



St George's Academy

Centre Number: 26358

Year 10

Support for Final Examinations

2024

Candidate Name: \_\_\_\_\_

Candidate Number: \_\_\_\_\_

**'Aiming High'  
to achieve  
'Excellence for All'**

This booklet is designed to help you through the final preparations for the external examinations which will help you achieve your aspirations.

You have already received lots of guidance from teachers, parents, friends, study skills workshops, books, the internet but this guide is intended to give you precise details and dates so that you can plan your own revision effectively.

**Key Dates:**

**April** - Modern Foreign Language Speaking Exams.

**May** - Main written exams start/normal timetable continues.

**13 May** First written exam

**June** - Main written exams continue and focused revision sessions begin.

**August** - Results

**22 August, 10am** Collection of results

This booklet is divided into two main sections. The first section gives general guidance and the second section details examination board requirements.

***Remember we are here to help. If you are unsure about anything then please ask.***

***The Examination Officers are:***

***Mrs N Hartill – Academy Examinations Co-ordinator***

***Mr J Wilson-Sleaford***

***Mrs A Gilbert- Ruskington***

## Key Points:

- Your teachers will be available during normal lesson times, in your timetabled rooms, right up until the date of your examination in their subject. It is important you attend revision sessions. Programmes are carefully planned and if you miss a lesson it is your responsibility to find out what you have missed and catch up.
- Ensure you know the exact date and time of your examinations as they cannot be varied. You wouldn't be the first student to miss out on a qualification because you turned up in the afternoon for an exam rather than the morning. Remind each other and have arrangements to 'phone if friends don't arrive. Make sure you have a back-up plan if you have to travel to Sleaford or Ruskington.
- Make sure you have all the right equipment for each exam. Make sure you have spare pens, pencils etc and these must be in a transparent container (plastic bag!). A lot of exams are now marked online and you must use **black** ink and no tippex.

The next pages detail the examination timetable, as known, and you should highlight your own personal examinations and transfer these to your own personal revision/exam timetable. A copy is printed in this booklet.

A further blank examination timetable is included for you to record seat numbers on and any special notes.

## Subject Revision support

Do take time to review all the revision sessions on offer. It is important that you plan your own revision to match those topics that are a priority for you. Ask your teachers for past papers and keep a list of topics you find difficult. Ask your teacher for specific help; no-one minds explaining things if you have tried your best.

## Useful Revision web sites:

[Sparxmaths.uk](http://Sparxmaths.uk)

[Senecalarning.com](http://Senecalarning.com)

[www.bbc.co.uk/schools/gcsebitesize/](http://www.bbc.co.uk/schools/gcsebitesize/)

[Memrise.com](http://Memrise.com)

## External Examination Timetable Summer 2024

**PLEASE NOTE: If you cannot find the date and time of an examination you are expecting to take, if you notice a clash or if you notice conflicting information please see the exams team immediately.**

Date	Time	Level	Length	Board	Exam
13/05/2024	13:15	GCSE	105	OCR	J200A (J200/01): Media Studies:tv & Prmtng Media
20/05/2024	13:15	CNAT	75	OCR	R180/01: Sprt Sci: Rdcng Risk Sprts Injry Wtn
20/05/2024	13:15	GCSE	75	OCR	J200A (J200/02): Media Studies: Music And News Wtn)
21/05/2024	09:00	CNAT	75	OCR	R067/01: Ent & Mrkt:entrprse Mrktng Cncpt Wtn
21/05/2024	13:15	CNAT	75	OCR	R057/01: Child Dev: Hlth Wll-bng Chld Dev Wtn
21/05/2024	13:15	WTA	90	WJEC GCSE	5799U30-1: Solving Engineering Problems Unit 3
04/06/2024	13:15	GCSE	90	NCFE	P002448 L1/2 Tec Award in Graphic Design
05/06/2024	13:15	CNAT	75	OCR	R032/01: Hsc: Prncpls Care In Hsc Sttns Wtn
12/06/2024	13:15	WTA	90	WJEC GCSE	E819U10-1:Built Environment Unit1
20/06/2024	09:00	WTA	80	WJEC GCSE	5409UB0-1:Hosp & Catering Unit 1:

**NOTE : STUDENTS SHOULD BE AVAILABLE UP TO AND INCLUDING 26 JUNE 2024- EXAM CONTINGENCY DATE**

### Organise yourself!

On the next 3 pages there are blank timetables for you to organise your revision and map out what revision sessions/coursework sessions you need to attend and when your examinations are. There is also a blank timetable for you to record seat numbers as you have done over the last four years at St George's. Remember to build in some breaks.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Monday 01/04/24 – Sunday 07/04/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 8/04/24 – Sunday 14/04/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 15/04/24 – Sunday 21/04/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 22/04/24– Sunday 28/04/24</b>		Morning	Morning	Morning	Morning	Morning	Morning
		Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
		After School	After School	After School	After School	After School	After School

	Evening	Evening	Evening	Evening	Evening	Evening	Evening
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	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Monday 29/04/24 – Sunday 05/05/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 06/05/24 – Sunday 12/05/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 13/05/24 – Sunday 19/05/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 20/05/24 – Sunday 26/05/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School

	Evening	Evening	Evening	Evening	Evening	Evening	Evening
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	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Monday 27/05/24– Sunday 02/06/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 03/06/24 – Sunday 09/06/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 10/06/24 – Sunday 16/06/24</b>	Morning	Morning	Morning	Morning	Morning	Morning	Morning
	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
	After School	After School	After School	After School	After School	After School	After School
	Evening	Evening	Evening	Evening	Evening	Evening	Evening
<b>Monday 17/06/24- Sunday 23/06/24</b>		Morning	Morning	Morning	Morning	Morning	Morning
		Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
		After School	After School	After School	After School	After School	After School

	Evening	Evening	Evening	Evening	Evening	Evening	Evening
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# Examination Requirements

## BEFORE THE EXAMINATIONS

### STATEMENTS OF ENTRY:

- All Students receive a statement of entry from the academy indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry while others have Foundation or Higher tiers.
- Students may also receive statements of entry from the exam boards. You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it will be very difficult to change them once certificates are awarded.

### CANDIDATE NUMBER:

- Each student has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. You should write your candidate number on the front of this booklet. **Please learn it.**

### CONTACT NUMBERS

- Please check that the Academy has at least one up-to-date contact number for you on which we may contact you with minimum delay in an emergency.

### Understanding your statement of entry

For some subjects we have to put in an entry code for each component and also what is known as a “cash in” code. The “cash in” code tells the exam board that we want them to award you a grade this season.

This system means that on your statement it will look as if you have several different entries for the same subject.

A word of caution: some of the unit codes you will see refer to coursework elements, and the entry code is just to tell the board that we are going to send them the marks. The cash in codes will also appear; again they do not represent an actual exam. Check with your teachers (in all subjects) about which actual exam papers you will need to sit this summer!

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- Copies of the 'Notice to Candidates' and the 'Warning to Candidates', which are issued jointly by all the examining boards, are printed in this booklet. All students 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

- Students are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Examinations normally start at 9:00 am and 1:15 pm for the morning and afternoon sessions respectively. Students must arrive 15 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Students who arrive late for an examination may still be admitted, depending on how late they are, but may not receive any additional time.
- Full school uniform must be worn by all students attending the academy for examinations. If it is warm weather you must wear a proper shirt and tie if you expect to remove your blazer.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Any other kind of pencil case or container will be taken from you.
- Pens should be black ink or ballpoint. No correcting fluid (e.g. Tippex) or correction pens are allowed.
- Calculators are permitted in any examination unless they are specifically forbidden, but must not incorporate any kind of memory, spell checker or dictionary, nor may they be part of another device such as a phone. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. Remember that Mathematics paper 1 is a no calculator paper! Calculators will NOT be available for loan during the examination; calculators which are part of a mobile phone are NOT allowed.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other students.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **MOBILE TELEPHONES AND WRIST WATCHES SHOULD NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone or any other type of electronic communication or storage device including MP3 players, is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- No food or drink is allowed in the examination rooms except small bottles of water with spill proof tops and any labels removed.
- Please do not write on examination desks.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board will refuse to accept your paper.
- Listen carefully to instructions and notices read out by the exams officers or 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. If you have any query, put up your hand and raise the issue before you start work.
- Read all instructions carefully and number your answers clearly.

- Students must stay in the examination room until the scheduled end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that 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 extra loose sheets of paper ask for a tag to fasten them together in the correct order. Remember to put your name and student number on each sheet. Separate sheets used for rough work or any other purpose must still be handed in.
- Invigilators will collect all exam scripts and question papers before anyone leaves the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room. It has been known for students to be disqualified for talking during this time!
- **Question papers, answer booklets and additional paper must NOT be taken from the exam room.**
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other students who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. Initially, you will be asked to stop work, to close your papers and to put your pens down, but to remain in place until we determine whether the alarm is genuine and whether you are at risk.

If possible we will restart the exam after the "all clear" is given; you will be allowed the full time for the exam and a report will be sent to the examination body explaining the disruption and asking them to consider this when grading your paper.

## INVIGILATORS

- The academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, may tell students when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a student is feeling ill. They **will** report any instances of misbehaviour, and such reports **will** be forwarded to the examination body for action. They will also record and report any incidents which might distract you from your exam, such as external noise; such reports will also be forwarded to the examination body for their consideration. Please note that invigilators are not allowed to discuss the examination paper with you or to explain or rephrase the questions.
- Students who are disruptive or behave in an unacceptable manner (including toward the invigilators) may be removed from the examination room by invigilators and/or members of the Senior Management Team (and may thereby forfeit the opportunity to complete that paper) and may also be forbidden to take any further examination papers on the Academy site. In such a case the academy will **not** make any alternative arrangements for the papers to be taken elsewhere.

## ABSENCE FROM EXAMINATIONS

- As stated earlier, please make sure that we have a current contact number by which we may try to reach you if necessary. This needs to be a number on which someone is likely to be available at the start time of the exam. We will normally make a single attempt to contact anyone who is absent from the start of an examination.
- If you are ill and know that you are unlikely to be able to attend one or more exams ahead of time it would be helpful if you would let us know in advance so that we do not waste time and disturb you by phoning.
- If you experience difficulties during the examination period (e.g. illness, injury, personal problems, family crisis) please inform the academy at the earliest possible point so we can help or advise you. Extended or severe problems during the run-up to the examinations period should also be notified to us, as we may be able to apply for Special Consideration.
- Acceptable grounds for an application for Special Consideration are loosely defined, but generally might include short or medium term illness impacting on the exam period; bereavement or other personal or family crisis, attendance at court as a witness, or similar. Sporting commitments at international level are acceptable, but not at lower level; family commitments such as weddings are not accepted but funerals of close relatives are
- If you are unsure whether you might be a genuine case, talk to one of the Exams Officers, your Progress Manager or another member of staff as soon as possible.
- Only in “exceptional circumstances” are students 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 student/parent and given to the Examination Officers without delay in all cases where an application is to be made for special consideration. If at all possible it is better to come in, do your best and apply for Special Consideration (which still needs a doctor’s note) than to miss the exam. If necessary we can adjust the seating to accommodate temporary illness.
- Any applications for Special Consideration must be received by the awarding body within 7 days of the last paper in the subject; if there are any reasons why you believe we should apply on your behalf, you must tell us (and provide evidence) as soon as possible. We need the evidence no later than 3 working days after the last exam in the subject, preferably sooner, if we are to process and send your application before the deadline. If you miss the deadline, you are very unlikely to be considered.
- The maximum permissible adjustment is 5% for extreme cases. For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum element of the overall qualification (including coursework) must be completed unless there are very exceptional circumstances.
- **Parents and students are reminded that the academy will require payment of entry fees should a student fail to attend an examination without good reason. The charge is usually around £60 per subject, although it varies from awarding body to awarding body.**
- Please note that misreading the timetable or your Statement(s) of Entry will not be accepted as a satisfactory explanation of absence.

## AFTER THE EXAMINATIONS

**Results will be available for collection on  
Thursday 22 August 2024  
10:00 am - 11:00 am**

- If you wish any other person (including family members) to collect your results on your behalf, you must give them your written authorisation and ask them to bring some form of identification, preferably something that includes a photograph.
- Students who do not collect their results in person on 22 August must either leave a stamped self-addressed envelope (we recommend A5 size, definitely no smaller, and don't forget to include your name!) with the Exams Officers in advance. Remember to put enough postage on it, and remember that A4 envelopes need more postage than A5.
- You can also collect them in person from reception during the rest of the holidays and when the Academy restarts in September.
- **Results will not be given out by telephone, by e-mail, or by text message.**
- When you get your results, for some subjects you may be given a separate result for each unit and an overall grade. The unit results may just be a mark or they may be converted into a grade (depending on the awarding body). Grades for separate units are shown in lower case type. The overall grade will be shown in upper case (a capital) and are reached by combining the marks (not the grades) for all of the units. When you are totting up your grades, remember only to count the ones in capital letters!
- If you need post-results advice, St George's Academy teaching staff will be available on Results Day.

## COLLECTION OF CERTIFICATES

- Students will be able to collect their certificates from Mrs Hartill, usually from January. Certificates will not be given to anyone other than the student without the student's written authorisation.
- St George's Academy is only obliged to keep certificates for a period of one year after issue. If students do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee (currently around £50 per certificate per type of examination per examination board). You are therefore urged to collect your certificates and to keep them safely.

## FREQUENTLY ASKED QUESTIONS

### Q. What do I do if there's a clash on my timetable?

- The academy will re-schedule papers internally (on the same day) where there is a clash of subjects. Such cases are rare at GCSE; if it occurs, you will normally be scheduled to sit one paper straight after the other during the same session. If the total time is excessive we may consider rescheduling one paper to the other half of the day (if this does not produce a further clash); in such a case it may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the examinations officer.

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

- You will be asked to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately. If you only realise after the examination has started, you must still do the same.

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

- Candidate Numbers are printed on your statement of entry (which you should have with you) and also the displayed seating plans. They are also on the attendance registers but if too many students rely on asking the invigilators at the start of each exam, it causes a serious delay to the start time, and therefore the finish time, and also tends to lower many students' concentration level.

### Q. What do I do if I have an accident or I am ill before the exam?

- Inform School 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 will 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 or if we have to make special arrangements.

### Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

- Provided you are not too late, it may still be possible for you to sit the examination. You should get to School as quickly as possible and report to Reception. A member of staff will escort you to the exam 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 exam more than 60 minutes after the published starting time, the academy must inform the exam 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 school so that if you are delayed (e.g. through transport problems) you will still arrive on time. If you are delayed en route, please contact the school at the time, so that we are aware and if necessary and appropriate can make suitable arrangements to help you.

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

- **No. Timetables are set by the exam boards and you must attend on the given date and time.**

### Q. Do I have to wear uniform?

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

### Q. What equipment should I bring for my exams?

- You should bring at least 2 pens (**black** ink only) and 2 x **HB** pencils.
- For some exams you may also need some or all of the following: calculator (Maths/Science), ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another student during the examination and should not expect the academy to lend you anything.

### Q. What items are not allowed into 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 other material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from at least the paper or the subject concerned.
- Bags, coats and any other items not permitted under examination regulations must not be brought into the examination room, but left elsewhere. Do not bring any unnecessary valuables into School with you when you attend for an examination.
- No food or drink (except a bottle of water with a spill proof top) is allowed in the exam room.
- Mobile telephones and wrist watches must not be brought into the exam room even if they are turned off.
- Tippex, other eraser pens and similar are **NOT** allowed in any examination.

### Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod, MP3 player, headphones) 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 **OFF** – **disqualification from the paper you are sitting at the time.**

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and **in use** – **disqualification from all examinations in that season.**

Your phone **rings** during the exam **wherever it is in the room** - the exam board must be informed and you will be **disqualified from all papers for the subject** (including any already taken) **at minimum.**

### Q. Can I leave the exam early?

- No. It is not permitted for students to leave the exam room until the examinations is completed, as this is disruptive to other students.

### Q. What do I do if the fire alarm goes?

- The examination 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.

### Q. Can I go to the toilet during the exam?

- Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. It should not be necessary during most GCSE exams, which rarely last more than 1 ½ hours, especially during the summer, unless you are unwell, in which case you should discuss the situation with the exams officers before the exam starts. If you are noticed as requiring an unreasonable or excessive number of toilet visits, you may be asked for a medical note to justify them, as it causes disruption to other students each time.

### Q. If I have more than one exam in a day can I get lunch at school?

- Students who have examinations in both morning and afternoon sessions may obtain lunch from the catering outlets in the usual way or bring a packed lunch. If you have a 'clash' – i.e. 2 exams which should have taken place at the same time, and therefore one of which has been rescheduled, you will have to be supervised throughout the lunch break and will need to bring a packed lunch.



**Q. I am entitled to a reader / extra time – how will this affect the way I take my exams?**

- Some students are entitled to have the questions read to them. You do not have to use the services of a reader if you don't want to. If you are so entitled, you must put up your hand, and when the reader / invigilator gets to you, point out what you want them to read. They can read it to you as many times as you want, but they are not allowed to rephrase or explain it to you. They will not read questions to you unless you ask; they will not come to you and ask if you want the question read. You have to ask them.

Arrangements are restricted in certain subjects such as English, French, Spanish, German and are not allowed in a practical subject such as Art, Drama, Expressive Arts or Music.

A 'reader' concession automatically carries with it a 25% time concession – see the next paragraph.

- Some students receive an allowance of 25% extra time. You do not have to use this time at all; you may use all of it or you may use part of it. Extra time is not available for any practical subject such as Art, Drama, Expressive Arts or Music.

**Q. What do I do if I'm not happy with my results or they aren't what I want for college or work?**

- 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 your teacher or the Head of Subject to obtain their advice as to the advisability of requesting a re-mark. **You should be aware that your mark and therefore grade could go down** as well as up or even stay the same. If they support your request for a re-mark, we will accept the financial cost, regardless of the result. **If you request a re-mark against the advice of the academy, you will have to pay the fee (dependent on subject) in advance (refunded only if you are upgraded).**

# St George's Academy, Sleaford Examination Centre 26358



**Examinations Officers**  
Mrs N Hartill & Mr J Wilson

## Appeals Procedure – External Examinations

We hope that all of our students are happy with their examination results but recognize that there are a very small number of cases where a result falls significantly below that expected. The procedures for investigating any concerns are outlined below.

### Coursework & portfolios

You cannot appeal against the mark or grade that you have been given, but you may appeal against the process by which it has been awarded, if, for example, you believe that you have been treated unfairly or the specification criteria have not been applied correctly. Coursework marks are moderated internally to make sure all teachers mark to the same standard, and they are then also moderated externally by the exam board. You must raise any concerns before the marks are sent to the exam board. The moderators may change marks if they feel it necessary and you cannot appeal as an individual against any such changes.

1. Raise the issue with your subject teacher. They will explain why they gave that mark.
2. If you are still unhappy after speaking to your subject teacher see the Head of Department or the teacher i/c Key Stage 4 for that Department for that subject and they will arrange for the assessment to be checked by another teacher from within the Academy.
3. If you are still dissatisfied after speaking to the Head of Department or the teacher i/c KS4, or if the Head of Department or teacher i/c KS4 is the teacher who originally awarded the disputed mark, see one of the Examinations Officers in order that they can try to help to resolve the situation. If they are unable to do so, they can (in consultation with the Principal as Head of Centre) convene a formal panel to adjudicate. The panel will normally consist of two teachers of that subject, one being the Head of Department or the teacher i/c KS4 (unless they are the teacher whose marking is in dispute) and a member of the Senior Leadership Team. If there are not a sufficient number of uninvolved teachers of the subject on the staff, mutually acceptable *ad hoc* arrangements will be made by discussion with all of the interested parties.

### Examination marks

1. Raise the issue with your subject teacher or the head of the relevant department as soon as possible. They will check your marks and how they compare with your trial examination results and predicted grade, and also how close you came to the grade boundaries (experience has shown that very few re-marks change the total score by more than 1 or 2 marks).
2. If your teacher feels that there are grounds for requesting a re-mark the examinations officers will arrange this. Teachers may also suggest re-marks for some candidates. In such cases the academy will pay the necessary fee. ***Written permission from you and acknowledgement of the risks by your parent/guardian will be required for any re-mark as the score (and therefore grade) can go down as well as up.***
3. If the school does not feel that it can support a request for a re-mark you can still have the work re-marked by the awarding body but you will have to pay for this in advance. The fee is refunded if the appeal is successful. ***Written permission from you and acknowledgement of the risks by your parent/guardian will be required for any re-mark as the score (and therefore grade) can go down as well as up.***
4. All requests for re-marks must be sent within 3 weeks of the results being issued. It may take a further 6 weeks for the result of the appeal to be known and in the interim period the original result will stand. The new result replaces the original one, regardless of the outcome, and no further re-mark is permitted under the regulations.

