



**EXAMINATION  
INFORMATION GUIDE  
NOVEMBER EXAM SERIES 2024  
FOR STUDENTS AND PARENT/CARERS**

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

## BEFORE THE EXAMS

### Individual detailed timetable

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

- Your exam timetable will be sent to you via your school email account.
- It is 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 sitting an exam.
- We recommend you also ***take a photo on your phone*** so that you have a portable copy with you.

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).

## DURING THE EXAMS

### Start times

- The **usual** start times are:
  - 9.00 am for morning exams.
- 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](mailto: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 sit 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](mailto: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 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 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 electronic smart 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 you were using them or not) 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 is included on page 8.

- **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.

## **AFTER THE EXAMS**

### **Results Days**

- GCSE results day – Thursday 9<sup>th</sup> January 2025.
- Further details to follow.
- We are NOT able to give out results over the phone or send them to personal e-mail addresses.

### **Enquiries About Results**

- If you are concerned about any aspect of your results, please speak to your subject teacher or Head of Department URGENTLY.
- 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 speak with the Exams Team.
- Full information regarding Enquiries About Results (including costs and deadlines) will be available on Results Day should you need it.

## **OTHER INFORMATION**

- Other useful information is available on the main school website under the Curriculum tab. Information includes:
  - Student & Parent/Carer Exams Portal instructions
  - JCQ exam rules and regulations
  - Exams – General Information and FAQs
  - Exam Top Tips

**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



**Things to do on social media:**

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

**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

**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 JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](http://jqc.org.uk/exams-office/information-for-candidates-documents)