

Summer 2024 Exams—Information

At Fairfax, we understand that sitting exams can very extremely stressful so we aim to make the experience as straightforward as possible for each student. JCQ (Joint Council for Qualifications) and the exam boards provide very prescriptive guidelines about conducting exams which all centres must follow. All students must familiarise themselves with the JCQ 'Information for Candidates' document which is available on the school website. We hope that this information will answer a lot of the queries that students and parents/carers might have about the examination process but, if you require any further information, please email FF-Exams@fairfax.fmat.co.uk

Summer Exam Series 2024

Exam Series: 2nd May – 21st June
Contingency afternoons – 6th and 13th June
Contingency Day – 26th June

Summer Exams 2024 - Results Days

GCE – 15th August 2024
GCSE – 22nd August 2024

BEFORE THE EXAMS

Timetables - You will receive a provisional statement of entry at the end of January which lists all of the exams that you will be sitting. Please check this carefully and report any concerns to the exams office by 6th February. You will then receive an individual final timetable nearer to the start of the exam series which will show details of the date, times, duration of exams, exam venue and seat number.

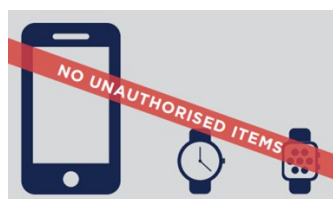
Exam clashes - Some candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. This may involve you taking one exam straight after the other or that you may need to remain under invigilator supervision in between exams. Affected students will receive a clash form which outlines the proposed plan.

Candidate name - Candidates should check that the name which appears on their Statement of Entry is their correct legal name as this will appear on certificates. Candidates must also write their legal name on all examination scripts. *Any name changes made after the GCSEs start in May could result in the previous name being printed on the certificate – any charges as a result of this will be passed onto the parent/carer.*

Candidate Number - Each candidate has a four-digit candidate number which will appear on the Statement of Entry and which must be written on all examination scripts.

Food and drink - Food is not permitted in the examination room unless there is a medical requirement, evidence of which should be submitted to the Examinations Officer prior to the start of the exam series. Water is permitted in the examination room but must it be **in a clear bottle with the label removed**. Please note that if you cannot see through it, if it is a colour other than clear or has any patterns or writing on it, then you will not be allowed to take it into the exam.

Equipment - Students should bring their own working black pens and a pencil to all examinations. Maths equipment (ruler, eraser, protractor, compass, calculator & tracing paper) will be provided. Students may bring their own mathematical equipment into the exam, but it must be in a clear plastic pencil case or bag.



Possession of unauthorised material is MALPRACTICE, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

UNAUTHORISED MATERIALS!

- Candidates are instructed to switch off mobile phones and leave them and all watches in their bags. Alternatively, they may hand mobile phones, watches, ear phones or other electrical devices to invigilators before they enter the exam room.
- Invigilators place unauthorised items in a plastic see-through bag and candidates are given a card with a number matching the plastic bag.
- In each venue there will be a designated area for candidates to put their personal belongings, invigilators will instruct candidates when entering the exam room where to place them.
- When the exam has finished candidates, on producing the card to the invigilator, will receive their unauthorised items.

DURING THE EXAMS

Examination Regulations - Copies of the JCQ notices for students can be found on the school website under Our Academy > Examination Information. It is important that parents, carers and students read and understand the regulations as any breach of these rules could result in a student receiving zero marks or being disqualified from an examination. Full details of malpractice and sanctions can be found at www.jcq.org.uk/exam-office/malpractice.

JCQ Information for Candidates Notices (see school website)
Information for Candidates - Non-Examination Assessment
Information for Candidates – Privacy Notice
Information for Candidates – Social Media
Information for Candidates - Written Examinations
Warning to Candidates/Unauthorised Items poster

The 'Warning to Candidates' and 'Unauthorised Items Poster' are displayed outside each examination venue and a recorded announcement is played at the beginning of each exam.

Exam timings - The standard start times for examinations are 9:00am and 13:30pm. However, these can vary depending on exam access arrangements, clashes or venue. Please refer to your individual timetable for confirmed times. The finish times of examinations will vary depending upon the length of the exam; this information can also be found on exam timetables. Please note that examinations may finish outside of the school day. Students must remain in the examination room until the end of the exam, unless authorisation has been given by Senior Management prior to the examination starting.

Students who have been awarded additional time are expected to stay for the full duration of the exam.

Attendance - Students are responsible for checking their timetables and arriving at school on the correct day and time. Students must arrive ten minutes prior to the start of each exam, in full school uniform.

Invigilators - Fairfax employs experienced and trained invigilators to conduct the examinations. All students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or the Head of Year and may be prohibited from sitting any further examinations.

Once the student enters the exam room they are expected to follow exams conditions which are clearly set out by the exam awarding body JCQ:

ROLE OF THE INVIGILATOR

- Ensuring all students enter and leave the exam room under examination conditions
- Distributing and collecting the papers
- Informing students when to start and finish
- Handing out any additional materials
- Dealing with any problems that occur

CONDUCT DURING THE EXAM

- No talking to other students
- Hand in unauthorised equipment to invigilator
- Leave bags and coats in the changing room/ at the back of the exam venue
- Once seated, face the front of the room.
- No turning around or gesturing to other students
- Do not draw or doodle on your exam paper
- Raise your hand to receive help

Absence from Exams - If a student is unable to attend an exam, the Attendance Officer must be informed as soon as possible. Fairfax may invoice parents/carers if a student fails to attend an exam without medical documentation. The approximate fee per GCSE exam is **£50**. Please note that misreading the timetable is not a valid reason for absence or lateness. In exceptional circumstances, special consideration can be applied for absence from an exam due to a medical reason. Evidence must be provided to the Exams Officer as soon as possible in order for the application to be made. Students must have completed at least one component of the total course in order for special consideration to be considered by the exam board.

AFTER THE EXAMS

Notification of results - GCSE results will be available for collection from school on **Thursday 22nd August** between 8:30am and 9:30am. Staff will be available to help with Post 16 plans and students wishing to enrol for the Fairfax Sixth Form. Students who are unable to collect their results in person should bring in a stamped addressed envelope to the Exams Officer, who will arrange for exam results to be posted out on the day. Alternatively, a letter/email may be submitted prior to results day nominating somebody to collect the results on the student's behalf.

Post-Results Services - If you are unhappy with a mark, you have the opportunity to request a copy of your exam script or for a clerical re-check/review of marking to be undertaken. It is important to be aware that marks/grades may be lowered, raised or stay the same after a review. A copy of the Post-Results Services form and further information will be included in results envelopes and will be available on the school website in August. Please note there are strict deadlines to submit these applications to the examination boards and a fee is charged for this service per paper which will be refunded if the grade improves.

Certificates - Certificates are issued by the examination boards to school in late November. Certificates are distributed to students who stay for Sixth Form and can be collected from Reception by leavers. School are only obliged to keep certificates for a period of one year after issue. Replacements must be applied for directly to each exam board. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safe.

Summer 2024 Exams - F.A.Q

WHAT DO I DO IF I THINK I HAVE THE WRONG PAPER?

It is your responsibility to check that you have the correct paper before the examination starts. If you think you have the wrong paper or tier, put your hand up immediately and advise the invigilator. You will be reminded of this in the announcement which is played before each exam.

WHAT IS AN APPEAL FOR SPECIAL CONSIDERATION?

Special Consideration is an appeal to the examination board for an adjustment to marks if a candidate is disadvantaged at the time of their examination because of illness, bereavement or other similar distressing occurrences. If the candidate is ill, a current medical note is required.

If you feel that you have been disadvantaged during an exam for the reasons above, please inform an invigilator as a record must be kept of the incident.

IF I AM LATE, CAN I STILL SIT THE EXAMINATION?

Students will be permitted to sit the examination at the discretion of the school. However, if the student is more than one hour late then this is considered very late and it is possible that the exam board may decide not to accept their work. Please refer to JCQ Instructions for Conducting Examinations for further details with regards to this policy.

IF I MISS AN EXAMINATION, CAN I TAKE IT ON ANOTHER DAY?

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

WHAT HAPPENS IF I TAKE A MOBILE PHONE, WATCH, IPOD OR EARPHONES INTO THE EXAMINATION ROOM?

At the beginning of an examination, the invigilators will ask you to hand in any unauthorised items. If you are found to have a mobile phone, watch, IPOD or MP3/4 player in your possession even if they have been turned off, the school has no choice but to report the incident to the examination board. Without exception, the student will be disqualified from the examination paper.

EVERY YEAR THIS HAPPENS TO SOMEONE - DO NOT TAKE THE RISK!

WHAT DO I DO IF THE FIRE ALARM SOUNDS?

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 students during the evacuation. If this does happen, the examination board will be contacted and special consideration will be applied for.

CAN I GO TO THE TOILET DURING THE EXAMINATION?

Only if it is absolutely necessary or if you have a toilet pass for medical reasons. The Lead invigilator will give specific information at the start of each exam. You will be escorted by an invigilator but will not be allowed any extra time unless this is part of your exam access arrangement. Please ensure that you leave time to visit the toilet before the start of each exam.

WHAT TO DO IF I WANT TO APPEAL AN INTERNALLY ASSESSED (COURSEWORK) GRADE?

Contact the exams office for a copy of the Internal Appeals Procedure

HOW DO I APPLY FOR A POST-RESULTS SERVICE SUCH AS A REVIEW OF MARKING

On results day, you will receive the relevant forms and information on how to apply and the relevant deadlines and associated exam board fees.

WHAT DO I DO IF I WILL BE AWAY ON RESULTS DAY?

Inform the Exams Office as soon as possible (FF-Exams@fairfax.fmat.co.uk) so that alternative arrangements for collection of results can be organised.

WHEN SHOULD I COLLECT MY EXAM CERTIFICATES?

Exam boards send us exam certificates in late November. If you have remained at Fairfax, then these will be distributed in school. If you are a leaver, you will need to collect your certificates from Reception. All exam certificates must be signed for on collection. If you would like to nominate another person to collect on your behalf, please email FF-Exams@fairfax.fmat.co.uk to provide details and to confirm your consent.

GOOD LUCK!