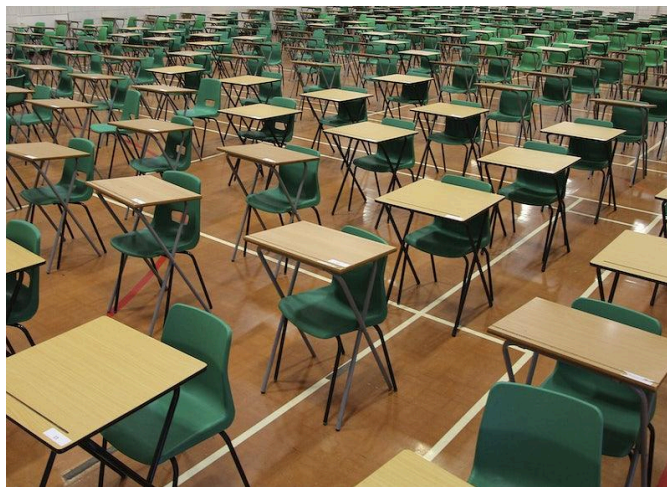




# Leigh Academy Snowfields

## **Examinations Guidance for Parents & Students**



**Centre Numbers: 61706 (Bearsted) and 61935 (Cranbrook)**

**NCFE: 9001490**

**Academy Telephone No: 01622 250 050**

**Examinations email: [exams@snowfields.latrust.org.uk](mailto:exams@snowfields.latrust.org.uk)**

This information booklet forms part of the Academy's Examination Policies which aim to conform to guidance issued by the Joint Council for Qualification (JCQ) and the Awarding bodies. (Awarding Bodies is a global term for different Examination Boards).

### **References Sources can be found on the Internet:**

JCQ Instructions for conducting Examinations  
JCQ Instructions for conducting coursework/portfolios  
JCQ Access Arrangements and Special consideration  
JCQ Entry, Aggregation and Certification Procedures and rules  
JCQ Post Results Services

# Introduction

It is the aim of Leigh Academy Snowfields to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully , this guidance will prove to be informative and helpful for you and your son/daughter. Please read it carefully and show it to your son/daughter so they are also aware of the examination regulations and procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Leigh Academy Snowfields is required to follow them precisely. You must, therefore, pay particular attention to the Notice to candidates that is printed in section 5.7.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, please ask.

## **Data Sharing**

The process of entering/registering candidates with examination boards requires us to share data with them. This will include, full name, Date of birth, age, gender, details about personal circumstances relevant to the examination process and Unique Learner number.

## **Exam Series**

Exams will be offered to candidates as follows:

*\*provided that individual modules are available from the exam board*

Year	BTEC Onscreen tests e.g P.E and ICT are organised on demand throughout the year.
November	GCSE Resits (Mathematics and English only)
Nov/Dec	Year 11 Core Subject Mocks
April	Year 10 All Examination Subject Mocks
Summer (June)	BTEC Exams GCSE Exams Functional skills

### **Entries**

The Exams Office liaises with teaching staff to determine which examination each candidate is to be entered for.

### **Funding**

The Academy will fund at least one entry per candidate for each GCSE/GCE subject that they sit.

The Academy reserves the right to reclaim entry fee from parents if a candidate:

- a. Fails to sit the examination without reasonable cause
- b. Does not attend academy regularly for the necessary course of study
- c. Does not complete and submit the necessary work to attain a pass grade by the correct time (i.e course work and assessments)
- d. Infringes the Examination Boards Regulation concerning unfair practice in an examination.

### **Misconduct**

JCQ and the Awarding bodies issue strict rules regarding the whole examination process. Any breach is referred to as 'misconduct' and the sanction for misconduct can result in disqualification from all examinations taken in that examination series. Any cases of misconduct will be reported to the Exams Officer in the first instance, who will act accordingly to JCQ or any other governing bodies regulations. Candidates must be aware of their responsibilities.

### **Notice to Candidates: JCQ Notifications**

Candidates must ensure that they are familiar with the following:-

#### **Warning notices**

Specify which items **may not** be taken into the examination room.

Please note: Under the new JCQ regulations wrist watches of any kind will no longer be permitted in the examination room.

#### **Information Notices**

Provide information on a number of topics

#### **Course work and assessments**

Some examinations have teacher assessed units that are not examined but work is marked internally and grades sent to the examination board. There are protocols to ensure standardisation of marking and sample of the work is requested by exam boards for moderation. These are known as Non Examined Assessments(NEA). The academy policy is under section 2.6 when a candidate is advised of the grade that will be sent to the Awarding Body, they have a right to appeal that mark. In the first

instance they must talk to the teacher and use the specified appeals process, which does have strict time limits.

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# **Before the Examinations**

## **Revision**

It is your responsibility to ensure that you are adequately prepared for your exams, this includes revision. Your teachers will be able to offer you advice on revision and where to find resources that suit your needs.

We advise that you attend the in school subject clinics and complete some revision at home - especially during the Easter and May/June half terms.

## **Non Summer Examinations**

Dates for non-Summer examinations will be made available candidates by the Exam Office/Officer

## **Summer Series Exams**

Throughout the year Non- Examined Assessments will take place and language speaking exams take place. Some items of work are then submitted to the Awarding Bodies according to a subject specific timescale.

## **Written Exams**

Summer series Written exams will fall between Thursday 7th May and Wednesday 17th June.\*\*

***\*\* Please note that Awarding Bodies may, in an emergency, reschedule any examination to a nominated national contingency day - Wednesday 24th June. It is the candidates responsibility to be available. Please ensure that students are available on these dates to avoid missing an exam.***

## **Results Available**

- GCSEs - Thursday 20th August 2026
- Functional Skills - released by school Thursday 20th August 2026

You will be able to collect your results from Bearstead Campus at **10am on 20th August 2026.**

Students wishing to receive their results via email at 10am on 20th August, must email the Exams Team from the email address they wish to receive their results to. If this is not their own (eg. parent's email address) they must state that they are happy to nominate this email address to be the correspondent.

If you are unable to collect your results they will be sent to you by First Class Post on 21st August.

***Official certificates are released by exam boards approximately 3 months after 'Results Day'. (Usually end of November/early December).***

***They will be sent to school and we will ensure that they are delivered to you. We strongly recommend that pupils keep their certificates in a dedicated folder and safe place as Exam Boards are unlikely to issue replacements in the future.***

### **Individual timetables**

Awarding bodies issue examination dates and times, which, in conjunction with examination entries, enables the Exams team to produce and issue timetables to candidates.

Timetables show date and start time of each examination that a candidate is due to sit, and specify subjects they are being entered for and the levels of entry, where applicable. Candidates are responsible for checking that these are correct and directing any concerns immediately to the Exams Office. Some subjects only have one tier of entry, others have Foundation or Higher tiers.

The candidate must check everything on their timetable very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Timetables do not show coursework or assessments that take place in a time frame rather than a set time. Candidates must note carefully any dates, times and deadlines issued for these assessments that will be issued by their teachers.

### **Clashes**

A few candidates may have a clash where two subjects are timetabled at the same time. The academy will make special timetable arrangements for these candidates only. Your child must check their individual timetable.

If you think there is a clash on your timetable that has not been resolved, please contact the Exams Office immediately. As last resort, and if a clash cannot be resolved in any other way, overnight supervision arrangements may be put in place where parents and students will need to sign to accept a number of conditions to ensure the candidate cannot meet, communicate or have access to internet/tv etc.

### **Candidate number**

Each candidate has a four-digit candidate number which will be shown on their exam time table and name place card. This is the number that will be entered on the examination papers.

### **UCI**

In addition to a candidate number each candidate must have a unique candidate identifier (12 number and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number unless your child has

transferred from another Academy that had already issued a UCI. This UCI is used for administration purposes and is not necessary to remember it.

### **Special Arrangements/Medical information**

Any special arrangements or medical information (e.g diabetes, epilepsy etc) regarding a candidate will be printed on their name place card. This is to assist exam staff and invigilators in implementing the arrangements and being aware of any special needs. If you have any queries or concerns please do not hesitate to contact the Exams Office regarding this.

### **Contact Details**

Please check that the academy has at least one up-to-date contact telephone number and email address for you.

### **Equipment**

Your child will be provided with the correct equipment for their examinations by the Exams team and will be placed on their desk before exams start.

Once candidates have their equipment they are responsible for it and must not attempt to borrow equipment from another candidate during the examinations. There will be some spare equipment held by the invigilator at the front of the exam room and the candidate may raise their hand and wait for the invigilator to approach them before they ask. They must not shout out as this causes disruption to the other candidates.

Candidates will be provided with a black pen, pencils, ruler for every exam. If a candidate wishes to use their own stationery, they must enter the exam room with it in a clear pencil case.

**Candidates must not use correcting pens, fluids or tape, highlighters or gel pens in their answers.** Pencils must be used for graphs and diagrams only unless otherwise directed.

For Mathematics and Science exams, candidates will be provided calculators that conform to the examination regulations. Personal calculators will not be permitted. Candidates will also be provided with specialist maths equipment (for example compass, set square, protractor).

### **Personal Belongings**

Exam Board regulations state that no unauthorised materials may be taken into exam rooms (e.g notes, calculators, instruction leaflets, bags, coats, mobile phones, iPods, MP3 players, watches and smart watches, smart glasses etc.) Candidates will have a designated area to store belongings whilst they are taking their exams. However, the academy cannot accept responsibility for any loss of personal

belongings and therefore candidates are advised not to bring anything of value especially mobile phones, iPods, MP3 players etc. to the Academy during exam period.

**Mobile phones/watches MUST NOT BE BROUGHT INTO THE EXAMINATION**

**ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in the candidates possession during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate exam board which could result in a malpractice warning or disqualification. No exceptions will be made.

**No food is allowed in the examination rooms** (unless on medical grounds or whilst under supervision) Candidates may bring water but it must be in a clear bottle without a label. We will provide a snack for candidates once they leave the exam room.

**Uniform**

We expect students to sit their exams in school uniform. Coats are not permitted in the exam room - if a jumper is required, it must not have pockets at the front (eg.hoodies)

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# **During the Examinations**

## **Rooming and Seating**

Exams at Snowfields are conducted in a mixture of large spaces, such as the auditorium/sports hall or smaller classroom settings. Students will be seated alongside other candidates who are sitting examinations at the same time in small groups of rows.

Seating plans are carefully organised by the examinations team to ensure appropriate spacing, supervision, and compliance with national examination regulations. Every effort is made to provide a calm and comfortable environment for all candidates while maintaining the integrity and security of the examination process.

Where a student has an approved access arrangement or special consideration, the school will implement reasonable adjustments in line with JCQ guidance. However, the type and availability of adjustments are determined by the school in accordance with regulatory requirements, available resources, and the evidence provided.

Alternative seating or separate rooms will only be considered where there is specific need or medical evidence that affects the safety of the student or those around them, or affects the integrity of the examination and the ability for other students to complete their examination without disturbance. Anxiety or exam based anxiety is no longer considered to be adequate reasoning for individual spaces, however as a school we always strive to do our best to reduce anxiety through exam preparation from Year 10 onwards, up to 3 mock exam periods, low stakes, inclass assessments, walking talking mocks, workshops and signposting.

Requests for alternative seating or separate rooms may not always be able to be accommodated and the wider needs of the cohort and school must be considered.

## **Examination Regulations**

JQC publishes and updates examination regulations every academic year. These regulations are shared with candidates through posters around the exam rooms and overt instructions from staff. All candidates must read this carefully and note that to break any examination rules or regulations could lead to **disqualification from all subjects**. The Academy is duty bound to report any breach of regulations to the Awarding Body.

## **Attendance at examinations**

Candidates are responsible for checking their own timetable and arriving at academy on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes before the start time of their examination. They must wait quietly outside the exam room until invited to enter by the examination invigilators.

Candidates who arrive late (less than one hour after the national start time - 09:00 or 13:00) for an examination may still be admitted (at the centre's discretion) and, if admitted, will be allowed the full time for the exam. If a candidate arrives more than one hour after the national start time of an examination the candidate will still be allowed to sit the examination but the awarding body will be notified and their paper may not be accepted.

Please note that as Leigh Academy Snowfields start time is 09:30, it is especially important that candidates arrive on time for their exams. If a candidate is likely to be late due to issues with their taxi, **please contact us as soon as possible**. Under special agreement with JCQ, Leigh Academy Snowfields aims to start exams as close to 09:40 as possible.

If special consideration applies, then you must speak to the Examination Officer.

School uniform must be worn by all candidates for examinations.

### **Absence from Examinations**

If your child experiences difficulties during the examination period (E.g illness, injury, personal problems) please inform the Academy at the earliest possible opportunity so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of the examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay.

### **Behaviour**

Students are expected to comply with the Academy's behavioural expectations and distraction free learning environment. Any candidate who disrupts an examination or causes disruption around the school campus during the public examination series that could deliberately disturb or dysregulate other candidates may face suspension and be required to sit their exams at another academy.

Candidates must not attempt to communicate with or distract others, this includes making unnecessary actions and noises. This will be logged and the awarding body notified and may result in the awarding body not accepting the paper of all candidates involved.

Writing on examination desks is regarded as vandalism and you will be asked to pay for any damage.

Drawing graffiti or writing offensive comments on the examination papers may result in the examination board refusing to accept the paper.

Students are given the opportunity to sit mock exams in both Year 10 and Year 11, in order to support their understanding of the examination process and the behavioural expectations of both the Academy and the JCQ. Students who persistently disrupt exams may be withdrawn from the public examination series. This action will be taken to provide a fair and disruption free environment for all other students and protect the integrity of the examination and the Academy's centre approval.

### **Examination Cards**

Examination cards are used to convey key information to both candidates and invigilators. These cards must not under any circumstances be defaced or removed from the examination room.

### **Invigilators and exam instructions**

The Academy uses internal staff to conduct the examinations, we believe this is in the best interest of our students and offers a familiar face, however staff who work closely with the candidates will not be present in the exams. All internal invigilators have been trained to JCQ standards and comply with the latest Instructions for Conducting Exams. Candidates are expected to behave in a respectable manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates 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 candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Examination Team/Senior Leadership Team.

Candidates are expected to attend all timetabled examinations. Many qualifications have several components which will be sat at separate times. If a candidate misses part of a qualification through illness or personal misfortune, an application for special consideration may be made to the examination board, however a minimum of 25% of the examination (including coursework) must have been completed.

**Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**

Parents and candidates are reminded that the Academy may require payment of entry plus any administration fees if a student fails to attend an examination without good reason or without informing the Academy of their absence.

### **Exam instructions**

Candidates must listen carefully to the instructions and notices read out by the invigilators- there may be amendments to the exam paper that they need to know about.

Candidates must check that they have the correct question paper- check the subject, paper and tier of entry.

Candidates will be required to enter their name, centre number and candidate number on their examination paper. A card carrying all these details will be on the candidates desk. The name entered must be their legal name as detailed on the exam card. Any query about the accuracy of this must be discussed with the Exams Officer.

Candidates must read all of the instructions carefully and number their answers clearly.

Candidates must stay in the examination room for **the duration of the published exam time**. Candidates will not be allowed to leave an examination early and will remain supervised at all times in order to protect the integrity of the examination. If the candidate has finished the paper they must use any time remaining to check over their answers and ensure that they have completed their details correctly.

At the end of the examination all work must be collected by the invigilators before the candidates may leave - candidates must remember to cross through any rough work but leave legible as credit is sometimes awarded for workings. If they have used more than one answer book each page must be marked with name, candidate number and clearly show answer number. These must be placed in your script at the first page that the extra work refers to.

Any 'doodle' sheets or scrap paper with scribbles must also be submitted to the exam board.

Absolute silence must be maintained during the examination. Candidates must leave the room in silence and show consideration for those candidates who may still be working.

Candidates must remember they are still under examination conditions until they have left the examination room and the immediate vicinity.

Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.

### **Malpractice**

This is a global term covering any breach in exam regulations or any behaviour issues that impact on any individual(s) or integrity of the examinations. The Centre has a responsibility for reporting any potential malpractice that is then investigated. There are 9 possible penalties ranging from ‘warning’ through to a ‘Candidate Debarral’

Full details can be found at

<http://www.jcq.org.uk/exams-office/malpractice/jcq-suspected-malpractice-policies-and-procedure-2022-2023>

### **Emergency Contact numbers**

It is essential that you contact a member of the exams team immediately if you have any difficulty on the day of your examination. Equally, if you or your parents need help or advice at any time, please contact the exams team for advice.

GCSE	The Exams Office	01622 250 050 ext 2004 or 2069 <a href="mailto:exams@snowfields.latrust.org.uk">exams@snowfields.latrust.org.uk</a>
NEA (non exam assessment)	Teacher	01622 250 050 <a href="mailto:info@snowfieldsacademy.org.uk">info@snowfieldsacademy.org.uk</a>

### **Evacuation during and examination**

Candidates will be asked to stop writing when an evacuation alarm sounds.

Exam officers will liaise regarding evacuation. Candidates, supervised by invigilators, will be instructed to leave in silence and make their way to the specified examination assembly point where they will remain under exam conditions.

Candidates must leave everything on their desks and must not attempt to communicate with anyone else during the evacuation.

Lead invigilator is to take a roll call using the exam register.

When they return to the exam room candidates must not start writing until the invigilator tells them to.

All candidates will be allowed the full working time for the examination and report will be sent to the awarding body detailing the incident.

If it is impossible to maintain exam conditions the Examination officer will be required to appraise the Awarding Bodies of this incident and examination would cease. (Due regard must be given to timings and wider exam security) when the exam officer reports the situation.

### **National Contingency**

The JCQ agree a national contingency plan with the awarding bodies and the Department of Education. This day will be used to host a national exam in the case of a lockdown or major disruption - both nationally or in regional areas.

Families should ensure that they remain available for this day, in case a contingency plan is put in place.

If this occurs, the school will inform all candidates and their families and advise on the next steps.

The contingency day for this academic year is **Wednesday 24th June 2026**

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## **After the Examinations**

### **Special consideration**

If during the course of the examination process, illness, injury, bereavement etc occurs, the Examination officer will be able make an application for 'Special Consideration' to the examining body, it is at their discretion that a consideration is offered.

### **Notification of Results**

Provisional results from the main summer exams will be available for collection by candidates only on the day notified by the awarding body. (The Academy will notify candidates of the exact day and time).

**Results will not be given to 'friends' under any circumstances.**

### **Post result Services**

In the event that a candidate is not happy with their result they must speak with the Exams Officer. If ever an awarding body agrees to re-mark a paper there is very likely to be a fee per paper that is re-marked. That fee is set by the awarding body.

The awarding bodies offer Post results service which is split into different categories;-

Review of Results (ROR) Service

Access to scripts

**It is important to note that when a Review of Results is instigated, grades may increase, remain unchanged or go down.\***

\*please refer to JCQ website for more information: <https://www.jcq.org.uk/exams-office/appeals/>

Below is a brief outline of the services available. Further details and fees payable will be made available by the Exams Officer to accompany the publications of Results.

### **Types of service:**

#### **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result. The outcome of the re-check will be reported along with a statement of the total mark for each unit, or component included in the enquiry. Service 1 enquiries will involve the following checks;

- a. That all parts of the script have been marked
- b. The totalling of marks

- c. The recording of marks
- d. The application of any adjustments
- e. The application of grade thresholds
- f. The application of any special consideration, where applicable
- g. If requested, a photocopy of the re-checked script(s) for those units/components included in access scripts

### **Service 2 (Post-results review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of modular, unitised or linear specification. The service will include;

- a. The clerical re-check detailed in Service 1
- b. A review of marking as described above
- c. If requested, a photocopy of the reviewed script

### **Priority Service 2 (Post-results review of marking)**

This service is as Service 2, but is only available if the following criteria are met:

- a. The enquiry is about a Level 3 examination
- b. A candidate's place in further/higher education is dependent upon the outcome.

### **Service 3 (Post-results review of moderation)**

This is a process in which the original moderation is reviewed to ensure that the required assessments criteria have been fairly, reliably and consistently applied. Please note that if the centre's coursework marks have been accepted without change by an awarding body, this service will not be available.

### **Application for appeal (Form included)**

The head of centre can appeal against the outcome of clerical re-check, a review of marking or review of moderation. Please note that candidates/ parents/carers are **not** entitled to appeal to the awarding body. Representations **must** be made to the head of centre where the candidate was entered or registered. The head of centre's decision as to whether to proceed with an appeal is subject to the centre's Complaints and Appeals Policy. Any application for appeal is also subject to the awarding body's Regulations and deadlines. Every awarding body has its own final appeal date deadline which must be taken into consideration and adhered to.

### **Access to Scripts**

Candidates will be able to request their own scripts for general interest or to inform future learning. Original scripts will be returned.

Level 3 candidates will be able to request access to a copy of their script prior to deciding whether to lodge a Review of Results. Photocopies of their script will be returned. This option is not available to Level 1 & 2 candidates.

Centres can apply for scripts to support staff in teaching or (for Level 3 examinations only) photocopied scripts to help decide whether to lodge a review of results. In all cases where the academy intends to use candidates' written scripts as examples to other candidates, prior written permission must be obtained from the candidates concerned.

### **Guidelines to candidates Regarding Review of Results**

Candidates requesting review of marking or access to scripts will be charged.

Fees vary between Awarding Bodies (Edexcel provides this service free of charge for most of their examination subjects).

Please contact the Exams Office for the latest fees. A charge may be added to the exam board fees to cover the cost of administration.

A help sheet to assist in making a decision about a review of marking requests is shown below but we strongly advise talking to your teacher in the first instance.

Application for Post results services must be made via the appropriate form available from the Exams Office, example shown in Forms section below. A sheet providing deadline dates for review of results services is provided by the exams office.

### **Candidate Consent**

Before any application for Review of Result or Access to Scripts services can be made, a signed Candidate Consent form has to be provided by the Candidate which is downloadable from the exam policy on the academy website.

### **Certificates**

Once the Review of marking period has passed, the Awarding bodies send certificates confirming the candidates results.

Certificates are collated by the Examination Team in preparation for distribution. Internal candidates will be notified by staff when they may collect their certificates.

Certificates are very valuable documents. Some Awarding Bodies will only issue replacements in very exceptional circumstances (loss does not count). Instead, they may only supply a 'statement of results'. Awarding Bodies that do replace certificates charge. Costs vary between Awarding Bodies. Prices are subject to annual increase, and are currently in the region of £43 per certificate. Candidates

will be required to sign for their certificates on collection, due to their value. It is recommended that certificates are treated like other valuable documentation.

Candidates must collect certificates in person. Alternatively, candidates may notify us in writing of a person who they authorise to collect and sign for their certificates on their behalf. Proof of identity for the nominated person will be required.

The Academy's Exam Office will safely store any uncollected certificates for at least the minimum period of one year currently specified by JCQ. Once the storage period has passed the Academy arranges for secure disposal in line with the exam regulations. Replacement certificates/statement of results can be obtained directly from Exam Boards on payment of the appropriate fee.

### **Resit Requests**

See Awarding Body website for further information.

### **Review of Marking**

The decision to submit a request for a marking review must only be taken after careful consideration as grades can go down as well as up, or remain un-changed.

### **Post Exam Material collection**

Work submitted to NEA subjects or specialist subjects such as GCSE Art, or portfolio subjects such as Occupational Studies may be returned to students upon request. Arrangements for collection can be made with the school but will only be available once all grades have been awarded and any internal or external quality assurance has been completed.

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## **Access Arrangements**

Access arrangements are pre-agreed adjustments for exams that help students with disabilities, special educational needs (SEN), or temporary injuries to show their true ability by removing barriers, without changing the exam's content. Access Arrangements cannot be applied as a means of supporting a student's best chance to succeed but are a tool to ensure a level playing field, allowing students to demonstrate knowledge despite challenges with reading, writing, or concentration in line with a candidate's normal way of accessing their learning.

Access Arrangements are assessed through Teacher/Tutor recommendations regarding the candidates normal ways of working in their subject, formal psychometric data and EHCP information.

**Parent comments no longer form part of the application process** and Leigh Academy Snowfields will only accept professional reports from sources that they are familiar with and which highlight consistent evidence of a persistent need within the candidate's normal way of working.

Supporting evidence within reports will be considered if it is timely and appropriate for the exam board's needs.

GP notes are not considered and the academy reserves the right to the final decision based on the observed need of the candidate in order to maintain the integrity of the examination under the JCQ's Access Arrangements & Reasonable Adjustments regulations.

If you feel that your child needs additional support please contact the school who will liaise with the relevant professionals.

A letter outlining the access arrangements that candidates are individually entitled to will be sent once all applications have been submitted and approved via the Access Arrangements Online portal.

An outline of Access Arrangements that candidates may, with the correct documentation and as part of their normal ways of accessing their education, have been assessed for and awarded can be found below:

### **25% Extra Time**

An extra 25% will be added to the duration of the exam but is not compulsory. If the student does not wish to use this and is happy they have completed the exam to the best of their ability before going into extra time, or before the full 25% extra time is up, they will be asked to sign a form acknowledging this.

**Use of a Word Processor**

An assessment has been undertaken and it has been considered that the student would benefit from the use of a word processor rather than writing. Spelling, grammar and punctuation will be switched off.

**Use of a Reader**

As assessment has been undertaken and it has been considered that the student would benefit from someone reading the question to them. That person will not be able to help the student in any way, including helping them understand the question. If the student does not use the Reader, they will be asked to sign a form acknowledging this.

**Use of a Scribe**

As assessment has been undertaken and it has been considered that the student would benefit from someone writing the answers for them, as dictated, word for word. That person will not be able to help the student in any way and any drawing will be done following the student's instructions. They will be able to repeat back what has been written. If the student does not use the Scribe, they will be asked to sign a form acknowledging this.

**Use of a Prompt**

A prompt is someone who will be able to try and keep a student focused. They are not able to help the student in any way.

**Supervised Rest Break**

A supervised rest break will be allowed and the clock will be stopped. There must be a genuine reason for the break and it will not be used as "thinking time". The amount of time allowed for a supervised rest break will be explained to the student but should not need to be taken in the first 15 minutes of an examination. The student will always be supervised.

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## **Terminologies**

**Grade boundaries** - The exam boards publish Grade boundary tables for each exam series. It is important that you consider how close to a 'Grade boundary' you are. Exam officer can provide you with the 'Grade boundary table' but you can also find them on-line by putting the Exam board, subject and words 'grade boundary' into your search.

**UMS Marks**- Papers are marked in 'raw marks', to ensure that examinations are comparable from year to year the marks are adjusted to **Uniform Mark Scheme** points (UMS Points).