



Isaac Newton Academy Exams Summer 2020

Exam Preparation,
Regulations, and Conduct

Introduction

- Mr Rothnie – Data and Exams Manager
- Mr Crowther-Green – Assistant Principal (Data and Assessment)

- Exam regulations exist to maintain consistency across the whole country
- To ensure no student is unfairly advantaged or disadvantaged in the exam

Appeals – NEA Marks

- JCQ rules mean you have the right to appeal NEA marks
- Forms will be available on the school website
- There must be solid grounds for the appeal, based on procedure and application of mark scheme

Social Media & Data

- Social media – be aware of what you post online, it may lead to disqualification by the exam board
- Data protection – your personal data will be shared with the awarding bodies

Preparation

- Check your exam timetable and plan accordingly
- Venues:
 - GCSE – KS3 Hall
 - A Level – Activity Studio
- Line up in the courtyard:
 - **8am for Morning Exams**
 - **1pm for Afternoon Exam**

Preparation

- Read your Exam Booklet carefully, and understand the regulations
- No mobile phones/smart watches or unauthorised electronic items (Web enables/storage devices) in the exam hall. Leave them at home or hand them in BEFORE the start of the exam

Unauthorised Material

- Notes (including blank paper)
- Mobile Phones
- MP3/4 Players
- Smart Watches
- Web enabled/storage device
- Calculators with retrievable storage information
- Calculator Lids
- Opaque pencil cases
- Labelled bottles
- Coloured/opaque bottles

Attendance

- Attendance will be monitored
- Very Late:
 - 10am for Morning Exams
 - 2.30pm for Afternoon Exams
 - This will be reported to the exam board – you risk losing marks

In the Exam

- From the moment you line up to when you leave the exam room you are under **exam conditions**
 - Do not talk or communicate with, or disturb, other candidates
 - Do not attempt to cheat or become involved in any unfair or dishonest practice
 - Always listen to the invigilator and follow instructions

In the Exam

- Watches (non-smart) and ID cards must be on desks
- Do not take anything from the exam room that you didn't bring with you
- Black pens
- Do not fill in your details on the paper until told to do so
- Everything that you write will be sent to the examiner

In the Exam

- If you need assistance from the invigilator, raise your hand
- If you think you have the wrong exam paper or the paper is incomplete tell the invigilator immediately
- The invigilator will not give you any explanation of the questions
- Whatever happens, wherever possible you will have the full allocated time

Emergency Evacuation Procedure

- Listen carefully to the instructions with invigilators give you
- Leave the exam room calmly and stay with the members of staff at all times
- Do not talk to other students, either from the exam or from outside – remember that you are still under **exam conditions** and have to **follow the exam regulations**
- Staff will take you out of the building and you will wait outside until the emergency is over
- **You will not lose any time from your exam.** When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the **exam regulations** during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room.

Exam Timetable Clashes

- Clashes have been identified
- A level clashes -
 - 30 minutes break in between
 - A lunch bag and drink will be provided
 - Revision notes to Mr Singh
- **Exam conditions still apply**

Exam Contingency Day

- Decision by JCQ and applies to all candidates in all schools
- 24th June 2020
- “in the event of widespread, sustained national or local disruption to exams”
- You must be available to sit exams up until this date – don’t plan to be on holiday or any distance from school

Exam Results Day

- 13th of August for A Level
- 20nd of August for GCSE
- Results collected in the KS3 Hall by students only
- Parents can wait in the courtyard/dining room.
- Staff will be in school to provide advice to students
- If you are away on that date letters/emails must arrive to Mr Rothnie by 31st May 2020 granting us permission to send the results by email
- INA Sixth form enrolment will commence after collection

Post Exam

- Staff will be on site to provide support
- Certificates will be collected on Certificate Evenings in November/December
- If you are unable to attend you must collect from main reception after
- Certificates are legal proof you have your qualification
- Uncollected certificates will be destroyed after two years

Post Results Services

- 2016/2017 – 98 requests, 19 were successful
- 2017/2018 – 16 requests, 7 successful
- 2018/2019 – 23 requests, 3 successful
- INA will pay for reviews that subject teachers believe have a good chance of succeeding
- Otherwise, a fee of £60 is required. Successful appeals are refunded minus a £20 admin fee

WARNING!

Malpractice is anything that violates the level playing field - giving you an unfair advantage or unfairly disadvantages other candidates

All suspected incidents of malpractice **will** be reported to the exam boards. This may result in your disqualification.

6 School Weeks ...

- Mock results, feedback and QLA
- IL
- Revision timetable
- Intervention
- Y11 mentoring
- Easter Revision
- Attendance

Exam Booklet

- After this presentation, please split into form groups to collect your booklets:

Y11

- I - G18 - Mr Crowther-Green
- S - G21 - Ms Abbott-Jones
- A - G22 - Mr Coughlin
- C - G25 - Mr Wilson
- N - G26 - Mr Skyers
- W - G36 - Mr Beattie
- T - G37 - Mr Ball

Y13

- Birmingham - G41 – Ms Hoori-Namas
- Cambridge - Dining hall - Ms Alibhai
- Plymouth - Dining Hall Ms McEvoy
- Salford - G42 – Ms Cliff-Matthews
- Nottingham - G44 – Mr Singh
- Hall – Y7-10 students taking exams – Mr Rothnie

- You will be given a form to confirm the name and DOB on your certificates
- You will receive an exams booklet
- You will sign to confirm you have received an exams booklet
- You will receive your exam timetable
- **Note: Certificate changes are charged at approx. £40 by the exam board and are payable by the candidate.**