



**EXAMINATION
INFORMATION BOOKLET
SUMMER EXAM SERIES 2024
FOR STUDENTS AND PARENT/CARERS**

Please keep this somewhere safe – you may need to refer to it throughout the exams process.

Contents

	Page No.
Key Dates	5
Before The Exams:	
Statement of entry	6
Individual detailed timetable	7
Centre Assessed Marks – Review of Marking	8
During The Exams:	
Start times	9
If you are late	9
Temporary injury	9
If you are ill	10
Special consideration	11
Malpractice	12
Contingency days	13
After the Exams:	
Results days	14
Enquiries about results	15
Certificates	15
Other Information	16
Appendices	
Appendix 1	17
Reviews of marking - centre assessed marks (GCE and GCSE non-examination assessments; Applied General, Cambridge National, ELC and Project qualifications coursework)	
Appendix 2	20
JCQ Information for Candidates. Using social media and Examinations/assessments	
Appendix 3	
Student/ Parent Exam Portal	21

KEY DATES

w/c 29 January 2024	Statement of Entry issued (see page 6)
w/c 22 April 2024	Individual timetable issued (see page 7)
9 May 2024	Start of main exam season
23 May 2024	Final day for Year 11
24 May 2024	First day of study leave for Year 11
21 May 2024	Final day for Year 13
22 May 2024	First day of study leave for Year 13
6 & 13 June 2024	Contingency afternoon sessions
26 June 2024	Full Contingency day & End of main exam season
5 July 2024	Sixth form induction day (Year 11 into Year 12)
15 August 2024	A & AS Level (GCE) Results Day
22 August 2024	GCSE Results Day

BEFORE THE EXAMS

Statement of entry

This is a list of all the exams that you have been entered for.

You can view your entries on the **Student/Parent Exam Portal**.

Instructions on how to access the Portal have been sent to you via email. You can also access them via the Backwell School website (from the Home page navigate to Curriculum then Exam Arrangements).

They are also displayed in Appendix 3 of this booklet.

- You need to check your entries carefully to make sure there are no errors or omissions.
- If it is correct:
 - Both student AND parent must complete and submit the form.
- If it is not correct:
 - Enter a reason as to why you think the entry is incorrect and submit the form for action.
 - You should also discuss this with your teacher as soon as possible.
- You must complete the online form by the date shown so that any amendments can be made without incurring a charge. Late changes may be possible, but you will be charged for any fees incurred as a result.
- The start times shown are provisional and may change - the dates are confirmed.
- Clashes – occasionally you may have 2 exams scheduled for the same time. When this happens, we will reschedule one of the exams. You will be given full details of the arrangements with your detailed timetable (see page 7).
- If you are unsure about any of your entries:
 - Come and ask the Exams Team.

BEFORE THE EXAMS

Individual detailed timetable

To view your 'live' timetable on the **Student/Parent Portal** please follow the instructions sent via email or access them via the Backwell School website (from the Home page navigate to Curriculum then Exam Arrangements). They are also displayed in Appendix 3 of this booklet.

This gives details of the date and times of all your exams **as well as** your individual room and seating allocation.

- You will be notified via your school email account when your timetable will be available in Term 5.
- It is very IMPORTANT - you will need to refer to it for EVERY exam for information on rooming and timing. It is unique to you, so you cannot rely on your friends being in the same room.
- You are advised to print a copy of your timetable to display at home so that you and your family can see it and you all know when you should be at school taking an exam.
- We recommend you also **take a photo on your phone** so that you have a portable copy with you.

BEFORE THE EXAMS

Centre Assessed Marks – Review of Marking

- Candidates will be informed of any centre assessed marks prior to them being submitted to the exam board.
- Candidates may request a review of marking where there are concerns about the mark.
- All requests for a review of marking must be made in writing to the Exams Office, and there are strict deadlines which must be observed. Students will be made aware of these dates, and they are also published on the school website.
- Candidates should be aware that marks can go down as well as up following a request for a review.
- Full details of the school policy and process to be followed can be found in Appendix 1 at the back of this booklet (page 17) as well as on the school website.

DURING THE EXAMS

Start times

- The **usual** start times are:
 - 9.00 am for morning exams.
 - 1.30 pm for afternoon exams.
- There may be occasions when these must be varied. Always refer to your individual timetable for definitive start times.
- Please be outside the exam room **15 minutes before** the start time.

If you are late

- Notify the Exams Team IMMEDIATELY on 01275 465943 (or email exams@backwellschool.net if we are not available to take your call).
- Depending on the circumstances it is likely that you will still be able to take your exam. However, there are strict regulations that must be complied with, so it is vital that you speak to someone from the Exams Team as soon as you know you will be late, so that we can make the appropriate arrangements.
- You should be aware that if you are very late the Exam Board may not accept your paper and you may not be given the full-time allowance for the paper.

Temporary Injury

- If you have any temporary injury (eg. broken arm) that may require special arrangements to be put in place, please let the Exams Team know as soon as possible.

DURING THE EXAMS

If you are ill

- If you are unable to attend due to illness, notify the exams team IMMEDIATELY on 01275 465943 (or email exams@backwellschool.net if we are not available to take your call).
- You may still be awarded a grade for this exam by making an application for special consideration for a missed exam. The regulations depend on several factors, and the Exams Team will be able to advise on the specifics for your particular circumstances.

DURING THE EXAMS

Special Consideration

- Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect absence, temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment which affects their performance in an exam.
- Applications for special consideration can only be made by the school and will only be made in exceptional circumstances, such as serious illness, bereavement and other major traumas.
- It is not available for long term conditions – any adjustments required in these cases should be accommodated through the provision of access arrangements if appropriate.
- Normal exam anxiety does not qualify for special consideration.
- If you wish the school to make a special consideration application for you, you will need to complete a Self-Certification form (available from the Exams Team) specifying dates and exact reasons. You will need to get this authorised by Mrs Mason (Year 11) or Miss Haywood (sixth form) before returning it to the Exams Team. This should be returned as soon as possible – the Exam Boards operate strict deadlines for making such applications.
- Supporting evidence is not essential, however, it will support your case if available and so we recommend you supply it if possible.

DURING THE EXAMS

Malpractice

- **Mobile Phones**

- Mobile phones or any web-enabled devices are NOT allowed in the exam room.
- Watches of any type are NOT allowed in the exam room.
- If you are found with any unauthorised device / material in your possession once the exam has started, we are required to report you for malpractice (whether or not you were using them) and you will face disqualification from at least that paper.
- We recommend that you leave all such devices at home. Otherwise, they will need to be switched off and left in your bags outside the exam room. We are unable to guarantee the safety of any such devices.

- **Social Media**

- Malpractice linked to exchanging, obtaining, receiving or passing on assessment related information via social media is increasing.
- If you become aware of any such activity you must report it to the Exams Team immediately.
- Failing to report to us that assessment related information is being shared online or passing on rumours of exam content is malpractice and you may face disqualification from your exams.
- A JCQ guidance document which provides further information and examples is included in Appendix 2 of this booklet (page 20).

- **Other**

- Full details of Joint Council for Qualifications (JCQ) exam rules and regulations are available on the main school website under the curriculum tab.
- We are required to report any instances of malpractice to the exam board and you may face disqualification from some or all of your papers as a result.

DURING THE EXAMS

Contingency Days

- Thursday 6 & Thursday 13 June 2024 – Afternoons only.
- Wednesday 26 June 2024 – All day.

- These sessions have been set aside by the Joint Council for Qualifications in case exams boards need to postpone or rearrange an exam due to sustained national or local disruption.

- All exam candidates should be available to sit exams from the start of the season in May up to and including Wednesday 26th June 2024.

AFTER THE EXAMS

Results Days

- GCE results day – Thursday 15 August 2024
 - Year 13 – Collect your results from 8.00 am.
 - Year 12 and below – Collect your results from 9.00 am.
 - Results will be given out outside the Sixth Form Building (or in the Sixth Form Theatre in the case of bad weather).
 - If you arrive late, you can collect your results from the Exams Office.

- GCSE results day – Thursday 22 August 2024
 - Collect your results from 10.00 am.
 - Results will be given out in the quad outside the common rooms (or in the Sixth Form Theatre in the case of bad weather).
 - If you arrive late, you can collect your results from the Exams Office.

- All students will also be given access to their results electronically in the afternoon of the designated results days. Further information regarding electronic access will be provided nearer the time.

- We are NOT able to give out results over the phone or send them to personal e-mail addresses.

AFTER THE EXAMS

Enquiries About Results

- If you are concerned about any aspect of your results, please speak to your subject teacher or Head of Department **URGENTLY** – **there will be staff available on results day to discuss results, but they may not be available on other days during the holidays.**
- It is possible to make enquiries about results, but there are strict deadlines provided by the Exam Board and these are not negotiable.
- If you are not able to find your subject teacher or Head of Department on Results Day, please go to Reception or the Exams Team.
- Full information regarding Enquiries About Results (including costs and deadlines) will be available on Results Day should you need it.

Certificates

- The school will receive certificates from the exam boards during November 2024.
- We will contact you at this time with the arrangements for collection/delivery.

OTHER INFORMATION

- Other useful information is available on the main school website under the Curriculum tab. Information includes:
 - Skeleton timetables for Summer 2024
 - Student & Parent/Carer Exams Portal instructions
 - JCQ exam rules and regulations
 - Review of marking policy (Controlled Assessments, Coursework and Non-Examination Assessments)
 - Exams – Key Information (this booklet)
 - Exams – General Information and FAQs
 - Exam Top Tips

Reviews of marking - centre assessed marks (GCE and GCSE non-examination assessments; Applied General, Cambridge National, ELC and Project qualifications coursework)

Backwell School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Backwell School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Internal standardisation and moderation will ensure consistency of marking, this is particularly important where several subject teachers are involved in marking candidates' work.

1. Departments will ensure that candidates are informed of their centre assessed marks and that they are aware of the relevant deadlines so that they may request a review of the centre's marking before the marks are submitted to the awarding body.
2. The school will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. This is the pre-review request and should be made in writing to the Exams Office.
3. The Exams Office, having received a pre-review request for copies of materials, will inform the necessary Curriculum lead/Subject lead who will promptly make them available to the candidate. These materials will usually include a copy of their marked and annotated work along with relevant assessment schemes and relevant pages from the course specification.

4. The school will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. A deadline by which the candidate can request a review of marking will be clearly stated.
5. Requests for reviews of marking **must** be made in writing to the Exams Office. A candidate cannot request a review simply because they do not like their mark. A specific issue must be identified eg. 'Section of work not credited towards an AO and they believe it should be' or 'insufficient time given in class for NEA'. **Candidates should be aware that marks can go down as well as up following a request for a review.**
6. The school will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The school will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. This could be a subject specialist from another school but will usually be the Subject lead or another senior member of the department.
8. The school will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, all candidate marks will be reviewed, and the awarding body will be informed immediately.

This internal review process is a regulatory requirement and is in place to ensure consistency of marking within the centre. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Backwell School and is not covered by this procedure.



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



JCO Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

JCO Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

JCO If you do any of the above activities, you may:

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCO rules:
jco.org.uk/exams-office/information-for-candidates-documents

Student & Parent/Carer Exams Portal on School Work Space

As students enter their exam years, to help both parents/carers and students manage exam entries and timetables throughout the year, we are migrating to a new system called ‘SchoolWorkSpace’ which keeps all exam information visible in one place.

Throughout the year we will be encouraging all parties to use this system so that you will have access to all the latest information for both trial and public exams.

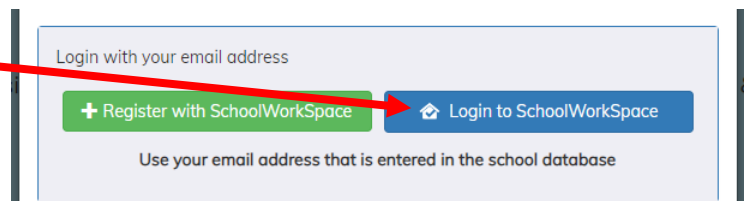
For initial setup/log in please follow the step-by-step instructions below:

1. Type www.schoolworkspace.co.uk in your internet browser

2. Select the ‘Login/Register’ icon in the middle of the screen.



3. Select the blue ‘Login to SchoolWorkSpace’.



4. **Parents/carers** must enter the email address that is **registered with the school.**

Students must enter their school email address. Then select ‘Forgot Password’.

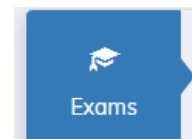
5. A 6-digit pin will be sent to you via the email address you logged in with.

6. Enter this pin number and select Next.

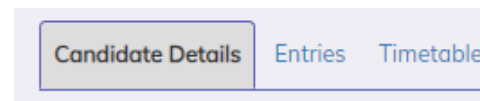
7. Create and confirm a new memorable password. Passwords must be at least 8 characters, one lowercase, one uppercase, one number and one special character (!*@\$%^&+=) but not include (<>).

Press Next to continue.

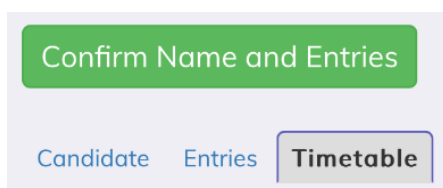
8. **Parents/Carers** - Click on your son/daughter's name. If you have more than one child in years 10 – 13 you will see all your children listed here. Click on the 'Exam's icon to the left. **Students** – you will only have access to your own record.



9. There are 3 tabs to view displaying the following information:



- **Candidate Details:** Displays the students name (this will be the information that will be shown on students' certificates in the format of first name, middle initial(s) and surname). The date of birth is also displayed.
- **Entries:** These are the exam subjects that the student is being entered for. You will need to check that the entries are correct for each exam/tier. Start times are provisional – a detailed timetable with finalised times, room and seating allocation will be available to view nearer the time in the Timetable tab.
- **Timetable:** These are live timetables detailing rooms and seating for any upcoming exam seasons.



Select the green 'Confirm Name and Entries' button to start the confirmation process.

10. Confirm if the information is correct or not. If you select 'No' a text box will appear for you to input a description of the error/query for the Exams team to action.

I confirm that 'Name on Certificate' is correct

Yes No

I confirm that Date of Birth is correct

Yes No

I confirm that the entries shown are correct

Yes No

If there are exam entry errors, please list them here

Corrections

|

Close

Save

09:18

Confirm Name and Entries : January 2024

Yes No

I confirm that Date of Birth is correct

Yes No

I confirm that the entries shown are correct

Yes No

Access Arrangements listed (where applicable) are correct

Yes No

I confirm I will use the access arrangements granted to me

Yes No

Close

Save

Once all fields have been completed press the 'Save' button.

You will receive confirmation that your response has been submitted.

Confirm Name and Entries

Thankyou for providing your response

If at this stage, you want to go back and edit your choices please select the 'Confirm name and Entries button' and you can make your updates. Save when finished.

11. You can log out of the program. Select the drop down arrow next to your name and select Logout.

Mrs Katy Withers

You can now save the link to SchoolWorkSpace as an icon on your device to enable easier access for future logins (it is not available as an app but can be created as a quicklink/bookmark).

As we approach each exam season you will be asked to log into this system to confirm that the exam subjects and tier entries are correct. (We will contact you separately when this information is available for viewing and confirmation).

Please contact the exams team at exams@backwellschool.net if you have any queries.

