



SKEGNESS ACADEMY

Centre Number: 26350

EXAMINATIONS

GUIDANCE FOR PARENTS AND STUDENTS

It is the aim of Skegness Academy to make the examination experience as stress free and successful as possible for all candidates. In this document we will provide an explanation of examination procedures that are set out by the Joint Council for Qualifications (JCQ).

If, after reading this information, you are unsure of procedure or need any help and advice regarding examinations, please contact the Examinations Officer on the usual Skegness Academy number 01754 879122 at any time during office hours.

Examination Sessions

The main body of examinations take place in May and June. In November there is a resit opportunity for Mathematics and English.

Timetabling

- Each candidate will receive an individual timetable showing their own specific examinations with details of the date, time, duration, venue and seat number. The candidate needs to check this carefully.
- This is also the time to check that all personal details are correct, date of birth and spelling of name, to ensure that accurate information appears on certificates.
- Any timetable clashes, where a student has two exams at the same time, should be picked up by the examinations office. Any candidate in this situation will sit their exams consecutively and an individual timetable will be issued.

Please bring any alterations to the attention of the Examinations Office immediately after receipt of your timetable.

Exam Regulations

It is important that candidates are familiar with the rules and regulations that are set out by the examining bodies. A copy of the 'Notice to Candidates', 'Warning to Candidates' and 'Mobile Phone Regulations' are posted on the Skegness Academy website. **Please read them carefully as a breach of regulations could lead to disqualification from a subject or, in extreme cases, from all qualifications.**

Equipment

Correct equipment is provided by Skegness Academy. Care should be taken by the candidate that it is not deliberately destroyed or damaged. Any graffiti on equipment or examination desks will be regarded as vandalism and parents will be asked to pay for their replacement.

Attendance at Examinations

- Candidates are responsible for checking their timetable and must arrive at their examination at least 15 minutes prior to the published start time. Full Skegness Academy uniform must be worn for all public examinations.
- Candidates arriving late to an examination may still be admitted at the discretion of the Head of Centre. All late arrivals have to be reported to the examining body who will decide if the paper is valid. **There is always a risk that late arrivals will not have their papers marked.**
- Please inform the Academy if a student is unable to attend an examination. It is important that student records are up to date with your most recent contact information.
- **Parents and Candidates are reminded that the Academy will require payment of entry fees should a candidate fail to attend an examination. The only exception to this is if a candidate has a genuine medical reason, in which case a medical note will have to be supplied as evidence within 7 days of the missed examination.**

Examination Day

- Arrive promptly to examinations.
- Make sure that you have read the rules and regulations regarding examinations.
- Ensure all mobile phones and all other electronic equipment is switched off and handed in on entry to the examination room.
- If you have a problem or are worried before or during the examination, the invigilators are on hand to help you. However, they are not allowed to discuss the examination paper or explain questions.
- A drink of water is allowed but must be in a clear plastic bottle with the label removed.
- Be prepared to listen to instructions that will be read out at the beginning of the examination. This is the last opportunity to hear vital last minute advice and notices.

Notification of Results

- Results for examinations taken in November will be published in January of the following year.
- Results of the main summer examinations will be available for collection by pupils in August (the Academy will notify candidates of the exact date and time). Pupils who cannot collect results can provide a stamped, addressed envelope and the examinations office will be happy to post them out. **Results will not be given out over the telephone, e mailed or given to any unauthorised person.**
- Details of post results services will be displayed when students receive their results.
- Certificates will be available for collection from the end of October. Please note that the Academy is only obliged to keep certificates for one year after issue.