



EAST LEAKE
— ACADEMY —

Summer Examinations

**Information For Candidates Sitting
External Examinations In Summer 2021**

Examinations In Summer 2021

Introduction

In a regular year, mock examinations are taken in Year 10 and again in Year 11. They take place in the main examination hall. Mock exams at East Leake Academy are set to best replicate what you will experience in the main Summer exam season. They familiarise you with the rules and expectations.

Examinations in England and Wales are set in accordance with the regulations drawn up by JCQ (Joint Council for Qualifications) and in agreement with all the exam boards. As a registered Exam Centre we must comply and a JCQ Inspection is carried out during each external exam season to ensure that we do.

Due to COVID-19, you missed the Year 10 mocks and the safety restrictions in Year 11 meant that not all students will have taken a mock paper in the hall and missed an introduction to the majority of the rules. This presentation is to provide information and explain some the rules.

The Timetable for 2021

The Examinations Boards have issued their timetables for Summer 2021. This year some key dates have changed. Most GCSE's will now take place after the half term break with the exception of the first 2 GCSE papers which are taken by all Year 11 students. They are:

- **Wednesday 26th May @ 9am** **English Language. Paper 1**
- **Thursday 27th May @ 9am** **Mathematics. Paper 1**

The final GCSE papers taken by all Year 11 will be on:

- **Friday 2nd July @ 9am** **Physics & Combined Science (Physics). Paper 2**

Important Note. Contingency Days are added to the timetables to allow re-setting of papers cancelled due to any unforeseen National Disruption to the examination system. Students should be available to take any papers that are required to be re-set.

Due to COVID-19 a Contingency Timetable is being devised for Students who miss all the papers in a subject.

Extra Contingency papers will be set between 28th June and 16th July 2021.

Further information will be released by DfE when finalised.

Before Your Exams

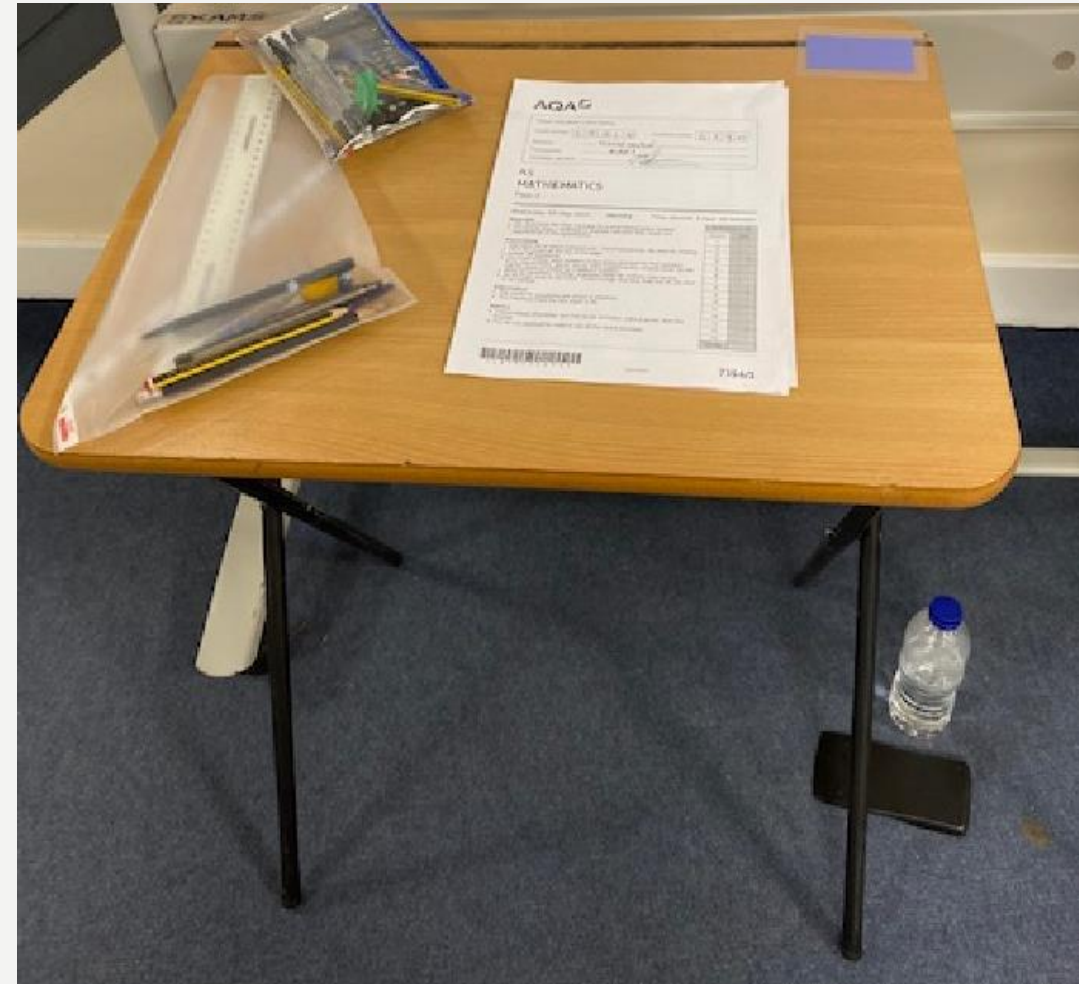
- In February you will be issued with your individual exam timetable. Carefully check all your expected exams are included. Inform Mrs Browning, the Exams Officer, if you think you have an error. Ask if you do not understand it and ensure you are clear which exams are set in the morning and which are in the afternoon. **Keep your timetable safe**
- Exams at ELA start at 9:00am and 1:00pm, which requires you to arrive at 8:45 and 12:45 respectively to enable entry, settling and all instructions to be given in advance of the start time.
- **You must be on time.** A late start, especially in the afternoon, will impact upon transport arrangements. If you are going to be unavoidably late please ring school reception and speak to someone. A message left might not be heard for some time. You may still be permitted into the your exam but the exam board may have to be notified.
- Coats and bags were allowed into mock exams but not in to external exams. Arrangements will be made for you to leave them in school.
- Full school uniform and school shoes must be worn to all exams. Bracelets are not permitted and must be removed.

Entering An Exam Room

- A Main Hall seating plan for the exam will be displayed outside the room and the Year 11 social area. Check in advance and know your row and desk number. A name card will be on your desk to assist you.
- Arrive 15 minutes before the exam start time, line up in silence and wait to be invited in by either the Exams Officer, an invigilator or a member of staff on duty for the exam.
- Mobile phones/Smart Watches/Fitness trackers and any other web enabled device is strictly forbidden in exams and should not be brought along. At your own risk, you can hand them in and obtain a ticket to retrieve them afterwards. Any such devices found on your person during an exam is a very serious malpractice and will result in disqualification. Exam Boards never accept excuses. You will be reminded before the exam starts. Do not be afraid to hand anything in at this stage. You should also hand in any revision notes or crib cards.
- Once inside, all exam rules must be adhered to. Do not speak or communicate with any other student. If you have any concern before or during the exam, raise your hand and an invigilator will come to you.
- Your exam paper will be on your desk. Do not open it or write anything until instructed to do so. Important instructions will be given before you first pick up your pen.
- If you wear an analogue watch, place it on your desk visible to the Invigilator who may inspect it for compliance. During the exam do not touch it and only place it back on your wrist when dismissed from the room.

Permitted Items At Your Exam Desk

- All equipment needed for your exam including, if required, a “working” calculator. We cannot supply a replacement. The lid should be placed on the floor.
- A clear pencil case or clear bag. Geometry equipment must also be in a clear container/bag.
- Water only, not juice, in a clear bottle and of a reasonable size. Labels must be removed. Re-usable bottles should be clear with no writing, not even your name. Bottles should be placed on the floor to avoid accidental spillage.
- Your name card which has your candidate number. You must not touch, bend, write on, damage or deface the card in any way.



Forbidden Items At Your Desk

Here are a few examples of items you must not bring to exams:

- Calculator lids with formulae. Place lids on the floor
- Rulers with writing
- Tippex/correction fluid/correction pens
- Non see-through pencil cases, drinks bottles, tins or containers. Place glasses cases on the floor - open
- Tissues in packets
- Bottles with labels or drinks other than water
- Additional paperwork
- Jewellery, Lucky Charms or toys
- Medication, hand creams, lip gels

The Exams Officer must be informed of any medication likely to be required during the exam.



Your Identification

- Wear your school lanyard on entry and then place it on the floor alongside your desk. Only pick it up once dismissed after the exam.
- Your **Candidate Number** is on the name card on your desk. Do not handle the card, bend, deface or damage it in any way. Try to keep it visible during the exam.
- The **Centre Number** for East Leake Academy is 28314. It is displayed at the front of every exam.

Your exam paper requires details completing to identify your work. Write these details clearly, in capital letters, accurately and in **Black Ink** :

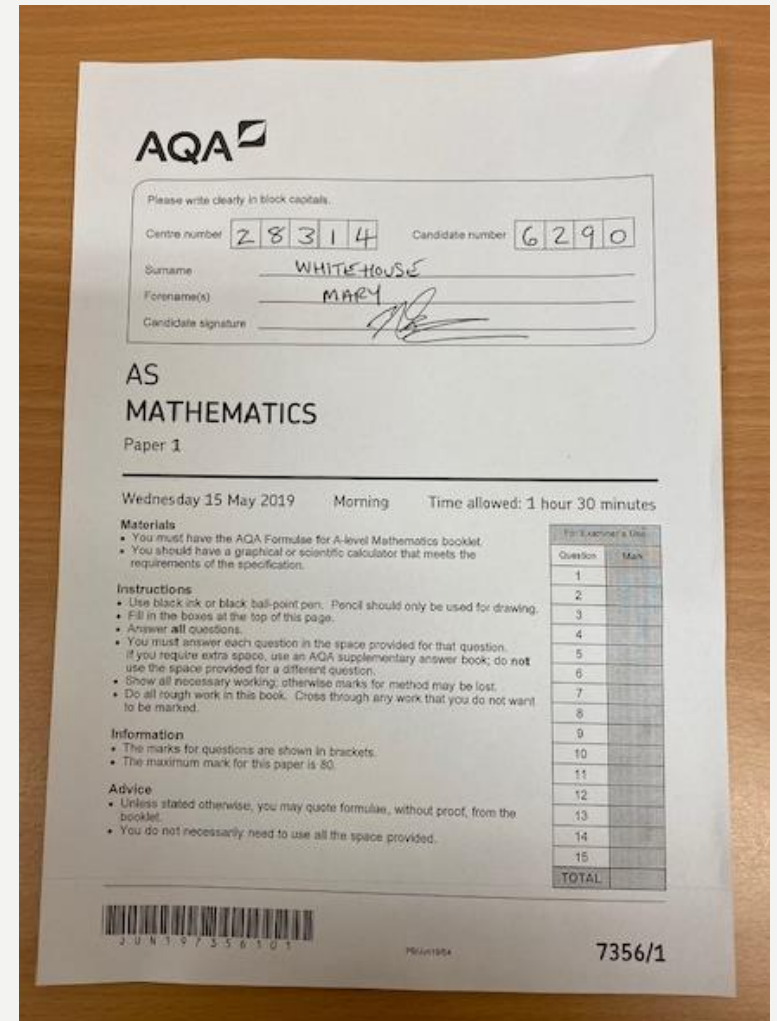
1. **Forename (in full, not a shortened version)**
2. **Legal Surname (not your preferred surname)**
3. **Candidate Number**
4. **Centre Number**
5. **Signature (important to verify your work)**
6. **Date**
7. **Paper Reference and Paper Title** – These details are required when completing separate answer booklets or continuation booklets. All the information will be on the front of your exam paper. AQA paper numbers are usually found at the bottom right. Ask if you are unsure of any detail or are unable to find.

Your Exam Papers

Most exam papers are scanned at the examination board and marked on screen.

Ensure your work can be read by:

- Writing only in **Black Ink** except for diagrams.
Many blue inks and gel pens do not scan clearly
- Writing legibly.
It is your responsibility to ensure your answers can be read
- Complete **all details** on the front of the paper and any continuation booklets you use
- Sign your paper
- Read the instructions carefully
Correctly number your answers and only write where instructed to do so. (Usually not outside the box as it will not scan)



Your Exam Papers continued

Do not write anything on the front other than the details requested.

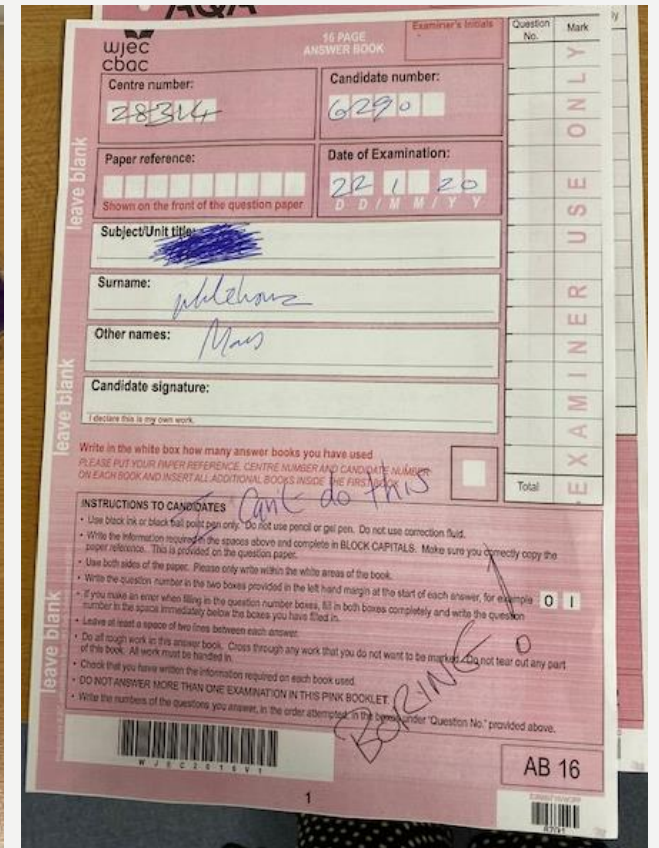
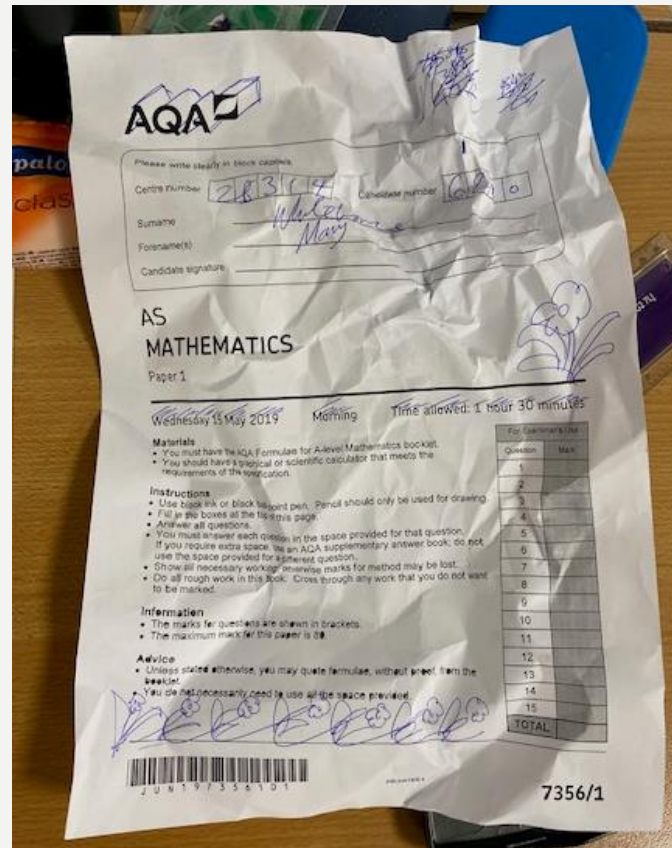
You must not deface your paper

It is a malpractice and could lead to disqualification.

This also applies to doodles, drawings and revision notes you might want to quickly jot down at the start.

Pages must not be separated, screwed up, folded or removed.

Any additional paper provided for you exam will be submitted



At The End Of Your Exam

If you finish early you will not be permitted to leave. Check over your paper, ensure your answers are fully completed and all your identification details on any supplementary answer booklets.

Other students may still be working and must not be disturbed.

Disturbance or disruption is a malpractice and can lead to you being disqualified from all subjects with an examination board.

Sit in silence. Do not communicate, in any way, with another candidate.

Unnecessary toilet visits disturb other students. All incidents and times when students leave the room are recorded in the diary which may be viewed at JCQ Inspection or at any time on request from an examination board. Be aware, a pattern of frequent toilet visits can appear suspicious. If you have a medical reason to frequently leave the room you should request to be issued with a toilet card.

At the end of the exam you are still in exam conditions and must be silent. All papers and your name card will be collected before you are dismissed by row. Do not scrape chairs, and file out in an orderly fashion.

Remain silent until well away from the exam room and in corridors please respect students working in classrooms.

Missed Exams

If you are ill and unable to attend an exam you must inform Mrs Browning, the Exams Officer, immediately. Ring and speak to someone on reception. An application to the Examinations Board for Special Consideration on your behalf will require supporting medical evidence.

You should contact your doctor and submit evidence within 3 days.

Should you have a need to Self-Isolate or be suffering a COVID-19 related illness and be absent for a paper (or papers) Special Consideration applications on your behalf will also require supporting evidence. Further information about acceptable evidence is to be provided by DfE closer to the exams.

Due to COVID-19 if you miss all papers in a subject, a single extra paper will be set 10 days after the final paper and during the **Contingency Timetable from 28th June and 16th July 2021**.

The contingency timetable is yet to be finalised.

Further Questions

If you require any further information or clarification about your GCSE's please contact Mrs Browning. Exams@Eastleake-ac.org.uk

Information regarding your entries, such as your Tier of Entry will be available from your subject teacher.

Any questions about the Access Arrangements for which you have qualified should be directed to Mr Jones the SENCo.