



EXAM FREQUENTLY ASKED QUESTIONS:

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NOTE: Copies of the Joint Council for Qualifications documents regarding exams are on both Parent Portal and Students VLE sites and the public TDA website.

My child is unwell before or during the exam, what can be done?

A [Special Consideration](#) request can be made to the awarding body as long as the illness can be verified; this is required within 7 days of the exam. Parents will need to provide evidence. Please contact the Exams office for further information.

Please ring the Exams Office on 426042 before the start of the exam to notify us of an absence or to seek advice if your child is unwell but feels able to attend the exam.

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My child is experiences difficulties at home leading up to or during the exam period, what can be done?

If a student is experiencing a personal trauma or a family bereavement during the time leading up to or during the exams, the Exams Office should be notified as soon as possible before the exam on 426042. Depending on the circumstances a [Special Consideration](#) request can be made to the necessary awarding bodies, evidence will be required.

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What is Special Consideration?

Special Consideration is a post examination adjustment to the marks or grades of a student. Special Consideration goes some way to assist the student affected by adverse circumstances that affects their exam performance. The circumstances must apply at the time of the exam/assessment and be supported by appropriate and up to date evidence.

Up to an additional 5% of the marks can be awarded for exceptional cases such as terminal illness of the student or parent/guardian/carer, recent death of a member of the immediate family or a serious and disruptive crisis leading to acute anxiety about the family.

An additional 4% allowance can be awarded in cases of serious problems such as life threatening illness and major surgery.

An additional 3% allowance is a more common category and includes recent traumatic experience or illness, flare up of existing condition or recently broken limbs.

An additional 2% allowance is the most common category and includes circumstances such as illness at time of exam/assessment.

A 1% allowance is reserved for more minor problems such as illness of another student in the exam room and stress or anxiety for which medication has been prescribed

Where the request fails to meet the criteria, it will be rejected.

The appropriate awarding body makes the decision on what constitutes special consideration and what level of allowance is applied.

Special consideration will not be applied for in the case of student missing an exam through oversleeping, missing the bus, mistaking the exam date or start time.

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My child missed the exam; can they retake it at another time?

The dates and times of written exams are set by the awarding body and cannot be changed; therefore, if a student misses the exam they will be marked as absent and will receive no marks for the paper.

If a student misses an exam in the summer of Year 11 or Year 13 it may be possible to apply for [special consideration](#), as long as the awarding board's criteria has been met and there is evidence to support the application.

Reimbursement may be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

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My child is late for the exam; will they be allowed to sit the exam?

If a student arrives before 1 hour of the published start time of the exam, the Thomas Deacon Academy will allow the student to sit the exam only if the exam has not already finished and students have not left the exam room. The student will be given the full exam time allowance if staffing and room availability allows.

If a student arrives after one hour of the start time, entry to the exam room will not be allowed. The student will be marked as absent and no marks will be awarded for that particular paper or assessment. In the summer of Year 11, Year 12 and Year 13 this will affect the overall GCSE, AS, A Level grade awarded.

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When are the exam periods?

The main External written exam periods during the academic year are:

November – GCSE Maths and English Retakes

January/February – vocational subject exams

May/June – All GCSE, A-Level and vocational subject exams

Student may also be entered for on-line exams that are conducted on a computer. These exams can be set at various times during the year and the subject teacher should advise you of these dates and times.

A list of the written exam sessions both Internal and External can be found on the Academy's website. The exams office is unable to tell in advance when an individual student has examinations. Therefore, if you are trying to book a holiday the office can only advise, as a guide, the session dates. Every effort is made to publish individual timetables as soon as possible after the subject entries have been finalised.

Finalised exam times will be published as a 'Master Exam Timetable' document on the VLE and TDA website.

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What equipment is needed for exams?

The basic exam equipment is the student's ID card, black pen*, pencil, rubber and ruler. Additional equipment will be needed for subject specific exams such as calculators, protractors, compass for Maths exams, Novel being studied for English exams, coloured pencils for graphic exams. Subject teachers will be able to advise students for specific exam papers.

* Increasingly the exam boards scan student's exam scripts so they can be marked online by the examiners; pencil, coloured ink and gel pens do not get picked up effectively on the scan. It is therefore essential that student write in a black ball point pen only.

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My child doesn't have their school ID card; can they still sit the exam?

It is extremely important that exam staff can identify students to ensure the correct students are sitting the correct exam paper and to aid in identifying absences.

If a student forgets to bring in their ID card, as a **temporary** measure they must go to their House Administrator, before the exam, for a printout from the school IT system that shows their name and photograph. The 'Proof of Age' card, for students aged 16+, or a driving licence is also an acceptable means of ID.

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What information is shown on the exam timetable?

The timetable shows the date, start time and length of each exam, the exam name and the venue where the exam will be held.

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Where can I find my child's exam timetable?

Parents will be emailed with an initial copy of their child's exam timetable. Additional copies can be requested from the Exams office

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My child doesn't have an exam timetable, what does this mean?

If a student does not have a timetable for a particular exam season it is either because they have not been entered for any exams or they have been entered for coursework/controlled assessment units only.

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What are the start times for exams?

The start times for the written exams are generally 8.45am or 9am for morning exams and 1.30pm or 1.45pm for afternoon exams. The on-line exams taken on a computer may vary.

Students must be at the exam venue at least 15 minutes before the start time on their timetable to ensure a prompt start to the exams.

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When does my child receive their exam results?

External exam results are published as follows:

November exams:	January
January	March
May/June exams:	August

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Who pays for exams?

The Academy will pay for exam entries in Years 7 – 11. For Years 12 and 13, the Academy will pay for the first exam entry; any subsequent retake entries will be paid for by the student/parent.

If a student fails to sit an exam or meet the necessary coursework requirements, reimbursement may be sought from the student/parent.

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My child has more than one exam scheduled at the same time on the same day?

Exam Clashes are quite common. If the total exam time for a morning or afternoon session is 3.5 hours or less, your child will sit the exams, one after the other, in the same session.

If the total exam time exceeds 3.5 hours, one of the exam papers will be moved to another exam session within the same day e.g. morning to afternoon or vice versa. The student will be informed individually of how the clash will be resolved by email and their exam timetable will show the revised timings. The student will be supervised between exams until both papers have been completed to maintain exam security.

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My child needs to carry medication

Students who need to carry long term medication such as epi-pens, diabetic insulin/glucose tablets and inhalers can take these into the exam room and put it on or under the desk. No other belongings are allowed.

For medication such as antibiotics tablets, these should be left in the medical room.

What is Controlled Assessments/Non Examination units?

These are part of the subject course and are a more secure way for students to produce coursework. Control levels are set at each stage of the assessment process by the awarding bodies which the Academy must adhere to. In some subjects, work will be marked by the awarding body but for most subjects however, work will be marked by the teacher and verified by the awarding body. In all cases the marks contribute towards the overall subject grade awarded at the end of the course.

Assessments can take place throughout the course and will be conducted during lesson time by the teacher. It is essential that students attend every lesson to ensure that they are fully prepared and can gain the best possible marks.

What is Plagiarism?

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously by the Academy and the awarding bodies.**

There are many ways to detect plagiarism. Teachers and examiners can spot changes in the style of writing and use of language and they are very familiar with work on the topic concerned. Internet search engines and specialised computer software are often used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

The penalties for plagiarism are very severe. If detected before the declaration forms have been signed, the Academy may withdraw the student from that particular exam or unit or from the subject as a whole.

Once the declaration forms have been signed, the awarding body must be notified. In this instance or if detected by the examiner, the awarding body may

- award zero marks for the work concerned
- disqualify the student from that unit for the examination series in question;
- disqualify the student from the whole subject for that examination series;
- disqualify a student from all subjects and barred from entering again for a period of time.

The level of these sanctions will be decided by the awarding body.

If you have any queries that are not answered here, please contact the Exams office for advice.

*Exams Office
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