straight away if the exam paper  
information on your label does not match your exam paper on  
your desk!**

**Don't Stress.  
Do Your Best.  
Forget the Rest.**

We are aware that exam periods can be stressful. The academy is here to help and support you. If you have any questions or problems at any time, please do not hesitate to speak to your teacher, Learning Support Mentor, Head of Year, Assistant Head of Year, or Mrs Shaw/Mrs Hulme in Learner Reception.

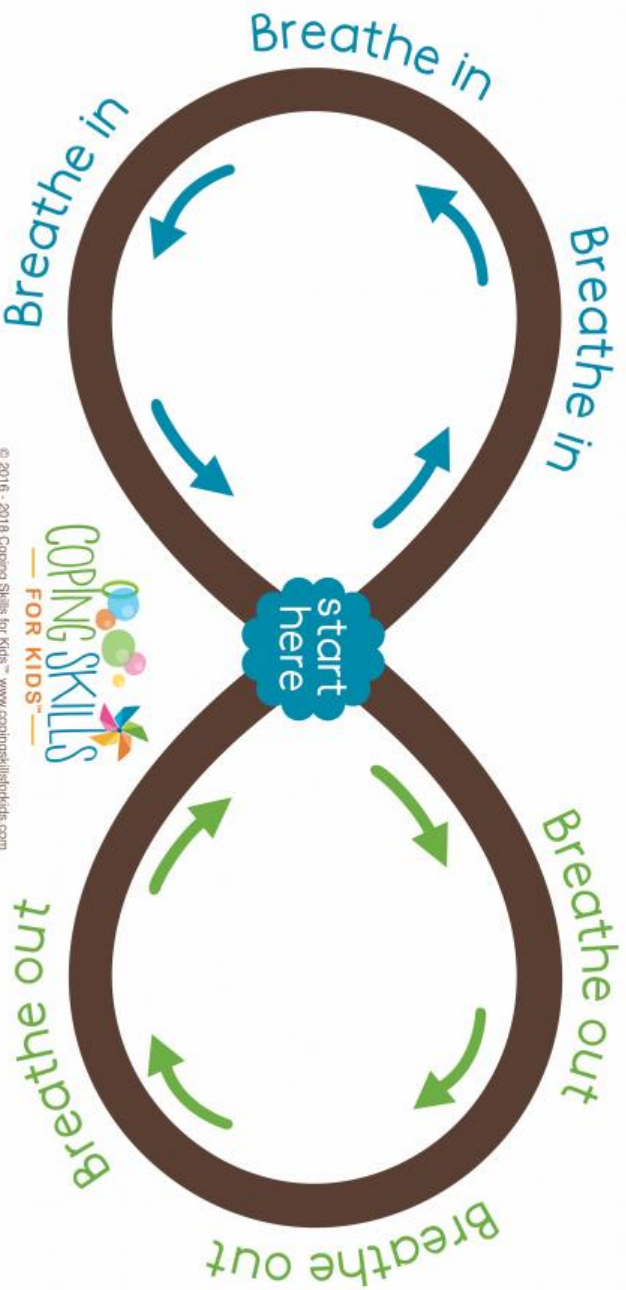
Some tips:

- Try to relax and get a good night's sleep before your exam.
- Make sure you eat a good breakfast, even if you're feeling nervous. Remember that an early breakfast will always be available before Top Tips.
- If you start to feel very nervous before or during the exam, try following the 'Lazy 8 breathing pattern' (see opposite)
- If you begin to feel unwell or very anxious during the exam, please alert an invigilator by putting your hand up.

**Most importantly: good luck, and be positive!**

## LAZY 8 BREATHING

Start with an 8 on its side. Starting in the middle, go up to the left and trace the left part of the 8 with your finger while you breathe in. When you get to the middle of the 8 again, breathe out while you trace the right part of the 8 with your finger.





## Malpractice

Malpractice is any action which provides one or more candidates with an unfair advantage or disadvantage. Some examples include:

- Attempting to communicate with another candidate during the exam.
- Possession of any unauthorised material, even if you do not intend to use it.
- Writing inappropriate or offensive material on an exam paper.
- Possession of a mobile phone or electronic device in an exam room.

**The JCB Academy has an obligation to report any suspected malpractice to the relevant exam board(s).**

In the Summer 2018 exam series, **2,735** penalties were issued to students in England:

- 885 were given a warning.
- 1,415 received a loss of marks for a section, component, or unit.
- 435 received a disqualification from a unit, all units, or whole qualification.

Of the 2,735:

- 1,295 were issued for the possession of a mobile phone.
- 435 were issued for bringing unauthorised materials into the exam room.
- 420 were issued for plagiarism.
- 225 were issued for inclusion of inappropriate, offensive, or obscene materials.
- 195 were issued for disruptive behaviour in the exam room.
- 80 were issued for failing to follow exam board supervision requirements.
- 40 were issued for being in possession of confidential material in advance of the examination.

**The JCB Academy has no control over the penalty given; these are issued by exam boards**



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.**

**Effective from 1 September 2021**



AQA  
Pearson

City & Guilds  
WJEC

CCEA

OCR

## Information for candidates for written examinations – effective from 1 September 2021

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.

<b>A Regulations – Make sure you understand the rules</b>	
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, or a watch, Any pencil cases taken into the exam room must be see-through. <b>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.</b>
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>B Information – Make sure you attend your exams and bring what you need</b>	
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.
<b>C Calculators, dictionaries and computer spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.

2	<p>If you use a calculator:</p> <p>a) make sure it works properly; check that the batteries are working properly;</p> <p>b) clear anything stored in it;</p> <p>c) remove any parts such as cases, lids or covers which have printed instructions or formulae;</p> <p>d) do not bring into the exam room any operating instructions or prepared programs.</p>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Always follow their instructions.
2	<p>Tell the invigilator at once if:</p> <p>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</p> <p>b) the question paper is incomplete or badly printed.</p>
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.
5	Remember to write your answers within the designated sections of the answer booklet.
6	<p>Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.</p> <p>Make sure you add your candidate details to any additional answer sheets that you use for rough work.</p>
<b>E Advice and assistance</b>	
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	<p>Put up your hand during the exam if:</p> <p>a) you have a problem and are in doubt about what you should do; b) you do not feel well;</p> <p>c) you need more paper.</p>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	<p>If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.</p> <p>Place any loose additional answer sheets inside your answer booklet.</p> <p>Make sure you add your candidate details to any additional answer sheets that you use.</p>
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. 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 1 September 2021

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

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

<b>A Regulations – Make sure you understand the rules</b>	
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	<p>You must not take into the exam room:</p> <p>a) notes;</p> <p>b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, or a watch</p> <p>Unless you are told otherwise, you must not have access to:</p> <p>c) the internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</p> <p>d) pre-prepared templates.</p> <p><b>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.</b></p>
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>B Information – Make sure you attend your on-screen test and bring what you need</b>	
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.

<b>C Calculators, dictionaries and computer spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulae;</li> <li>d) do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>a) you have been entered for the wrong on-screen test;</li> <li>b) the on-screen test is in another candidate's name;</li> <li>c) you experience system delays or any other IT irregularities.</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
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: <ul style="list-style-type: none"> <li>a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.
<p><b>This information must be made available to all candidates in advance of their on-screen test(s) for each series.</b>  <b>It may be provided electronically to candidates or in hard copy paper format.</b></p>	

## Information for candidates: using social media and examinations/assessments



**This document has been written to help you stay within examination regulations. Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied - i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online;
- passing on rumours of exam content.

**Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time

Please take the time to familiarise yourself with the JCQ rules:

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



## Results

If you think there has been a mistake regarding the mark you received, you can request:

- A recalculation of the marks awarded (EAR 1)
- A review of the marks that were awarded (EAR 2)

If you want to see how you could have improved your grade, you can request to see a copy of your paper (ATS).

There are charges for all these services, but if a grade is found to be wrong, you will receive a refund.

All requests for posts-results services are best made on results day. Collect a post-results form from the Exams team, which will show you deadlines and charges for these services.

- The relevant Head of Department will also make candidates and parents/carers aware of deadlines, fees and charges for these services.

**We can only apply for a review of marking if you give us written permission by completing a post-results form.** The Exams Officer will make the claims and inform the candidates and parents/carers of the outcomes as soon as possible.

Remember that a review of marking can result in grades going down as well as up, so make sure you are certain about your request!

A nominated person may collect exam results on your behalf, but they **must bring a letter signed by you**. The Exams Officer will then keep this on record.

**Best of luck!**

**AS, A-Level and BTEC L3 results day: Thu 18<sup>th</sup> August 2021**  
**GCSE and Functional Skills results day: Thu 25<sup>th</sup> August 2021**

## Certificates

Certificates will be presented at our Annual Certificate Evening in December. Any uncollected certificates will be available to collect from learner reception from the following January. You can do this in person or another person can collect them on your behalf providing they have signed authorisation from you.

Please make sure your certificates are collected as you may need them in many years time for job applications. **Certificates not collected will be destroyed after 12 months.** Some exam boards will issue copy certificates for a charge but most will only issue a statement of results for any replacements required.