



Academy  
**Oldbury**

# Advice for candidates sitting examinations in 2023/24



# Exam Dates

	Start	End
November 2023 mocks	6/11/23	10/11/23
January 2024	9/11/23	16/1/24
Spring 2024 mocks	19/2/24	1/3/24
Summer 2024*	9/5/24	26/6/24

\*Please note that practical, speaking and internally marked assessments will take place outside these dates

It is imperative that you are available for all possible exam days from the start till the end date mentioned above and not just the ones on your individual candidate timetable. In the event of any disruption locally / nationally on an exam day the awarding bodies can move the exam to any date in the period shown and no special consideration will be awarded for not being able to attend a rearranged date.

# Exam Timetable

Your exam timetable is the single, most important piece of information that you will receive about your exams. It is personalised to your unique combination of exams and has any special considerations you receive accounted for on it.

The timetable will tell you the start time, duration, room and seat number you will be in for every exam. It is important that you know this information when you arrive for your exam, to prevent a delay in you starting your paper and causing disruption to others in the exam room. Your exam schedule is also available on the EduLink One app.

Ensure you know if your exam is in the morning or the afternoon.

Ensure you know the location of the exam and your seat number. Most exams are in the sports hall but not all.

Check the duration of the exam so you know what time you will finish your exam, especially if it is in the afternoon as it may run past 3pm.

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# Exam Timings

It is important that you arrive on time for your exams. Late arrival may result in you not being allowed to take your exam or the Awarding Body disqualifying you from the paper. Students turning up at the last minute can disrupt everyone's exam and result in the examinations starting late.

Arrive outside your exam room no less than 15 minutes prior to the start of the exam.

- Ensure that you have checked the length of time for your exam so you can let your parents know approximately what time you will be home.
- Ensure that you have all the equipment you need with you before you leave home (see page 4).
- Use the toilet before you arrive for your exam, some exams are long and you will only be allowed to use the toilet during the exam under special circumstances.
- Once you have entered the exam room you will not be allowed to leave it until the finish time of your exam unless there is an emergency.

# Exam Clashes

In cases of clashing exams (exams which are set at the same time), you will usually sit one exam straight after another, with a short break (under exam conditions) in between. In some cases, however, one exam may have to be moved to the morning or afternoon session. You should have been made aware of any timetable variations well in advance of your exam, but if clash arrangements are not clear to you, please see the exams team in good time.

If you have a clash, which involves moving an exam to a different session, you may well need to have a supervised lunch break. If this is the case, you will be free to chat to other clash candidates, revise, read a book etc., but you will not be allowed to use your phone or the internet or talk to any other students or staff. You are not allowed to go anywhere between exams except for the toilet, when a member of staff will accompany you to ensure no verbal contact is made with other students.

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# Equipment

Good preparation for an exam includes ensuring you have the required equipment with you; whilst the school endeavours to have spare equipment to ensure all students can sit their exam, it is not possible to provide every student with every item of equipment at the start of an exam.

As such, the school expects every student to bring the equipment they require for their exam. This should either be brought into the exam loose or in a transparent pencil case (please note that solid, coloured or opaque pencil cases will not be allowed into the exam room).

The standard equipment a student should provide when it is required for their exam is:

- Clear(transparent) Pencil Case to carry your equipment in
- Black Pen x2
- Pencil x2
- 30cm Ruler
- Scientific Calculator without cover (for certain exams)
- Pair of Compasses
- Protractor
- Rubber
- Pencil Sharpener
- Coloured Pencils (for certain exams)

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# In the Exam

There are a number of rules that apply to sitting an exam. Breach of any of these rules may result in your disqualification from that examination and possibly any other examinations that you are entered for. Below is a summary of the main rules that all candidates must follow:

- You must not speak to or attempt to communicate with anyone else in the exam room at any point. If you need to attract the attention of an invigilator put your hand up and wait.
- If you're wearing a wristwatch of any kind this must be left in your bag and turned off if it is a smart watch. No watches are allowed in the exam room.
- Do not have on you or near you any mobile phone or smart device, including smart watches, MP3 players, or programmable calculators.
- If you have a mobile phone in your bag, you must ensure it is turned off and not just in silent mode.
- You must follow all instructions given to you by the invigilators and examinations staff.
- You must not bring any written notes in to the exam unless the exam allows you to have pre prepared work with you. If this is the case your class teacher will have told you.
- You must not leave the exam room at any time during the exam unless told to do so and are accompanied by an invigilator.
- You must remain in silence until you have exited the building. Talking in the bag area counts as malpractice.

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# Illness

If you are ill and have an exam that day or in the near future, and think you maybe be absent or disadvantaged by your illness in the exam, let us know immediately and where possible in advance of your examinations.

Come in for all exams unless it is absolutely impossible - we will make special arrangements for you on the day. If you are suddenly ill on the day of the exam, your parent /guardian should telephone the school on 0121 533 3750 by 8.30am.

Obtain a doctor's note so that we have medical evidence - we can then apply to the Exam Board for Special Consideration.

If you miss an exam without an approved reason, the school may seek to recover the cost of the exam entry from your parent/guardian.

# Late Arrival

If you are going to be late for an exam phone the school immediately, on the above number, let us know why you will be late and what time you expect to arrive.

If there is a good reason for your lateness and exam security has not been breached, you will be allowed the full examination time.

**DO NOT THINK THAT YOU ARE TOO LATE SO YOU MIGHT  
AS WELL MISS THE EXAM**

**~ YOU MUST COME IN! ~**

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# JCQ Warning to Candidates



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.**

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# Exam Day Checklist

Being prepared for each exam day will help you arrive for your exam calm and ready to do your best. Use the check-lists below to ensure you are prepared.

## In the lead up to the exam season:

- Have a copy of and check your exam timetable
- Produce a revision plan
- Complete the equipment check list on page 4
- Check what revision sessions are available with subject teachers
- Plan your journey so that you arrive 15 min before the start of each exam

## The night before each exam:

- Check the exam location and your seat
- Check the equipment you can take to the exam
- Pack the equipment you require
- Set an alarm so you don't sleep in
- Fill a clear, label free water bottle if you want a drink in the exam
- Have your uniform ready for the morning
- Inform someone at home what time you will return if the exam runs past 3pm