















## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS

- Results will be available for collection on:

<b>Thursday 22 August 2024 (10.00-12.00)</b>
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- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school **before** results day.
- Candidates may leave a **stamped self-addressed envelope** if they wish results to be posted home.
- No results will be given out by telephone under any circumstances.

### WHAT HAPPENS AFTER RESULTS? (Post Results)

- If you need post-results advice, Chantry Academy senior leadership, teaching staff and Careers Advisers will be available on Results Day.
- Students who are close to a grade boundary will be identified by the Academy and will be asked to sign a consent form giving the Academy permission to apply for a Review of Marking. It should be noted however, that grades can go down as well as up.
- To aid with teaching and learning at the Academy, we can apply for scripts to be returned to us, but need your permission to do this. You will find a letter to sign in your results envelope if you are happy for us to use your script. All scripts will be anonymised.

The above guidance may be subject to change.

### EXAM CERTIFICATES

- These may be collected from the Academy from **1 January 2025** They will not be given to anyone other than the candidate without the candidate's written authorisation. If you wish them to be posted to you, please send in a stamped self-addressed envelope, but understand that you are liable if they should get lost in the post.
- The Academy is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board (currently £48 per certificate). You are therefore urged to collect your certificates keep them safely. **Please note, not all exam boards offer a replacement service.**



## FREQUENTLY ASKED QUESTIONS

### **Q. What do I do if there's a clash on my timetable?**

- The Academy will re-schedule papers internally (on the same day where possible) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult Miss Marsh, Exams Officer.

### **R. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

### **S. What do I do if I forget my Candidate Number?**

- Candidate Numbers are on the card on your desk, printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number.

### **T. What do I do if I forget the school Centre Number?**

- The Centre Number is **19225**. It will be clearly displayed in the examination rooms, and can be found on your exam card.

### **U. What do I do if I feel ill during the exam?**

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

### **V. If I'm late can I still sit the examination?**

- Provided you are **not more than one hour late**, it may still be possible for you to sit the examination. You should get to the Academy as quickly as possible and report to Reception. **A member of staff will escort you to the exam room.** You must not enter an examination room without permission after an examination has begun. You should also be aware that if you start the exam more than one hour after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to the Academy so that if you are delayed (e.g. through transport problems) you will still arrive on time.

### **W. What do I do if I have an accident or am ill before the exam?**

- Inform the Academy at the earliest possible point so we can help or advise you. 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 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 the Academy to make an appeal for Special Consideration on your behalf (see below).

### **X. What is an Appeal for Special Consideration?**

- 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 addition of marks considered inappropriate) to 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 illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary

paperwork can be completed (**within 7 days of the last exam session for each subject**) and the candidate will be required to provide evidence to support such an application.

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

- **NO** - Timetables are regulated by the exam boards and you must attend on the given date and time.

**R. Do I have to wear Academy uniform?**

- Yes. Normal Academy regulations apply to uniform, hair, jewellery, make-up, no trainers etc.

**S. What equipment should I bring for my exams?**

- **PLEASE CHECK WITH YOUR SUBJECT TEACHER FOR EACH EXAM**
- For most exams you should bring at least two pens (**BLACK** ink only).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- Remember to read the **Notice to Candidates** (see Appendix) for further guidance on equipment regulations.

**T. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) 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 examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the **designated areas**. Do not bring any valuables into school with you when you attend for an examination.
- No food (unless for medical reasons) or drink other than water is allowed in the exam room. Plain clear plastic water bottles will be allowed, sports cap variety please, to avoid spillage.
- **Mobile phones, data watches or electronic storage devices must not be brought into the exam room even if they are turned off.**

**U. Why can't I bring my mobile phone or watch into the exam room?**

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones, watch with data or wristwatch) is regarded as cheating and is subject to a **severe penalty** from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to the Academy, you must switch it off and leave it outside the examination room. You are responsible for collecting it at the end of the examination.

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

- 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 exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock (digital and analogue) in all examination rooms.

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

- **NO** - Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.

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

- The examination 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, or students exiting from the main building.

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

- **If it is absolutely necessary.** You will be escorted by an invigilator and will not be allowed any extra time. Remember, leaving the exam room disturbs other candidates and should be avoided.

**Q. If I have more than one exam on a day can I get lunch at the Academy?**

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch in the usual way or bring a packed lunch.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry 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 for college/university at some time 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. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.  
Please note that for Pre-Public Exams (mocks) it may not always be possible to give you your extra time, but rest assured that for your actual exams the full allowance is given.

**Guidance from the Joint Council for Qualifications can be found on the Academy website. This guidance should be read and understood by you.**

**You will also find a leaflet on Examination and Assessment Malpractice and what could happen if you do not follow the regulations of the examination.**

**See - <http://www.chantryacademy.org/Examinations/>**