

**EXTERNAL EXAMINATIONS 2019**

**INSTRUCTIONS &**  
**INFORMATION FOR STUDENTS**  
**AND PARENTS**



Please ensure you read all the contents of this document.

Failure to adhere to procedures could result in your examination results not being awarded.

## **Introduction**

It is the aim of WMG Academy for Young Engineers to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful advice for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The examination boards set down strict criteria which must be followed for the conduct of examinations and WMG Academy is required to follow them precisely. You should therefore pay particular attention to the Notice to Candidates that is printed at the back of this booklet.

If there is anything you do not understand or if you have any questions, **please ask.**

## **Contingency Day**

The exam boards have informed us that they have built an extra day into the summer series which **all** students must be available for, in case they are required to move an exam. This would only happen in exceptional and unforeseen circumstances when the exam would be moved nationally to this date by the awarding body. The date that they have set is **Wednesday 26<sup>th</sup> June 2019**. So please do not book holidays before this day.

**Before The Examination series:**

**1. Statements of Entry:**

**This booklet refers to the external examinations taking place in 2019**

Candidates will receive 2 statement of entries; these need checking very carefully.

You are checking that you have been entered for the correct exams

1. Please check your legal forename and surname as this is the name that will be printed off on certificates.
2. If everything is correct, please sign and return the coloured statement of entry and the slip at the bottom of the letter. The white copy is for you to keep
3. If you have anything to amend please **mark it clearly** on the statement of entry and an amended one will be given out to you for signatures.

**You must check everything on this statement very carefully, and return by the date stated.**

New copies of statements of entries will be sent to all students once we receive confirmation from the examination boards.

**1. Examination Boards:**

The academy uses the following Examination Boards: AQA, Pearson (Edexcel) and OCR.

**2. Candidate Name:**

Candidates are entered under the name format of first Name + one middle initial + **legal surname** e.g. Adam J Smith. Your legal surname is the name that is on your birth certificate and passport. Please let us know immediately if your legal surname is not the name we have used. Please check this very carefully on your statement of entry.

**3. Candidate Number:**

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers.

**4. Contact Numbers:**

Please check that the academy has up-to-date contact numbers for you. This is vital in the event of absence from an examination.

**5. Medical Conditions:**

If you have a medical condition that you have not previously told us about please let us know.

**6. Re-sitting an Examination:**

If you are in Year 13 and has requested to re-sit an AS Examination these should also be found on the statement of entry.

## **EXAMINATION INSTRUCTIONS FOR STUDENTS**

1. Make sure that you know exactly when your exams are especially whether they are morning or afternoon. Seating plans will be displayed on the Examinations Notice Board before each examination. All dates and sessions can be found on your Statement of Entry.
2. You will need to make sure that you bring in **ALL** relevant items for each examination, e.g. a calculator for a Maths examination. Please make sure you also bring in pens, pencils, eraser, ruler and a sharpener in a **clear** pencil case or plastic bag. **YOU ARE NOT ALLOWED TO USE TIPPEX OR HIGHLIGHTER PENS IN EXAMINATIONS.**
3. Please ensure you allow enough time to get to the academy so if you are delayed for any reason e.g. traffic, you will still arrive in good time.

### **TIMINGS**

**Be at your examination room at the following times.**

**Morning examinations:** 8.45 am for a 9.00am start

**Afternoon examinations:** 1:15 pm for a 1.30 pm start

You will **NOT** be entitled to any extra time, should you arrive late for any of your examinations. If you arrive more than 30 minutes after the start of any examination, the examination officer will decide whether you will be able to sit the examination **at all**. The Examination Boards will have to be notified.

If you miss an examination you will **NOT** be able to do it again. If you are ill and cannot take the examination, you **MUST** telephone the academy immediately and leave a message. You **MUST** provide a sick note from your doctor.

If you do not have an acceptable reason for missing an examination you will be charged for that examination. Failure to pay may result in your results being withheld.

## **ARRANGEMENTS FOR EXAMS HELD IN CLASSROOMS**

4. You should go to the atrium, with all your equipment you need for every examination where a register takes place – you then listen to instructions very carefully and make your way to the examination room when instructed – this must be in silence.
5. Full correct business attire must be worn.
6. Once inside the room, Examination Board rules state that you **MUST** be silent (copy attached). If there is any communication between any students it will be assumed that you are cheating and will be treated accordingly. You must **not** talk until you leave the examination room.
7. Listen carefully to instructions and notices read out by invigilators – there may be amendments to the exam paper that you need to know about. Check you have the correct question paper – check the subject, paper and tier of entry. If there is any doubt – tell an invigilator.
8. Read all instructions carefully. Number your answers clearly. At the end of the examination all work must be handed in – remember to cross through any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
9. Do not ask the invigilator questions regarding the exam paper they are not allowed to answer subject specific questions.
10. **Bags and Coats**  
Please put these in your locker they are not to be left by your exam table. Coats are not to be left on the back of chairs and no hats are to be worn.
11. **MOBILE PHONES**  
We cannot stress enough how important it is **NOT TO BRING IN THE EXAMINATION ROOM MOBILE PHONES**. Anyone caught with a mobile phone, whether it is turned off or not will be severely reprimanded by the appropriate Examination Board. You may be disqualified from that examination and also any other examinations. (See attached notice).
12. **WATCHES:**  
All watches must be taken off your wrist and placed on the examination table
13. **ELECTRONIC EQUIPMENT**  
You are **NOT** allowed to bring any written notes, electronic or communications equipment (ipod, mp3 players, spellcheckers etc) into the examination room.

14. **WATER and FOOD**

You are allowed to bring a small clear bottle of water into the examination room. The label must be removed from the bottle. However, you are **NOT** allowed to bring in the following items: -

Canned or cartons of drinks

Chewing Gum

Any other food

Remember if you drink you will **NOT** be allowed comfort breaks.

15. Please do not write on examination desks. This is classed as vandalism and you will be asked to pay for any damage. Do not write on your examination card as it is classed as examination material.
16. You are not allowed to leave the examination room even if you have finished your examination, so do not ask! If you finish your exam early check your paper, then sit in silence and **do not** disturb others.

**INSTRUCTIONS FOR A FIRE DRILL DURING THE EXAMINATIONS**

We do hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the examination room.
3. When you leave the room you **MUST** be at least one metre away from the students in front and behind you.
4. Do **NOT** walk to where you would usually go, you will be told where to stand. You will have to be kept separate from the rest of the academy and from each other.
5. When you return to your examination room, do not start writing until the invigilator tells you to do so.
6. You must not communicate at any stage with another student, in doing so, you compromise the examination and this will be reported to the Examination Board. Yours and others paper could be cancelled.

**LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC**

### IMPORTANT DATES

#### Contingency Day

**Wednesday 26<sup>th</sup> June 2019**

All student must be available for this day in case exam boards have to move an exam in case of exceptional or unforeseen circumstances

#### A Level / BTEC Results Day:

January Series will be available on **13<sup>th</sup> March 2019**

Summer Series will be available on **15<sup>th</sup> August 2019**

#### GCSE Results Day:

January Series will be available on **7<sup>th</sup> March 2019**

Summer Series will be available on **22<sup>nd</sup> August 2019**

### ENQUIRIES ABOUT RESULTS: APPROXIMATE COSTS

These costs could change once the board have announced the 2019 post results service

Missing a GCSE Examination:	£30.00
Missing an AS/A2 Unit:	£25.00
*Cost of GCSE Re-mark:	£40.00
*Cost of AS/A2 Unit Re-mark:	£40.00
**Cost of Photocopied Script:	£20.00
**Cost of Original Script:	£20.00

\*If you wish to query any marks you receive for any of your examinations you must first complete the consent form which will be provided with your results.

This will need returning to the Examinations Office with the correct payment.

**Please be aware that when requesting a re-mark of an examination paper your mark could go down as well as up or even stay the same.**

\*\*If you request an Original Script you can **NOT** then request a re-mark. You can request a re-mark if you request a photocopied script (AS/A2 units only).



**Certificates:**

**The Statements of Results issued on results day are not your certificates. These do not arrive into academy until late November.**

WVG Academy is only obliged to keep certificates for a period of one year after issue. Please do not lose your certificates replacements can only be obtained from the Examination Boards for a substantial fee. You are therefore urged to collect your certificates keep them safely.

**CONTACT DETAILS**

Solihull Academy – 0121 770 3556 – Examination Officer - Mrs S Phillips –  
[s.phillips@wvgacademy.org.uk](mailto:s.phillips@wvgacademy.org.uk)

Coventry Academy – 02476 464661 – Examination Officer – Mrs M Dunckley  
[m.dunckley@wvgacademy.org.uk](mailto:m.dunckley@wvgacademy.org.uk)

Trust – Examination Manager – 0121 770 3556 – Mrs S Rhodes  
[s.rhodes@wvgacademy.org.uk](mailto:s.rhodes@wvgacademy.org.uk)