



The Rudheath Senior Academy

Exam Guide 2022

Information for Students,
Parents and Carers

The information enclosed is a summary of the most important things you need to know if you are taking exams at Rudheath Senior Academy during 2021-2022.

The GCSE exam period can be a stressful time for students and parents, and it is important that all those involved are well informed of the process.

We make every effort to ensure that students receive the best possible preparation for their exams, that the administrative arrangements run smoothly and that the exams are conducted in a way that will cause as little stress as possible and help students achieve their best. Internal Assessments in Autumn 2021 were run to the same standards and rules as public exams in order to familiarise students with the exam process beforehand.

This booklet intends to inform students and parents/carers about exam procedures and to answer some of the most frequently asked questions about exams.

Because of the ongoing impacts of the Coronavirus (COVID-19) pandemic, most subjects will have changes to how they are assessed in 2022. This can include advance information on exams (see links on page 3), optionality, other adaptations, and changes to the non-exam assessment (NEA). You will be informed of these changes by your subject teacher.

Ofqual has also confirmed its plans for grading standards for the summer 2022 exam series.

In a blog they explain their plan for a fair and gradual return to pre-pandemic grading standards, click on the [link for more information](#).

If you have any questions, please feel free to contact Rudheath Senior Academy and speak with either myself or Mrs Shorrock – Exams Officer.

Miss Julie-Ann Wilson
Deputy Head Teacher

Please read the following formal notices which are required by regulation to be given to each candidate:

- [Information for candidates – coursework 2021-2022](#)
- [Information for candidates – non examination assessments 2021-2022](#)
- [Information for candidates – on screen tests 2021-2022](#)
- [Information for candidates – written exams 2021-2022](#)
- [Information for Candidates – Privacy Notice 2021-2022](#)
- [Information for Candidates – social media](#)

Before the Exam

Who is responsible for exams at Rudheath Senior Academy?

The Deputy Head Teacher – Curriculum is responsible for administering all public exam arrangements and for overseeing of students during their exams, under the direct authority of the Headteacher.

The Exams Officer is responsible for administering all internal and external exam arrangements.

A team of external invigilators who are trained to conduct examinations are also present, facilitating arrangements. Students are expected to behave in a respectful manner towards the invigilators and always follow their instructions.

What is a Non-Examination Assessment?

Some subjects have an element of non-examination assessments (NEAs) which contribute towards their overall award. NEAs are marked, assessed, and sent to Exam Board prior to written exams taking place.

When will exams be taking place?

Written exams for the Summer Exam series will be taking place in May and June 2022. You will be notified of any Oral and practical exams taking place before the written exams start. The final day students should be available to sit an exam is Wednesday 29th June (Exam Contingency Day).

What information will I receive about my exam entries?

All students will receive a timetable from school in March indicating the subjects they are being entered for and the levels of entry. **Please check your timetable carefully as the details included on it will appear on your exam certificates.** Pay particular attention to the spelling of your name, your date of birth and that you are entered for the correct subjects and where applicable the correct Tier/level. Please report any concerns to the Exams Office immediately.

Exam regulations

JCQ and the Awarding Bodies set exam regulations. Failure to comply to these regulations may lead to you being disqualified from an exam or in extreme circumstances all your exams. A copy of the 'Notice to Candidates' is issued by all Examining Boards and is available in this booklet. Please ensure you read the instructions.

Separate Awarding bodies run the public exams. Whilst each one has its own administrative and documenting process, they all run to the same standard.

What is my Candidate number?

Each student has a four-digit candidate (exam number). The Exams officer will provide you with your personal details required to complete each exam form. This will also contain your candidate number.

Exam Access Arrangements

Special provision can be arranged for candidates who have some specific needs, which may affect their performance. Students eligible for access arrangements have been identified and notified by the school SENCO.

A full list of GCSE and non GCSE specification codes and the Exam Board are listed below. Please click on the links for subject specifications and Advance Information.

Subject	Exam Board/ Specification	Advance information
Art	AQA - 8201	
Business Studies	Pearson – 1BS0	Business – Summer 2022
Biology	AQA - 8461	Biology – Summer 2022
Chemistry	AQA - 8462	Chemistry – Summer 2022
Combined Science	AQA - 8464	Combined Science – Summer 2022
Construction and the Build Environment	Pearson – BPD5	
Digital Information Technology	Pearson – CGCM5	
Drama	Eduqas – C690QS	Drama – Summer 2022
English Language	AQA - 8700	English Language – Summer 2022
English Literature	AQA - 8702	
Food Preparation & Nutrition	AQA - 8585	Food Technology – Summer 2022
Geography	AQA - 8035	
Health & Social Care	Pearson – YPC09	
History	Pearson – 1HIAAW	
Maths	AQA – 8300	Maths – Summer 2022
Music	Eduqas – C660QS	Music – Summer 2022
Performing Arts	Pearson – CGCM6	
Physics	AQA - 8463	Physics – Summer 2022
Portuguese	Pearson – 1PG0	Portuguese – Summer 2022
Spanish	AQA - 8698	Spanish – Summer 2022
Sport	Pearson – BPD4	

Examinations will normally begin at 9:00am in the morning and 1:00pm in the afternoon.

Please arrive promptly and wait outside the door ready to enter the room ten minutes before the start of the exam. Please make the appropriate transport arrangements to ensure that you are in school on time to start the examination at the right time. If you are late, telephone the school reception on 01606 42515. You should still come into school as soon as possible and start the examination late. You are not allowed to sit the examination if you arrive 1 hour after an examination has started, or for papers of less than one hour if you arrive once the paper has been completed.

Where will the exams be held?

The main location for written papers is the Exhibition Hall. Candidates will be advised of venues in advance if other rooms are used.

Absence during Exams

If you are unwell and cannot attend school contact the main reception on 01606 42515 at 8am or as early as possible on the day of your exam so we can help or advise you. Only in exceptional circumstances are candidates allowed special consideration. It is essential that medical evidence is obtained for an application to be made and is at the Awarding Bodies discretion.

Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an exam without good reason and without informing the school.

Special Arrangements

These are applied for when it is known that a student has a particular issue or difficulty just before or during the exams. For example, a student breaks their wrist prior to their exams, arrangements will be put in place to enable the student to complete their exams wherever possible. Please inform the Exams Officer as soon as possible to allow time to make any arrangements necessary.

During the Exam

Entering the Exam room

You will be admitted to the exam room by an invigilator shortly before your exam is due to start. Once admitted to the room, examination conditions apply. Sit at the desk allocated to you on the seating plan. Seating plans will be posted daily outside the Exams Office and outside each exam venue. Please check the details regularly as changes can and do happen. It is important that you sit in the seat allocated.

Talking or communicating in any way with any other student in the exam room before, during or after your exam is forbidden. Failure to observe this requirement will be treated as malpractice. Listen carefully to the instructions that are given to you at the start and finish of each exam.

Emergencies

If there is an emergency or an alarm sounds during an exam the invigilator will instruct you to stop writing and place your paper face down on the desk. If you are instructed to leave the exam hall leave everything on the desk and follow the instructions given by the invigilator. You will be taken to a designated assembly point. On your return to the exam do not start until you are told to do so. The amount of time lost during the alarm will be added to the original finishing time of the exam.

Materials permitted in the exam room

Only bring essential items to your exam. You must bring your own pens, pencils, rulers, calculators, and any other required equipment to each exam. These should be kept in a clear plastic pencil case.

What happens if a student has more than one exam at the same time?

Sometimes candidates may have a clash where two different subjects are timetabled at the same time. The school will notify any students with a timetable clash and make special timetable arrangements for them.

After the Exams

You must remain seated at your desk until all scripts have been collected by the invigilator.

Do not leave until instructed to do so. You must not remove any answer books or parts of an answer book, whether used or not, any exam question papers, or any exam materials provided to you during your exam. Leave the exam quickly and quietly, there may be other students still sitting an exam. Please show respect for your peers.

Results

When can I collect my results?

Year 11 students are expected to collect their results in person from 8.30am on Thursday 25th August 2022. If you wish to authorise someone else to collect your results (including parents) you must do so in writing. **The Exams Officer should be notified of the authorisation prior to results day.**

If you are unhappy with your GCSE results, please see the Head of Subject about the Post Results Service that may be available to you. Details of these services will be available prior to your results and included with your GCSE results.

When will I receive my certificates?

Certificates are issued at the GCSE Certificate Presentation Evening, held in December. Details of this event will be given nearer to the time.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.