

Year 11 Examinations

A guide for Students & Parents

Key Exam Dates 2024 - 2025

Mock Examinations: 22 – 23 October & 04 – 15 November
10 – 14 February & 27 – 07 March

Externally Set Assignments: Graphics, 01 - 02 April
Photography, 28 – 29 April
Art, 30 April - 01 May

External Examinations: 09 – 23 May & 02 – 16 June

JCQ Contingency Day: 25 June

GCSE Results Day: 21 August

This booklet has been produced for you by the Exams Office in order to answer your queries about exams. Please keep this booklet 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)

Exam Regulations

Below are the current regulations. You can find the full regulations for exams on the JCQ website. You must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects.

- 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 invited to do so by the invigilator.
- You are under **formal examination conditions** from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave. This means you **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- You **must** listen to and follow the instructions given to you by the invigilator **at all times**.
- You **must not** take a mobile phone or other unauthorised material into the examination room. Even if you do not intend to use it, you will be subject to penalty and possible disqualification from the exam/qualification.
- 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.

The school must report any breach of regulations to the relevant awarding body.

Attendance at Exams

- Be at your exam room at least 10 minutes prior to the start time of the exam.
- You are responsible for checking your own timetable and arriving at school on the correct day and time, fully equipped. Please wait quietly outside your exam room until you are invited to enter by the exam invigilator.
- If a student arrives more than an hour late for an exam, the board must be notified. In such cases the board 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.

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 | • Ruler |
| • Pencil plus a spare | • Calculator (cover removed) |
| • Pencil Sharpener | • Protractor |
| • Rubber | • 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.

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 – you may be disqualified from that exam and any other exams.

Food and Drink

You are allowed to bring a clear and transparent bottle of still water into the exam room. The label must be removed and a sports cap is recommended. Bottles with any writing on will be removed by the invigilator. You are NOT allowed to bring in any other food or drink.

Graffiti

- Do not write on exam desks! This is regarded as vandalism and you will be asked to pay for any damage and clean the desk.
- Do not graffiti or write offensive comments on exam papers. If you do, the exam board may refuse to accept your paper.
- Do not write or doodle on your hands.

Communication

- You must not communicate in any way with other students in the exam room at any time for any reason. If an invigilator believes you are communicating, this will be reported to the exam board and the board may decide to disqualify you from any exams that you are sitting.
- If you have a query or problem that is unrelated to the paper content, you should put your hand up and wait for an invigilator to see you. If you require additional paper, put your hand up well in advance of running out of space. If you feel unwell and need to leave the exam room, you will be escorted by a member of staff. At all other times you must sit quietly and face the front.

Access Arrangements

Before your exam, check with your teacher or SENCO if you have been given access arrangements for your exam(s). Access arrangements are given where it is the students' normal way of working in class. The ID card on your exam desk will tell you what access arrangements you are entitled to for each exam.

Instructions

- You must sit at the correct desk. Check your timetable for the correct seat number before each exam.
- Listen carefully to the instructions and notices read out by the invigilators; there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper. Check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.
- **Make sure you complete your name, and other details clearly on the front of each answer book and any additional sheets.** Use your legal names so that the exam boards can link you to your exam paper.
- You are not allowed to leave the exam room until the end of the exam, so do not ask!
- If you are satisfied that you have finished and checked everything, remain silent, seated and facing the front.
- At the end of the exam, all work must be handed in. If you have used more than one answer book or additional sheets of paper, ask for a tag to fasten them together in the correct order.
- When your exam has finished and all papers have been collected in, you will be told when you can leave the exam room. You must remain in silence as you leave as you are still under exam conditions.

Externally Set Assignments

Art & Design, Graphics and Photography have an externally set 10-hour assignment that makes up a percentage of the overall GCSE grade awarded. Students will complete these assignments over a 2-day period under formal examination conditions. Students will be informed by their subject teacher of the date of their assignment.

JCQ Contingency Day

In the event of national disruption to a day of examinations in summer 2025, 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 **25 June 2025** 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.

Post Results Services

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 normally be expected to meet the cost of these.

Information about these services will be available on results day.