



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

Dear Parent/Carer

EXTERNAL EXAMINATIONS: SUMMER 2023 (Year 13)

Study Leave

Year 13 students taking A level examinations will, as usual, be granted leave of absence during the period of public examinations in order to revise at home. The examination leave is as follows:

- Monday 15th May to Wednesday 28th June [last day of lessons - Friday 12th May]

Some departments may wish to hold special revision classes in the leave of absence period and will expect their candidates to attend on these occasions (in uniform).

Throughout the period of study leave any sixth former who wishes to use the Octagon or LRC for revision may do so. By prior arrangement with the staff concerned some students will attend occasional classes. Uniform will be necessary during the school day.

Examination Timings and Regulations

It is the responsibility of each individual student to attend for examinations as notified on his/her individual examination timetable. Students should arrive by **8.30am** for morning examinations and by **12.50pm** for afternoon examinations. Students should check the location of the exam and their own place in the seating plan and this will be displayed in the Sixth Form area.

Exam Regulations:

- Normal school rules, including uniform requirements, apply to students attending for examinations.
- If students wish to use a pencil case, it must be a clear case or plastic bag with no writing on it.
- Students must write in **black pen**, as examination boards do not permit the use of blue pens.
- Calculators must have any lids/cases removed.
- Students are allowed to take a clear bottle of water into examinations if they wish, but all **labels** must be removed and no writing or logos can be printed on them
- Mobile phones, watches or other electronic devices are not allowed to be taken into the examination room. No special arrangements will be made with regard to the security of these items during the course of the exam. If students do bring them in on exam days, they must be left with the remainder of their belongings and they **must be switched off**.
- This is different from the mock examinations; **belongings will not be taken to the examination desk with the student**.
- Candidates must not speak in the examination room.
- Candidates must stop writing at once, when told to do so.
- A candidate who needs the invigilator's attention should raise a hand.

- Candidates are not allowed to go to the toilet (unless for medical reasons) in the first 45 minutes or last 30 minutes of an exam
- **No candidate may leave until the end of the examination.**

Any student who is unable to attend for an examination must produce a medical certificate immediately. This must be done for there to be any possibility of credit being given by the exam board in that subject, as credit **may** be given if a sufficient amount of the course has been completed. The medical certificate is to be handed to Mrs Keeley within 24 hours.

A copy of 'Information for Candidates' is attached. This has been produced by the examination boards to help the students understand the examinations process. Please ensure that your son/daughter reads it carefully before the examinations begin.

Results

Examination results are expected on the following dates:

- **Thursday 17th August** A/AS/Applied Level 3 results
- **Thursday 24th August** GCSE & BTEC results

Results will be emailed to students' school email account after 8am on the results day.

Please note that without this written consent (sent from their school email address) the General Data Protection Regulation prevents us from giving individual results to any other person, even a close relative.

Results will not be given over the phone

Advice

The Heads of Sixth Form will be available in school to give advice to post-A level candidates on Thursday 17th August between 8.00am – 12.00pm. We would advise students to attend in person if they have any questions.

Appeals & Access to Scripts

Occasionally candidates or their parents/carers believe that the mark awarded for a particular exam is wrong. Mistakes have occasionally occurred in the past, although it is fair to say that over the years the instances of scripts being wrongly assessed have been few. If, however, after careful consideration and perhaps discussion with an appropriate member of the school staff, you wish to ask for a review of marking, please go to the Exams Office where they will advise the different types of post result services available, deadlines and costs involved, and the process required. This information will also be available on the school website.

Certificates

All GCSE, BTEC, AS and A level certificates will usually have arrived at school by the end of November. On **Thursday 4^h January 2024**, we will be holding a presentation evening to enable this year's leavers to collect their certificates. More details will be given out with the results in August.

Those unable to attend this event and collect their certificates should contact the school in early January to arrange another time to pick them up. All certificates must be collected by the end of January at the latest.

Some certificates have in the past been known to go astray in the post, causing candidates considerable inconvenience and expense. For this reason, we would strongly recommend that they be collected in person.

Upper Sixth Clearance and Leavers' Tea

All sixth form A level leavers are asked to attend school again, on **Wednesday 28th June** at 2.30pm in order to return all their textbooks to Heads of Department who will be in the Octagon. Following this, there will be the staff v's students' sports day for Year 13 leavers. More details about these sporting events will be given out nearer the time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Hillier', written in a cursive style.

Mr J Hillier
Assistant Headteacher
Head of Sixth Form


On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

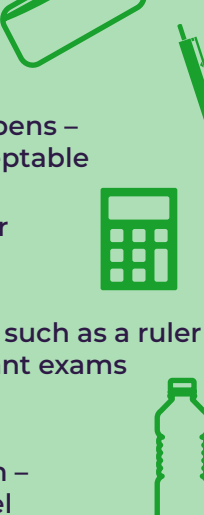
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.





Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



Joint Council for
Qualifications^{CIC}

REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2022

Published on: 1 September 2022

Revision one: 7 February 2023

Produced on behalf of:



©JCQ^{CIC} 2022

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, **the text is highlighted in yellow.**

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 **You must not write or draw offensive or obscene material.**
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.