



# **GUIDANCE FOR STUDENTS & PARENTS INTERNAL & EXTERNAL EXAMINATIONS 2024-2025 Centre Number: 36225**

This information is to help you with valuable advice for examinations held at De Warenne Academy.

**You are required to read this document carefully and retain it for future reference**

If you have **ANY** questions or concerns, please contact the Examinations Office,  
01709 864001 – [dndwa-exams@dewarenne.org.uk](mailto:dndwa-exams@dewarenne.org.uk)

## INTRODUCTION

It is the aim of De Warenne Academy to make the examination experience as stress-free and successful as possible for all candidates.

This booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures that must be followed in the event of any problems occurring.

The Awarding Bodies set down strict criteria that must be followed for the conduct of examinations and De Warenne Academy is required to follow them precisely. You should therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES** that is printed at the end of this booklet. The JCQ governs how Awarding Bodies and schools run the examination process and their website ([www.jcq.org.uk](http://www.jcq.org.uk)) has lots of useful information on it.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, **PLEASE ASK NOW!**

## CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you. Please email [info@dewarenne.org.uk](mailto:info@dewarenne.org.uk) or send a note to school to ensure that our system is updated. If you or your parent/carers have any queries or need help or advice at any time before, during or after the examinations please contact a member of the exams team:
- The school telephone number is: **01709 864001**
- Email: [dndwa-exams@dewarenne.org.uk](mailto:dndwa-exams@dewarenne.org.uk)
- The Examination Manager is Mr Willis, and he is based in the principal's corridor on the second floor

Remember – we are here to help.  
GOOD LUCK!

## **YEAR 11 TRIAL EXAM TIMETABLE 2024/2025**

De Warenne Academy is part of Delta Academies Trust and an exam/assessment schedule is set by Delta for all of their schools to follow. Please see below a provisional guide to when Year 11 will be examined using trial exam papers and in a formal exam setting. **Please note these dates are an approximate guide and may be subject to change.**

### **Year 11**

25/11/24 – 19/12/24

24/02/25 – 14/02/25

There may also be additional assessments throughout the year that take place in a formal exam setting and within the classroom. You will be made aware of these in advance via My Child at School.

### **KEY INFORMATION FOR STUDENTS – TRIAL EXAMINATIONS**

Trial examinations will be conducted as closely as possible to how final external examinations will be. Therefore, the rules, regulations and guidelines in the external examination section of this handbook also apply to trial exams. This is so our students get plenty of practice in this setting and are well versed with exam board regulations ready for final external exams.

Please continue to read through all the external examination information attached in order for you to know what is expected of you during your trial examinations.

If you have any questions or concerns please see Exams Manager (Mr Willis) or your tutor.

## EXTERNAL EXAMINATIONS

### JANUARY 2025

Students sitting Sport, iMedia, Health and Social, Construction (TBC) or Hospitality have exams in January 2025.

Wednesday 8th January	
AM	Sport Studies [1hr 15m]
PM	Creative iMedia [1hr 30m]

Thursday 9th January	
PM	Health and Social [2hrs]

Monday 13th January	
AM	Hospitality [1hr 20m]

TBC	
PM	Construction [1hr 30m]

### SUMMER 2025

External, timetabled examinations start from 1st May 2025. (This does not include exam windows for Art, French Speaking and Performing Arts – These subjects will schedule a date within the exam window they are to complete in and will communicate this with students when confirmed)

### GCSE CONTINGENCY DAY

JCQ states the last day of the Summer 2025 examination series is 25 June 2025, which includes the contingency day should sustained national or local disruption arise during the June 2025 examination series. Therefore, students must remain available up to and including 25 June 2025 should an awarding body need to invoke its contingency plan. There is also 1 contingency **afternoon** session for which students must remain available for: 11 June 2025.

## **GCSE Results Day**

**Thursday 24<sup>th</sup> August 2024**

School will be open to students from 9.30am – 11am for the collection of results. Senior members of staff are accessible to candidates on results day (during the time stated) so that results may be discussed and decisions made on submission of any requests for post- results services.

### **BEFORE THE EXAMINATIONS**

#### **Non-Examination Assessments**

Some of your subjects require you to complete assessments in school, under varying levels of security. You will follow the regulations and you will also be asked to sign a declaration to confirm that the work is your own. When you have completed your assessments, if you are not happy with the **process** by which the marks have been awarded (not the actual mark itself), there is an appeals policy you can follow. This is available from the Examinations Officer upon request.

For Pearson BTEC qualifications, there is also an appeals procedure to invoke if you are unhappy with any aspect of the assessment and award **process**. This is also available from the Examinations Officer upon request.

#### **Exam Timetables**

All Candidates receive an Examination Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher Tiers. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates, and it will be difficult (and costly for you) to change them once certificates are awarded.

#### **Awarding Bodies**

De Warenne Academy uses the following Awarding Bodies: AQA, OCR, Pearson Edexcel and Eduqas (WJEC). Our Centre Number is 36225 and you will enter this on examination papers. It will be printed on the ID card on your desk.

## Candidate Name

Please check your name is spelt correctly on your timetable.

## Candidate Number

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. This will be on the ID card on your desk.

## Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination, **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning examinations start at **9.00am**
- Afternoon examinations start at **1.30pm**

It is your responsibility to turn up on time for the examination so make sure that you and your parents know the dates and times of each of your examinations. If you are late for an examination, you may not get the full time and the Awarding Body may not accept the script depending on the circumstances. **If you know that you are going to be late contact the school (01709 864001) and inform Reception why you are going to be late, how long you will be and confirm that you will have no contact with anyone other than your parent/carer. Do not access the internet or use your mobile phone once you have called us.**

## Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only.

## Access Arrangements

Access arrangements may have been approved with exam boards for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

Any eligible student will have had access to these arrangements in class and will be their normal way of working. Students with access arrangements will be notified prior to exams what has been put in place for them to meet their normal way of working and their approved access arrangement.

## **Special Consideration**

There is no substitute for completing the examination papers, but if you are too ill to attend school on the day of an examination, you must contact school as early as possible on the morning of the examination to discuss the best course of action. Subject to very strict criteria, it may be possible to apply for special consideration for the examination affected, but this is not guaranteed. Awarding Bodies decide on the validity of each application.

## **DURING THE EXAMINATIONS**

### **Examination Regulations**

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Awarding Bodies, is available on our website <https://dewarenne.org.uk/exams-information/> . All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body. As soon as you enter the examination room there must be complete silence; you must not speak, distract or communicate with other candidates in any way. You must face the front at all times.

### **Attendance at Examinations**

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the Centre. If the candidate arrives late, they will be allowed the full time for the examination if there are Invigilators available, but the Awarding Body may not accept your script.

Full School Uniform must be worn by all students attending school for examinations.

Please make sure that all your pockets are empty.

Do not attempt to communicate with or distract other candidates.

## Prohibited Items

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules, you will be disqualified from the examination. Mobile phones and any other electronic storage device, including any kind of watches **MUST BE SWITCHED OFF AND PLACED IN YOUR BAG OUTSIDE OF THE EXAMINATION ROOM. THEY MUST NOT BE KEPT ON YOUR PERSON** even if they are turned off. If you accidentally retain one with you, you should leave it with the Invigilator prior to the start of an exam.

If you are found with a mobile phone/watch/earphones/earpods or any other prohibited device once the examination has started, the Awarding Body must be informed and you could be disqualified from this and possible future examinations.

No food is allowed in the examination rooms (Unless authorised medical reason is given) However, water bottles are allowed in the examination room if necessary. **These MUST be plain, clear bottles. There MUST be no label on the bottle or any other markings i.e. measurements.**

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on examination papers – if you do, the Awarding Body may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the paper that you need to know about.

**Check you have the correct question paper – check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.**

You will not be allowed to leave an examination room early. If you have finished the paper, use any time remaining to check your answers and that you have completed your details correctly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, you will be given a tag to fasten them together in the correct order.

Invigilators will collect your completed papers before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must NOT be taken from the room.



Remain seated in silence until told to leave the examination room. Please leave the room in silence as directed and show consideration for other candidates who may still be working.

If the FIRE ALARM sounds during an examination, the Invigilators will tell you what to do. If you have to evacuate the room, you MUST leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## **INVIGILATORS**

The school employs staff as Invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

**Please note that invigilators cannot discuss the examination paper with you, tell you how long you have left or explain the questions.**

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

## **ABSENCE FROM EXAMINATIONS**

### **What to do if you are ill on the day of an examination**

If you are ill and are unable to attend an examination, it is vital you phone the school first thing in the morning (01709 864001) to inform us.

You must also provide proof that you are not fit to sit the examination, but you will be given full information when you contact school. If you are feeling unwell, but still able to travel, you must come into the School and we can assess the situation then. In most cases, it is better to take the examination if you can.

### **If in doubt – TELEPHONE THE SCHOOL**

If you do not attend an examination without a valid reason, you may be charged for it.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

Although we encourage all students to arrive in plenty of time for all examinations, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an examination, we may not be able to get the paper accepted by the Awarding Body.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. Why do I need to check the details on my Examination Timetable?**

A: The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate, it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

### **Q. My name has been misspelt on my timetable. What can I do?**

A: We can rectify this problem very quickly. Please come to the Examinations office and we will amend our records. This will ensure that your certificate is correct.

### **Q. What do I do if I think I have the wrong paper or if there is an error on the exam paper?**

A: Invigilators will ask you to check you have the correct paper and tier before the examination starts. If you think something is wrong with the paper you have been given or if you see an error on the paper, put your hand up and inform the invigilator immediately.

### **Q. What do I do if I forget my Candidate Number or Centre Number?**

A: Candidate Numbers are on the ID cards on your desk. Invigilators will be able to help you find your number if you need assistance. The Centre Number is 36225. It will be clearly displayed in the examination room, and it is also on the ID card on your desk.

### **Q. What do I do if I have an accident, or I am ill before the Examination?**

A: Inform De Warrenne Academy at the earliest possible point so we can help or advise you (School Reception: 01709 864001). In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers or a word processor but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration on your behalf.

**Q. What is Special Consideration?**

A: Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be serious illness, accident or injury, or bereavement at the time of the examination.

**Q. What do I do if I feel ill during the Examination?**

A: Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

**Q. If I am late, can I still sit the Examination?**

A: It may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room, without permission. You should also be aware that if you start the examination more than 60 minutes after the published starting time, the school is obliged to inform the Awarding Body and it is possible that they will decide not to accept your work.

**Q. If I miss the Examination, can I take it on another day?**

A: Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

**Q. What items are not allowed into the Examination room?**

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Awarding Body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. If in doubt ask!

Bags, coats, and any other items not permitted under Examination regulations must be left at the designated point outside the examination room.

No food is allowed in the examination room unless previously agreed with the exams officer. However, water bottles are allowed and these should be clear bottles. There should be no label on the bottle.

**Q. Why can't I bring my mobile telephone into the Examination room?**

A: Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, Smart watch or a regular watch, MP3/4 Players, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies.

**Q. How do I know how long the Examination is?**

A: The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the start & finish time of the examination on a board at the front of the room. There will be clocks visible to all in the room.

If you have been given the approved access arrangement of extra time, the finish times including extra time will also be shown at the front of the examination room.

**Q. Can I leave the Examination early?**

A: No. It is not De Warenne's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates.

**Q. What do I do if the fire alarm goes?**

A: The Invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the examination?**

A: If it is absolutely necessary. The final decision is made by the Exams Manager/Learning Manager/SLT. You will be escorted by an invigilator and will not be allowed any extra time.

**Q. If I have more than one examination on a day, can I get lunch?**

A: Students who have exams in both morning and afternoon sessions will obtain lunch from the dining hall in the usual way or bring a packed lunch.

**Q. When will I get my Results?**

A: You can collect results from the School on results day in August. If you wish any other person to collect your results on your behalf, you must give your written authorisation to us before results day, using the Form available on the school website or from the exams officer.

**Q. When will I get my Certificates?**

A: You will be informed by the School how you can collect your certificates when they have all been delivered to us, (this is usually at the beginning of November). Certificates will not be given to anyone other than the candidate without the candidate's written authorisation (form available on the school website or from the exams officer). Schools are only obliged to keep certificates for a period of one year after issue. If you lose your certificates, they can only be replaced by direct application by you to the appropriate Awarding Bodies. This will require proof of identity (such as a birth certificate) and a fee (approximately £40) per Awarding Body. You are therefore urged to collect your certificates and to keep them safe.