

Post 16 Examinations

A guide for Students (& Parents)

This guide has been produced for you by the Exams Office in order to answer your queries about exams. Please keep this guide handy and familiarise yourself with its contents.

You may have already taken plenty of exams so you may have a good idea of how external exams are conducted at Digitech Studio School. If any problems arise during the exam session, you should speak to the Exams Officer as soon as possible.

Entry queries: Subject Teacher

Exam organisation: Kerry Fisher (Exams Officer) email kerry.fisher@clf.uk

Remember that, by being entered for your exams, you agree to abide by the regulations of the Awarding Body's and attend all exams.

The following Awarding Body's are used by Digitech Studio School

OCR (Oxford, Cambridge & RSA)
AQA (Assessment & Qualifications Alliance)
RSL Awards

Pearson Edexcel
Eduqas (WJEC)

Equipment

It is your responsibility to ensure you are fully equipped for all exams you attend, as equipment will only be handed out if broken. Equipment must be brought in a **clear plastic pencil case or bag**.

- Black pen plus a spare
- Pencil plus a spare
- Pencil Sharpener
- Rubber
- Ruler
- Calculator (cover removed)
- Protractor
- Compass

You **must** write in black ink. Most exam papers are electronically scanned and blue ink may not be picked up. You must not take anything from the exam room except your own possessions – it is an offence to remove exam materials.

Candidate Identification

All candidates sitting an examination must wear their Post 16 provision lanyard. This is so that the Exams Officer and Exam Invigilator can confirm your identity.

Exam Regulations

All candidates are required to read the JCQ Information for Candidates Written Exams 26-27

<https://www.jcq.org.uk/knowledge-hub/written-exams/>

On-Screen Examinations

All candidates are required to read the JCQ Information for Candidates On-screen Exams 26-27 if they are sitting an On-Screen Examination.

<https://www.jcq.org.uk/knowledge-hub/on-screen-examinations/>

Unauthorised Items

You **must not** take into the exam room mobile phones, a watch, AirPods or earphones/earbuds, smart glasses/smart devices or any other type of electronic storage device. If any unauthorised items are found in your possession during an exam, the invigilator will remove this from you, and this will be reported to the appropriate Awarding Body. No exceptions can be made.



We cannot stress enough how important this is, as this will result in a Warning, Loss of Marks, or Disqualification

Examination Rules

- You **must** be on time for all your examinations. If you are late, you may not be able to sit the exam
- You **must not** enter the exam room until instructed to by the invigilator
- You **must not talk to or communicate** with anyone once you have entered the examination room. If you need to speak the invigilator please put your hand up
- You **must** listen to and follow the instructions given to you by the invigilator **at all times**
- You **must not** sit an examination in the name of another candidate
- You **must not** become involved in any unfair or dishonest practice in any part of the examination.
- You **must not** have anything written on your hands or arms
- You **must not** write offensive or obscene words or drawings
- You **must not** take bags into the exam room
- You **must not** wear coats, hats or hoods in the exam room
- You **must not** walk out of the exam room unsupervised
- You **must** make sure that your handwriting is legible so that examiners can read and mark the answers accurately
- Drink bottles **must be completely transparent** (no writing on the bottle) with all labels removed, which would include transparent reusable bottles. Only water/flavoured water allowed.
- Food is not allowed to be taken into the examination room.

Attendance at Exams

- Check your timetable so you know what room you are sitting your exam in. Timetables can be found on your Student Portal or have been emailed to you
- Arrive at your examination room 5 minutes before the start and wait outside quietly. Do not be late
- If you are going to be late to school, please contact Digitech on 0117 9927100 to let us know
- If you arrive after the exam has started, you will need to wait in reception for someone to collect you and escort you to the exam room
- If you arrive more than an hour late for an exam, the awarding body must be notified. In such cases the awarding body reserves the right not to accept the student's paper
- Do not miss any exam without a very good reason such as serious illness or injury. If you are unable to attend an exam then parents must immediately telephone the school and get a message to the exams officer to say that you will be unable to attend, stating the reason for absence. Supporting documentary evidence may be requested. If you miss an exam without good reason, **you will be charged the relevant entry fee.**

Toilet Breaks

- Toilet breaks are only allowed during English Exams. Toilet breaks cannot be taken during the first 30 minutes and last 30 minutes of the exam.
- If you have a Toilet Pass/Medical Need, the invigilators will be aware of this and you will be allowed to go during your exams.
- If you do need to leave the room, you will need to be accompanied by the invigilator, exams officer or an SLT member
- You are not allowed to communicate with students or members of staff whilst you are outside of the examination room
- Any student leaving or entering the room is a distraction causing disruption to other students, so **please ensure you go to the toilet before the exam starts**

Malpractice

- Any candidate malpractice incidents that take place during an examinations will be investigated.
- These will be reported to the Examination Board for External Exams.
- If you are involved in a malpractice incident, you will have the opportunity to provide a written statement on what happened.
- The Examination Board will decide the sanction of the malpractice based on the severity of the incident. This will be either a Warning, Loss of Marks, or Disqualification.

Access Arrangements

Make sure that you are aware of what access arrangements you are entitled to for each subject. These will be written on your ID card which will be on your desk

Computer Reader or Reading Pen

- The question paper will be set up on the computer ready for you and headphones will be provided, and the Reading Pen will be provided on your desk. You should have practiced using this in class.

Word Processor

- This will be set up on the computer for you to type up all or some of your answers. Remember to save your work during the exam. You will not be able to print off your work until instructed to do so by the invigilator.
- You will not be allowed to leave the exam room until you have received your work. **It is your responsibility** for putting your printed work inside the front cover of your answer booklet.

Extra Time

- If you have extra time, invigilators will inform you to continue working once the main exam time has finished.

Prompter

- If you have a prompter, this means that the invigilator will come over to you to remind you to focus on the questions if they feel you need it.

Supervised Rest Breaks/Movement Breaks

- Rest breaks/movement breaks are 5 minutes long and can be taken after every 30 minutes of working. The time taken for your rest break will be added on to your finish time.
- Please put your hand up to let the invigilator know if you require your rest break. These must be taken within the exam room, unless there is a specific requirement to leave the room. **Your question paper must be closed during this rest break.**

JCQ Contingency Day

In the event of national disruption to a day of examinations in summer 2027, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Therefore, students must be available to sit an examination on **Wednesday 23 June 2027** if required. Where students choose not to be available for the rescheduled examination(s) for reasons other than those covered by special consideration, they will not be eligible for enhanced grading arrangements.

Results Day

- Vocational Results Day is on Thursday 12 August
- GCSE Resit and Level 1/2 Vocational Results Day is on Thursday 19 August

Results will be available to collect from your Post 16 Provider on results day. Please contact them for further information.

There are a number of post results services available, including copies of scripts and review of marking. There are strict deadlines for these services and students or parents will be expected to meet the cost of these. Information about these services will be available on results day.