

## STUDENTS - DO'S AND DONT'S

### DO

- Check individual timetables so that you know when, where and what time each exam is scheduled
- Arrive at the exam venue 15 minutes before the start time
- Bring your ID card for identification/ attendance purposes
- Bring your own exam equipment (black pen, pencil, rubber, ruler, maths instruments, calculators etc)
- Bring some drinking water in a clear plastic bottle with no labels

### DON'T

- Bring any unauthorised equipment (mobile phones, smart watches, MP3 players, ipods, ear/headphones etc). You will be disqualified from the exam if you are caught with these during the exam.
- Bring bags/personal possessions to the exam room. They are not permitted in the room and cannot be kept secure if left outside the room.
- Use gel pens, tippex or any other correcting fluid. Coloured pens are only permissible in certain exams.
- Bring food unless agreed in advance by the Exams Office for medical reasons.

### THE EXAMS OFFICE CAN BE CONTACTED ON

Telephone: **01733 426042**

Email: **exams@tda.education**

Exams Officer: **Mrs Linda Briers**

Exams Administrator: **Mrs Nicola Stevenson**  
**Mrs Helen Wilson**



# EXAMS INFORMATION BOOKLET 2019/2020



## EXAM DATES 2019/2020

### Autumn Term 2019

30th Oct	University Admission Tests
4th - 11th Nov	GCSE External Exams
7th Nov	Senior Maths Challenge
2nd - 6th Dec	Y7/8 Internal Exams
9th - 13th Dec	Y13 Internal Exams
16th - 19th Dec	Y11 Internal Exams (Practical and Oral)

### Spring Term 2020

7th - 17th Jan	Y11 Internal Exams
7th Jan - 7th Feb	EXTERNAL EXAMS
6th Feb	Intermediate Maths Challenge
24th Feb - 28th Feb	Y10 Internal Exams
2nd - 6th Mar	Y11 Supplementary Exams
16th - 17th Mar	Y13 Supplementary Exams

### Summer Term 2020

27th Apr - 1st May	Y12 Internal Exams
30th Apr	Junior Maths Challenge
5th May - 7th May	Y9 Internal Exams
11th - 14th May	KS2 SATs
11th May - 24th Jun	A level/GCSE External Exams
22nd Jun - 26th Jun	Y10 Internal Exams
29th Jun - 3rd Jul	Y7/8 Internal Exams

## EXTERNAL RESULTS DATES

16th Jan 2020	November GCSE Results
5th Mar 2020	AQA Jan 2020 Results
11th Mar 2020	OCR Jan 2020 Results
18th Mar 2020	BTEC Jan 2020 Results
1st Apr 2020	BTEC Feb 2020 Results
13th Aug 2020	Summer A Level and AS Level
20th Aug 2020	Summer GCSE

## EXAM CONTINGENCY DAY

### Summer 2020

In the event of a regional or national incident, the awarding bodies may decide to cancel exams on one or more days and re-schedule them to the end of the summer exams. The 24th June 2020 has been allocated.

Students should remain available to attend the Academy until the 24th June, regardless of their final exam date on their summer exam timetable. Therefore holidays etc should be booked after this date.

If there are no incidents, when an individual student's last written exam has taken place, as per their exam timetable, the contingency day for that student becomes obsolete.

## FREQUENTLY ASKED QUESTIONS

### Where can I find my child's exam timetable?

Students are emailed a copy of their exams timetable. Additional copies can be requested from the Exams Office.

### What are the start times for exams?

Please check the exam timetable as these can vary. Generally morning exams start at 8.45am or 9am and afternoon exams start at 1.30pm or 1.45pm.

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

Yes, if they get a print out from their House Administrator, which shows their name and photograph. A 'Proof of age' card or a driver's licence is also acceptable ID.

### My child needs to carry medication, how does this work?

Medication can be taken in to the exam; if the medication is too big to sit on the desk it should be placed in a small box or bag and stored under their exam desk. Medication should be agreed with the Exams Office **prior** to the exam(s).

### My child is unwell before or during an exam, what will happen?

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. Please contact the Exams Office for more advice.

### My child is experiencing difficulties at home due to personal circumstances leading up to the exams or during the exams, will this be taken in to account?

A 'Special Consideration' request can be made. See above.

### What happens if my child is late for their exam?

If your child arrives within one hour of the published start time of the exam, if possible, we will allow the student to sit the exam providing the exam has not already finished and students have not left the exam room. We will endeavour to ensure the student has the full time allowance if resources permit. If a student is more than one hour late, they will not be permitted to sit the exam.

### My child missed their exam, what can be done?

The date and time of the external/public exam is set by the exam board and cannot be changed. The student will be marked as absent and will receive no marks for this paper. Under some circumstances a special consideration request can be made, please contact the exams office as soon as possible for advice and guidance.

### My child has more than one exam scheduled at the same time, on the same day, what do we do?

If the total exam time is three and a half hours or less then the exams will be held back to back. However, if the exam time exceeds three and a half hours one of the exams will be moved to a different exam session (ie: am or pm) The student will be informed of the clash by e-mail and will be kept under exam supervision between exams.

### What is the difference between internal and external exams?

Internal exams are set and marked in school by teachers. External exams are national exams, timetabled and marked by the UK's awarding bodies.