

Summer 2023

Student Exam

Handbook

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Introduction

Staffordshire University Academy is committed to ensuring that candidates 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.

This booklet contains essential information for students taking exams at SUA and should be read carefully by both students and parents/carers. Further information for candidates and all examinations policies are available from the academy website: <https://www.suacademy.co.uk/exam-information>.

Members of staff involved with exams:

Head of Centre: Mrs Hillier
Strategic Lead: Mr Holdway
Exams Officer: Mrs Jones

Before the exam

Candidate statement of entry

Before the exams you will have received an exam timetable that will tell you the date and time of each of your exams, as well as your candidate number. Please ensure you check that both your personal details (name, date of birth etc) and all entries (subjects, exams) are correct. If you believe that any details may be incorrect then please contact Mrs Jones (exams officer) immediately. Ensure you keep your statement of entry safe, it is your responsibility to ensure you know the date and time of all of your exams. Be aware that the examination contingency day this year is 28th June, you must be available up to and including this date.

Exam clashes

If you have an exam clash (two or more examinations scheduled at the same time) you will have been spoken to by a member of exams team to inform you how the clash will be resolved.

Essential exams information

You must ensure you have read the up to date examination information required for candidates from JCQ, these are all available on the school website (<https://www.suacademy.co.uk/exam-information>).

Arriving to your exam

Morning exams will begin at 9am and afternoon exams will begin at 1pm. You must report to the main hall at least 15 minutes before the start of the exam in full uniform.

If you arrive late for your exam

You should get to the academy as quickly as possible and report to reception. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room. If you arrive very late, it may not be possible for you to sit the examination or for your work to be accepted by the exam board.

If you are unwell on the day of the exam

You must make every effort to attend every examination. If it is not possible for you to attend an exam a parent/carer must ring the academy as early as possible to report your absence (01543 224700). You will be asked to provide evidence for your absence (medical or otherwise). You will not be able to complete your exam at any other time. If you are absent from an examination and do not provide a reason this will be classed as an unauthorised absence and you may be charged the examination fee. Please inform an invigilator if you feel unwell during the exam.

If you are experiencing any difficulties during the exam period (such as illness, injury, personal problems) you must inform a member of the exams team (Mrs Jones, Mr Holdway) as soon as possible. Under certain circumstances we can apply for special consideration, it is your responsibility to speak to a member of exams staff if you feel you may be entitled to this.

What equipment you will need for your exams

All equipment needed for your exams will be provided by SUA however, we recommend the use of your own scientific calculator for all examinations that require/permit one. If you wish to bring water into the exam, please ensure it is contained in a clear plastic bottle with the label removed.

Unauthorised materials such as mobile devices, wristwear, bracelets, watches, notes, earphones etc are not permitted in the exam room and should be left either in lockers, in your bag and placed on the equipment trolley outside of the exam room or handed into invigilators when given the opportunity before the exam. Please refer to the JCQ guidance for more information regarding the use of calculators during exams and unauthorised materials available on the academy website.

During your exams

You will be supervised by a team of external invigilators as well as internal staff where necessary. Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies. You must listen to and follow all instructions given to you by any invigilator/member of staff.

You are under formal exam conditions from the moment you enter the exam room until you leave. You must only leave the exam room when given permission to leave by the invigilator and you must not communicate with or disturb other candidates.

Before the exam begins the invigilator will read out essential information about the exam and inform you when you can complete the front of your exam booklet and then, when you can begin the exam.

In the event of an emergency

In the event of an emergency in the exam room please follow all instructions given by invigilators. If the exam room has to be evacuated you must remain in examination conditions at all times. You will be permitted back in to the exam room to complete your exam as soon as possible.

For further details please consult the academy's emergency evacuation policy, available on our website.

After your exams

Results days

GCE/A Level results can be collected from 8am-10am on Thursday 17th August 2023.

GCSE results can be collected from 9am-11am on Thursday 24th August 2023.

During results day you will have the opportunity to speak to senior leaders, Dr Silcock and the SUA6 team and some class teachers regarding your results and your next steps.

If you cannot collect your results

If you wish any other person to collect your results on your behalf, you must give your written and signed permission to the academy before results day (Please collect a form from reception). That nominated person must bring photo ID with them. Results will NOT be given out over the telephone but can be sent via email (Please collect a form from reception). Any results not collected from academy will be posted to the address held on the academy's system unless you tell us in writing beforehand.

Post results services

If you are unhappy with your result(s) please ensure you speak to a member of staff such as your subject teacher or a senior leader. If you wish to access post-results services such as a clerical check, review of marking or access to scripts please contact Mrs Jones for the relevant forms and information on fees. All students have to sign a consent form before a review of marking can be submitted. Full details on the relevant dates and services available are available in the JCQ Post Results Services booklet, available on the academy website (<https://www.suacademy.co.uk/exam-information>). In addition, if you have an appeal or complaint that cannot be resolved by a member of staff, please see the internal appeals or complaints and appeals procedures for the relevant information and forms needed.

Examination certificates

There will be an awards evening where your exam certificates will be issued in December (date and time to be confirmed). If you are unable to attend, information will also be provided to explain when and how to collect your certificates. You will be contacted via letter about these details when your exam certificates are ready for collection. The academy will keep certificates for 12 months after receipt, if any are not collected by this point then they will be destroyed in line with data protection. If you need replacement certificates you will have to go directly to the Exam Boards to request a replacement at your own cost.

