

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 2018/2019



EXAM DATES 2018/2019

Autumn Term 2018

31st Oct	University Admission Tests
5th - 14th Nov	GCSE External Exams
6th Nov	Senior Maths Challenge
12th - 23rd Nov	Y11 Internal Exams
3rd - 7th Dec	Y8 Internal Exams
10th - 14th Dec	Y13 Internal Exams

Spring Term 2019

3rd - 9th Jan	Y12 Internal Exams
7th Jan - 8th Feb	EXTERNAL EXAMS
7th Feb	Intermediate Maths Challenge
25th Feb - 8th Mar	Y11 Internal Exams

Summer Term 2019

30th Apr	Junior Maths Challenge
7th May - 10th May	Y9 Internal Exams
13th May - 28th Jun	A level/GCSE External Exams
17th - 21st Jun	Y7 Internal Exams
24th Jun - 28th Jun	Y12 Internal Exams
24th Jun - 5th Jul	Y10 Internal Exams

External results dates

17th Jan 2019	November GCSE Results
13th Mar 2019	January External Results BTEC
15th Aug 2019	Summer A Level and AS Level
22nd Aug 2019	Summer GCSE

Exam Contingency Day – Summer 2019

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 26th June 2019 has been allocated for this purpose.

The awarding bodies advise any student sitting external exams next summer remain available to attend the Academy until the 26th 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?

Current exam timetables can be found on student's individual VLE page under the 'Exams' section.

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?

Long term 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. Short term 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, as 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.

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.

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.