



ETONBURY
ACADEMY

Centre Number 15168

Examination Booklet

Summer 2025

A Level and GCSE Examinations – Summer 2025

The written GCSE exams start on Tuesday 6th May and finish on Wednesday 20th June 2025.

Please note that there are also **exam contingency days** which have been arranged for examinations: 'should sustained national or local disruption arise during the examination period'.

These days will be used if an exam, in the event of a serious national or local incident, needs to be rearranged for a later date to allow all students a fair and equal chance. The dates that have been set aside as the contingency days are **Wednesday 11th June (afternoon)**, and **Wednesday 25th June (all day)**. Therefore, you must be available to sit exams from the start of the exams in May until Wednesday 25th June 2025. This decision is not a school decision and does apply to all candidates in all schools.

Some practical and oral exams will take place before the 6th May and the main exam period of written papers. Your subject teachers will inform you of the arrangements and procedures for these parts of the examinations.

All Year 11 and 13 students are expected in school until Friday 23rd May when we break up for the May half term holiday. Study leave will start on Monday 2nd June 2025.

BEFORE THE EXAMS -

- Carefully check your **Exam Timetable** and **Statement of Entry** which are enclosed with this booklet. Check that the spelling of your name and date of birth are correct. If they are incorrect please inform the Exams Office immediately.
- Your exam entry is made using your **legal name**. You must write your legal name on your exam papers.
- Remember your **candidate number**, you will need this for every exam.
- Morning exams start at **9:00am** and afternoon exams at **1:30pm**.
- You must attend all exams that you are entered for. Misreading your exam timetable is not a good enough reason for not turning up.
- Your subject teacher may be doing revision sessions before your exam – check with them and make sure you attend as many as you can.
- If you fail to attend an exam without a valid reason, you will not be able to take the exam at another time.
- There will be days when you have to sit more than one exam, sometimes with only a short break between them. Make sure you are prepared for this. If you have two exams due to take place on the same date and time you will have received a 'clash' note with your timetable. If you have received one of these notes, please read it carefully and ensure that you are prepared to be isolated between the morning and afternoon sessions. Make sure you have brought some food and a drink with you.
- Please read the important JCQ documents which can be found via the links/QR codes at the end of this document. These lists all the exam rules and regulations. You can also find links to these on your Google classroom and on the schools website.

ON THE DAY OF YOUR EXAM -

- Make sure you arrive at school in time for any organised revision sessions.
- If you are delayed and may arrive after the scheduled exam start time, you need to telephone the school (01462 730391) and come to school as quickly as possible, and report to reception without speaking to other students.
- The Exam Board may have to be notified and may not accept your paper.
- If you are unwell and unable to sit an exam, telephone the school and make sure you speak to the Exams Office or a message is taken by Reception. You must let us know why you are absent and must be able to provide proof of why you are absent. If proof is not provided, you may be asked to cover the cost of the missed exam. It might be possible to obtain special consideration from the Exam Board. The Exam Board will not allow special consideration under any circumstances if a candidate has not completed 25% of the assessment. Medical evidence **MUST** be provided. It is important to note that **IF YOU MISS ANY WRITTEN PAPERS IN A SUBJECT YOU MAY NOT BE AWARDED A GRADE** – this will be at the discretion of the Exam Board.
- Check the seating list which will be up outside the hall. This will show which room your exam is in and your seat number. Although most of the exams are in the gym you may be in another room so allow enough time to find the correct room.
- Make yourself comfortable before each exam, you will not be allowed extra time if you need to use the toilet during the exam. You will have to be escorted to the toilet by an invigilator.
- You need to make sure you have all the equipment needed for the exam. Invigilators only have a limited supply of equipment.

EQUIPMENT CHECKLIST – PLEASE REMEMBER TO BRING:

- Clear pencil case or clear plastic bag
- Black pens
- Pencils, ruler, eraser, pencil sharpener
- A calculator for Maths, Science and any other subjects if required (do not bring the lid into the exam room)
- Maths equipment for the Maths exams – ruler, protractor, compass, calculator
- You may have a clear bottle of water but must remove any labels from it

DO NOT bring:

- Correcting fluid, gel pens and highlighter pens (except to highlight questions only)
- Watches - ALL watches (smartwatches and wrist watches) are not allowed in the exam room
- Mobile phones, I-pods, AirPods, headphones, or any technological/web enabled devices (such as a Fitbit) are **NOT** allowed in the exam room
- Notes of any sort and ensure your hands are clear of handwriting

DURING THE EXAM -

You must –

- Be silent in the exam room, including the times when you come in and out. If you need help raise your hand clearly and wait for an invigilator to come to you.
- Remember that the invigilators are there to supervise the conduct of the exam and to maintain the integrity of the exam. They are there to ensure that every candidate in the room has an equal opportunity to demonstrate their ability and to complete the exam. If an individual disturbs others around them, the invigilator has the authority to move a candidate to another desk.
- Listen to the invigilator and show them respect, they are employed by the school so should be treated like a member of school staff.
- Inform the invigilator by raising your hand if you think you have the wrong exam paper.
- Read carefully and follow the instructions on the exam paper.
- Do not forget to fill in your LEGAL name and candidate number at the top of each exam paper **and sign it.**
- Do all your rough work on the exam stationery provided, cross through it and hand it in with your answers.
- Make full use of all the exam time and do not finish too early. Allow enough time for each question and answer the correct number of questions. Attempt all the questions you are required to answer. Read through and check all your answers at the end.

You must NOT –

- Become involved in any unfair or dishonest practice in any part of the exam.
- Talk, turn around or make eye contact with other students. If someone is trying to communicate with you, ignore them, they could get you into trouble.
- Deface your exam script or use inappropriate language. The person marking your paper will report this and you may be disqualified.
- Anyone caught cheating in exams, which includes being in possession of a mobile phone, using unauthorised aids and communicating with other students, **WILL** be reported to the Exam Board. This is called malpractice and may mean you are disqualified from the exam you are taking and all other exams!
- Writing on your exam desk: this constitutes as vandalism, and if you write your name on the desk we will know who has done it!
- You must stay in the exam room for the full time indicated – you will not be allowed to leave the exam early. If you leave the exam room without an invigilator, before the exam has finished, you will not be allowed to return.

In the event of a fire alarm going off during an exam remember:

- Follow the instructions given by the invigilator.
- You will need to leave the exam room in silence.
- Close your question paper and leave your equipment on your desk.
- Do not talk to other students about the exam. If you are caught talking you will be reported to the exam board as this constitutes malpractice (cheating).

- Do not line up with your tutor group.
- The invigilator will direct you to a suitable place to line up.
- The invigilator will advise when it is safe to return.

AT THE END OF THE EXAM -

- Do not leave the exam room until you are told to do so.
- Do not take any exam materials, such as question papers or equipment you have borrowed from any exam room.
- Please leave the exam room in silence and move away quickly – even though you are the other side of the door you can still be heard and other students may still be working.
- Do not waste time worrying about the exam you have just taken – look positively towards the next one.

RESULTS DAY!

A Level results are published on **Thursday 14th August 2025**.

GCSE results are published on **Thursday 21st August 2025**

You can come into school between 8:30am and 11:00am to collect them.

If you cannot come into school to collect your results you may arrange one of the following:

- A nominated person can collect them on your behalf but they must have a letter of authorisation from you. Please note that this nominated person will be asked for a form of photographic ID before results are given out.
- Results can be posted home but you must supply a stamped self-addressed envelope to the exams office no later than 4th July 2025.
- A PDF of results can be emailed to the students school email address, this must be requested by the student no later than 4th July 2025.
- If you have any queries with your results or are not happy with your final grades you must talk to your subject teacher. You may be able to get a review of marking or ask to see your exam script.

POST RESULTS SERVICES

The following Post Results Services are available from each Exam Board:

1. Reviews of Marking (RoMs) – this is also thought of as a remark. The exam board will look again at your exam paper (your ‘script’) and check that the marking scheme has been applied correctly.
2. Clerical Check – this service will include the following checks: that all parts of the script have been marked; the totalling of the marks; the recording of marks.

3. Access to Scripts – if you would like your paper back – perhaps to see where you could improve or how you were marked.
4. Appeals – if you are dissatisfied with examination results following the outcome of the review of results process, you should refer initially to the JCQ publication Post Results Services – Information and guidance to centres (found in the Exams Office). If after consulting these documents you are convinced that the awarding body has not followed due procedures, it is possible to submit an appeal in line with the procedures set out in the publication. If an application for an appeal is accepted, an investigation into candidates' or centre's results, and the awarding body's procedures will follow. An appeal investigation does not generally involve a further review of candidates' work.

If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of any enquiry about results or a subsequent appeal.

Requests for post results services must be made through the school.

Forms and prices for post results services will be available from the school on results day and from the Exams Office thereafter.

The candidate **MUST** sign the form requesting **ANY** post results service. Services cannot be applied for without the consent (in the form of a signature) of the candidate.

Etonbury Academy will pay for any ROM's that are within two marks of the grade boundary in Maths and English, any other ROM requests will be chargeable to the student/parent/carer and will not be submitted to the exam board until payment has been received.

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on my Statement of Entry (SoE) and my Exam Timetable?

A. The details on your SoE and Timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What do I do if I have two or more exam papers timetabled at the same time (an exam clash)?

A. Some candidates may have a clash where two subjects are timetabled at the same day and time. We will re-schedule the exams that clash (on the same day). You will normally sit one subject paper followed by the second paper. Depending on how they are re-scheduled you may need to have a supervised break. The 'clash' note will explain how they have been re-scheduled.

Q. What do I do if I think I have the wrong paper?

A. Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and inform the invigilator immediately.

Q. What do I do if I have an accident or I am ill before the exam?

A. Inform the school at the earliest possible point so we can help or advise you (School reception: 01462 730391). In the case of an accident that means you are unable to write it may be possible to provide you with a computer so that you can type, or a scribe who will write for you. You need to give as much notice as possible so that we can put these arrangements in place. You may need to provide medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration.

Q. What is an appeal for Special Consideration?

A. Special Consideration is a post-exam adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided. A candidate will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples may be temporary illness, accident or injury, bereavement, domestic crisis or other indisposition at the time of the assessment. Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment. The exams officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support any applications.

Q. If I miss the examination can I take it on another day?

A. No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A. Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc.

Q. Why can I not bring my mobile phone into the exam room?

A. Being in possession of a mobile phone (or any other electronic communication device eg. I-Pod, Airpods, MP3/4, headphones) is regarded as cheating and is subject to severe penalties from the exam boards. If you are found with a mobile phone during an exam, ***even if it is switched off and even if you did not intend to use it***, we are under an obligation to report it to the exam board – who may decide to disqualify you.

Q. Can I go to the toilet during the exam?

A. Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

EXAM CERTIFICATES

You will be informed of the date you will be able to collect your certificates on Thursday 22nd August when you are in school to receive your results . This is normally on January inset day which is Monday 5th January 2026. If you would like to nominate somebody else to collect your certificates on your behalf, they must bring with them a signed letter of authorisation from you.

Certificates need to be looked after carefully – Exam Boards **WILL NOT** provide replacements. Only if certificates have been lost through fire, flood or theft, and then the Exam Boards will need evidence provided by the police or insurance companies to re-issue them.

If certificates have been lost, Exam Boards may issue a letter detailing exam results but they charge per subject and this can be very expensive.

INTERNAL ASSESSMENT APPEALS PROCEDURE (NON-EXAM ASSESSMENT NEA)

This applies to A Level and GCSE internal assessments and performances and to BTEC coursework. Work that is assessed and marked in school (usually by your subject teacher or a group of teachers).

The teacher who assesses your work will be knowledgeable about that subject and mark it fairly.

Your teacher should inform you, in a timely manner, of the marks that are to be submitted to the exam board for your work. This is to enable you to request an internal appeal and for an investigation to be made before the final mark is submitted to the awarding body. You will be informed 2 weeks prior to the deadline for submission of marks to the awarding body. You have 1 week to request an internal appeal.

You should consider why you wish to appeal, there has to be a good reason that you think the marks awarded are not correct. If you feel your coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification you must speak to your subject teacher or the head of the department to request an internal appeal.

If you wish to see a full copy of the internal appeals procedure please ask the Exams Officer.

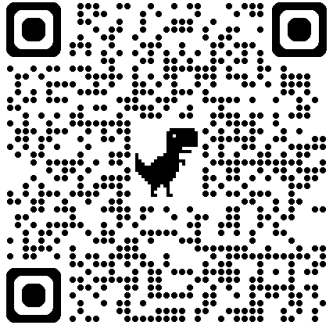
You must be aware that once submitted your marks could be subject to change by the awarding body moderation process.

If you wish to see a full copy of the NEA protocol please ask the Exams Officer.

IMPORTANT JCQ DOCUMENTS THAT YOU MUST READ

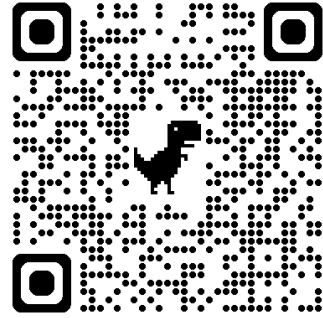
JCQ Information to Candidates

Coursework



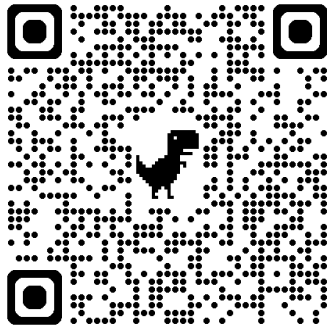
JCQ Information to Candidates

Non-Exam Assessments



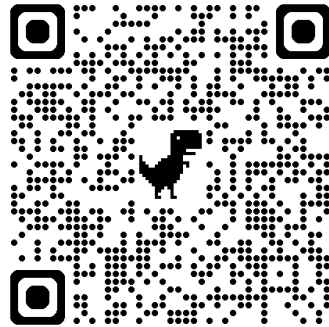
JCQ Information to Candidates

Written Exams



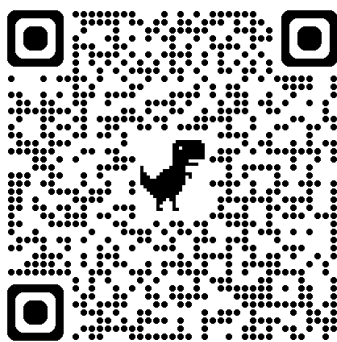
JCQ Information to Candidates

Preparing for Exams



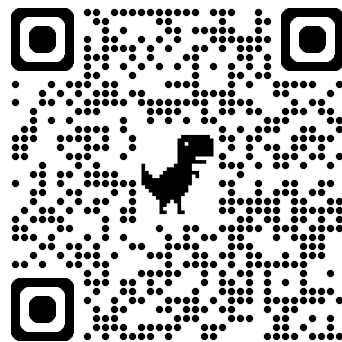
JCQ Information to Candidates

Privacy Notice



JCQ Information to Candidates

Social Media



AND FINALLY -

- ✓ Plan your revision timetable, do not leave it all till the last minute.
- ✓ Get everything you need for your exam ready the night before.
- ✓ Try to get a good night's sleep throughout the exam period.
- ✓ Have a good breakfast.
- ✓ Arrive at school in time for any organised revision sessions.
- ✓ Try to relax and not be put off by what other students say before an exam.
- ✓ Have positive thoughts!
- ✓ Do remember that the exam questions are written so that you can show your knowledge and skills, they are not trying to catch you out!