



*the* Hazeley  
ACADEMY

# GCSE & A-Level Examinations 2024

## Guidance for Students and Parents/Carers

Centre Number: 52336

Academy Telephone Number: 01908 555620

## GCSE & A-Level Examinations 2024 Guidance for Students& Parents

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## **Introduction**

It is the aim of The Hazeley Academy to make the examination experience as stress-free and successful as possible for all students.

This booklet is designed to offer you help and advice in preparation for these exams.

This booklet also states the rules and regulations of the Exam Boards that you must adhere to.

If you do not follow these rules, then you may be disqualified from your exams.

Read this booklet carefully and if there is anything you do not understand, please ask for help.

Some frequently asked questions (FAQs) are to be found at the back of this booklet.

If there is anything you do not understand or any question that have not been addressed, please contact the Academy on 01908 555620 and ask for Miss Bateman-Robbins or Mrs Barratt in Exams.

Alternatively, you can email our Exams Department with any queries: [exams@haz5d.com](mailto:exams@haz5d.com)

All the best and good luck!

## Before the Examinations

Exams can be a stressful time for students and parents/carers, and it is important that all those involved are as well informed as possible.

Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of everyone that the examinations run smoothly.

PPE (mock) examinations are run to the same standards in order that students are familiar with the examination protocol in readiness for their 'real' exams.

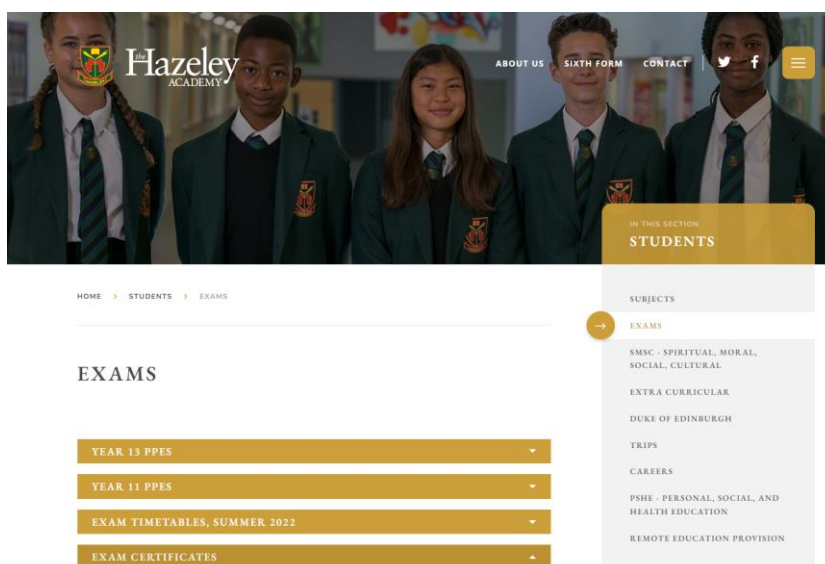
### Timetables:

All exam dates are available on the Academy's website.

<https://www.thehazeleyacademy.com/page/?title=Exams&pid=15>

Before the exam season starts you will have received an individual timetable showing your own specific examinations with details of date, time and duration of your examinations. Check it carefully. If you think something is wrong, see Miss Bateman-Robbins/Mrs Barratt immediately or email [exams@haz5d.com](mailto:exams@haz5d.com)

Scan with your camera to visit our exams page:



### Contact Numbers:

Please check that the Academy has at least one up-to-date contact number for you by looking at the contact details for your child on Arbor.

**Timetables:**

Your individual candidate timetable will look like this:

Personal information

## Candidate Exam Timetable

Candidate Name

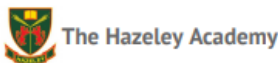
**Candidate Information**

<b>Date of Birth</b>	<b>Candidate Number</b>
<b>Registration Form</b>	<b>UCI</b>

Date and start time

Date	Time	End Time	Subject	Examination	Duration	Location	Seat
TBC	(TBC)	(TBC)	French	French Speaking Test Tier H (8658/SH) (AQA)		(TBC)	(TBC)
Tue, 16 May 2023	08:45	09:55	Combined Science	Paper One: Biology (H) (15CO 1BH) (Pearson)	01:10	Sportshall Full	H4
Wed, 17 May 2023	08:45	10:30	English Literature	English Literature Paper 1 (8702/1) (AQA)	01:45	Sportshall Full	E1
Thu, 18 May 2023	08:45	09:45	History	History Paper 1a Option B (8145/1A/B) (AQA)	01:00	Sportshall Full	A10
Thu, 18 May 2023	09:45	10:45	History	History Paper 1b Option D (8145/1B/D) (AQA)	01:00	Sportshall Full	A10
Fri, 19 May 2023	08:45	10:15	Mathematics	Mathematics: Paper 4 Hgh Wrtn (J560/04) (OCR)	01:30	Sportshall Full	F10
Fri, 19 May 2023	13:15	15:15	Computer Science	Computer Science Paper 1b Python (8525/1B) (AQA)	02:00	Sportshall Full	C2
Mon, 22 May 2023	08:45	09:55	Combined Science	Paper Two: Chemistry (H) (15CO 1CH) (Pearson)	01:10	Sportshall Full	J4
Tue, 23 May 2023	08:45	09:30	French	French Listening Test Tier H (8658/LH) (AQA)	00:45	S17	A2
Tue, 23 May 2023	09:31	10:31	French	French Reading Test Tier H (8658/RH) (AQA)	01:00	S17	A2
Tue, 23 May 2023	13:15	15:00	Religious Studies A	Religious Studies A P2a Excl Text (8062/2A) (AQA)	01:45	Sportshall Full	F8
Wed, 24 May 2023	08:45	11:00	English Literature	English Literature Paper 2 (8702/2) (AQA)	02:15	Sportshall Full	D1
Thu, 25 May 2023	08:45	09:55	Combined Science	Paper Three: Physics (H) (15CO 1PH) (Pearson)	01:10	Sportshall Full	H4
Thu, 25 May 2023	13:15	15:00	Computer Science	Computer Science Paper 2 (8525/2) (AQA)	01:45	Sportshall Full	N2
Mon, 05 Jun 2023	08:45	10:30	English Language	English Language Paper 1 (8700/1) (AQA)	01:45	Sportshall Full	F2
Mon, 05 Jun 2023	13:15	14:30	French	French Writing Test Tier H (8658/WH) (AQA)	01:15	Sportshall Full	F2
Wed, 07 Jun 2023	08:45	10:15	Mathematics	Mathematics: Paper 5 Hgh Wrtn (J560/05) (OCR)	01:30	Sportshall Full	E10
Wed, 07 Jun 2023	13:15	14:15	History	History Paper 2a Option C (8145/2A/C) (AQA)	01:00	Sportshall Full	N10

Rooming and seating



Exam specific information



## Arrival Times and Examination Rooms

During the busy summer exam season we use a variety of rooms to conduct examinations. The room details for each exam can be found on your individual timetable as detailed on page 5.

### Arrival Times

**08:45****13:15**

**Morning exams start at 8:45am**

**Afternoon exams start at 13:15pm**

You should be waiting in the correct area for your exam 15 minutes prior to the start of your exams.

Rooms we use are:

### Sports Hall

This is split into sports hall left and sports hall right. If you have a morning exam in the sports hall you should sign in and wait in the canteen. For afternoon exams you should wait in the foyer by the gym.

### Gym

The gym is mainly used for students who have access arrangements or require extra time for their exams. If you have an exam in the gym, please wait in the foyer outside for both morning and afternoon exams.

### Q2

Q2 is a smaller exam room used for subjects with smaller cohorts, listening exams and small sixth form exams. If you have an exam in Q2 please wait outside the room in F corridor.

### Computer Based Exams

For some computer based exams we use F4 and F5. Please wait outside these classrooms if you have an exam here.

### Other Classrooms

Similar to Q2, we sometimes use other classrooms if we have listening or smaller exams. Please check your timetables carefully and wait outside the classroom if you have an exam here.

## During the Examinations

### Examination Regulations:

JCQ issue rules and regulations that must be strictly followed by all Schools, Colleges and Academy's – you can find these on the Academy's website. All candidates must read these carefully and note that to break any of the examination rules or regulations, could lead to disqualification from all subjects. The Academy must report any breach of regulations to the awarding body.

### Attendance at Examinations:

Candidates are responsible for checking their own timetable and arriving at the Academy on the correct day and time, properly dressed in **Academy uniform for or smart office wear for Sixth Formers and fully equipped.**

Candidates who arrive late for an examination may still be admitted. If special consideration applies, then you must speak to the Examinations Manager (see Absence from Examinations).

All items of equipment, pens, pencils, mathematical instruments (do not bring calculator lids), etc., should be visible to the invigilators at all times. You must either use a **transparent pencil case or clear plastic bag.**

Pens should be black ink or ballpoint - no erasable or correction pens are allowed.

For mathematics and science examinations, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher or sixth form leader for the subject. Remove any covers or instructions and make sure batteries are new.

**Please note that you should NOT bring your mathematical equipment in a tin. These items must be placed in your see-through pencil case.**

No item may be borrowed from another candidate during the exam.

Mobile telephones must not be brought into the examination room unless they are handed in and switched off. If a mobile phone (or any other type of electronic communication or storage device, including smart watches and watches) are found in your possession during an examination (even if it is turned off) they will be taken from you and a report made to the appropriate examination board. No exceptions can be made.

No food or drink is allowed in the examination rooms, with the exception of water, which must be in a **clear unlabeled see-through bottle.**

Do not draw graffiti or write comments on examination papers – if you do, the examination board may refuse to accept your paper. Similarly, do not graffiti on your exam desks as we will be monitoring this closely.

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

Watches of any kind are now banned from the examination room.

**Check you have the correct question paper – check the subject, paper and tier of entry as well as the date and time.**

Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Manager. If you have finished the paper, use any time remaining to check over your answers and ensure 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 listen to the invigilator for instructions on how these should be attached to your exam paper.

Invigilators will collect your examination 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.**

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

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

If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not panic! 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:**

Invigilators are in the examination rooms to supervise the conduct of the examination. They will 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 candidates or explain the questions.

**Absence from Examinations:**

If you experience difficulties during the examination period (e.g. illness, injury, or personal problems), please inform the Academy at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Manager, without delay. Your doctor or nurse must have signed the documentation.

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




## On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

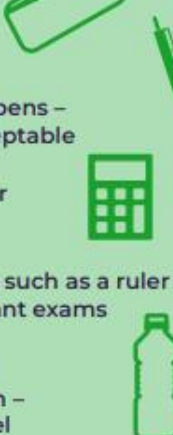
### Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

### What you cannot take into exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
- 

### What you will need:

- a clear pencil case
  - at least two black ink pens – blue pens are not acceptable
  - an approved calculator for relevant exams
  - appropriate apparatus such as a ruler or protractor for relevant exams
  - a clear water bottle if you wish to take one in – it must not have a label
- 

### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

### Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2023

## After the Examinations

### Notification of Results:

AS/A-Level Results will be available for collection between 08:00am and 12.30pm on Thursday 15<sup>th</sup> August 2024.

- Year 13 - 8am to 12.30pm
- Year 12 - 9am to 12.30pm

GCSE Results will be available for collection between 09:00am and 12.00pm on Thursday 22<sup>nd</sup> August 2024.

If you wish any other person (including family members) to collect your results on your behalf, or wish for us to post them, **you must give your written authorisation to Miss Bateman-Robbins/Mrs Barratt (The Examinations Managers) before results day by emailing [exams@haz5d.com](mailto:exams@haz5d.com)**

### Post Results:

If you need post-results advice, teaching staff will be available on results day.

### Certificates:

Year 11/13 examination certificates will be available from November/December 2024 for students to collect from the Academy.

If you wish any other person (including family members) to collect your certificates on your behalf, **you must give your written authorisation to the Examinations Managers by emailing [exams@haz5d.com](mailto:exams@haz5d.com)** with the name of the individual collecting on your behalf, their relation to you and a date/time for collection.

## Frequently Asked Questions

**Q. What do I do if there is a clash on my timetable?**

The Academy will re-schedule papers internally (on the same day) where there is a clash of subjects. Correct times will be on your individual candidate timetable issued at the end of April.

If in doubt, please consult email exams:@haz5d.com

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

The main invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell an invigilator immediately.

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

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

**Q. What do I do if I forget the Academy Centre Number?**

The Centre Number is 52336. It will be clearly displayed in the examination room.

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

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.

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

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

**Q. If I'm late, can I still sit the examination?**

Provided you arrive at the Academy by 9.15am or by 1.45pm, 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 inform the Examinations Manager who will escort you to the examination 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 examination more than 30 minutes after the published starting time, the Academy must inform the examination 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.

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

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

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

Yes. Normal Academy regulations apply to uniform, hair, jewellery, make-up, etc.

**Q. What equipment should I bring for my examinations?**

For most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator (Maths/Science), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to the examinations.

**You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.**

**Q. What is allowed in the examination room?**

Only material that is listed on question papers 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 pupil would normally be disqualified from the paper of the subject concerned.

No food or drink is allowed in the examination room, with the exception of water which must be in a clear, unlabeled see-through bottle.

If you have to bring a mobile, it must be switched off and placed in the mobile phone boxes. Invigilators will be standing with these boxes outside of the exam rooms 15 minutes before the exam is due to start. **Please note that some mobile telephones have an alarm/alert system that activates even when the telephone is switched off. Check your telephone and cancel any alarms/alerts.**

**Q. Why can't I have my mobile telephone on me in the examination room?**

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, AppleWatch/any smartwatches/or normal watches) is regarded as cheating and is subject to 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.
- Telephone rings during the examination wherever it is in the room – the examination board must be informed and you will be disqualified from all papers (including any already taken).

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

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

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

It is not the Academy's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the Examinations Manager.

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

Only if absolutely necessary.

**Q. What do I do if I don't get the grades I need/expect?**

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Manager by the date on the form.

**Q. Where can I find JCQ policies for candidates?**

All links to the policies relating to conduct during examinations can be found at the end of this booklet. Please read these documents before the start of your summer exams.



AQA

City & Guilds

CCEA

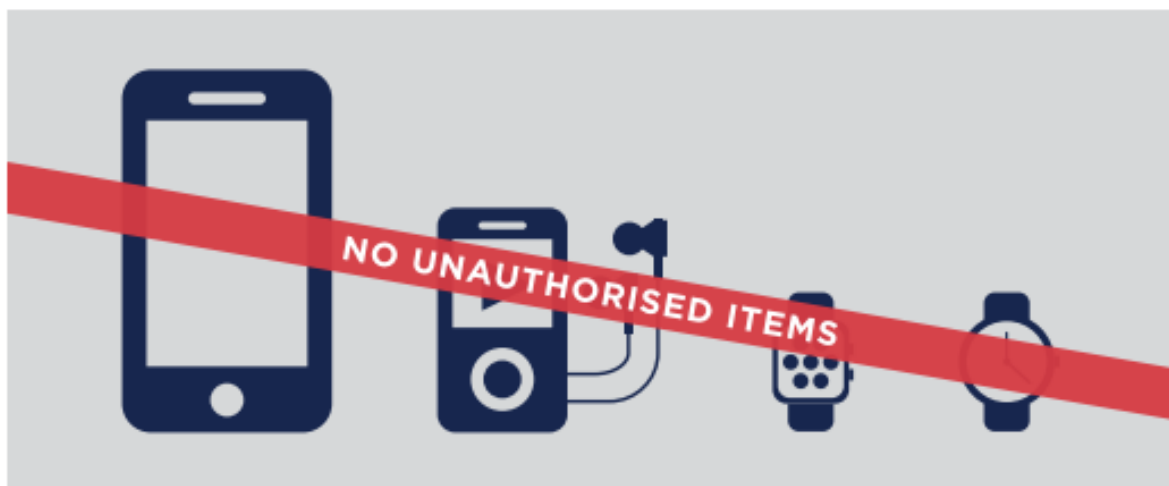
OCR

Pearson

WJEC

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



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.

This poster must be displayed in a prominent place outside each examination room.



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.**





## Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

**This document has been written to help you stay within exam regulations.**

**Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

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 (if available). 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.



Image by Ben Wight

### You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### 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>



**JCQ Information for Candidates:**

[JCQ-Preparing-to-sit-your-exams-2023 24.pdf](#)

[IFC-Written Examinations 2324 Revision One FINAL.pdf \(jcq.org.uk\)](#)

[IFC-On-Screen Examinations 2023 FINAL.pdf \(jcq.org.uk\)](#)

[IFC-Coursework Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

[IFC-NE Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)