

EXAMINATIONS HANDBOOK

SIR GEOFFREY LEIGH ACADEMY

2024 - 25

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INTRODUCTION

It is the aim of Sir Geoffrey Leigh Academy to make the examination experience as stress-free and successful as possible for all candidates.

The academy is fully committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Hopefully, this booklet will prove informative and helpful for both students and parents/carers. Please read it carefully so that you are aware of the examination regulations and procedures to follow in the event of any problems occurring.

The Academy uses the following Awarding bodies Examination Boards: AQA, Pearson/Edexcel, OCR, WJEC/Eduqas, NCFE the International Baccalaureate, and the London Institute of Banking and Finance (LIBF).

The Awarding bodies set down strict criteria for the conduct of examinations, which we must follow precisely. You must therefore read carefully the examination instructions, which are contained in this handbook.

Further important notices are on The Sir Geoffrey Leigh Academy website on the Examination pages.

[SGLA Examinations Guide](#)

Information on the way the awarding bodies use your personal information can be found at

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-forcandidates---privacy-notice>.

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

If you do need help or advice at any time before, during, or after the examinations please contact
Examinations Officer – Mrs. Laurie Bennett - laurie.bennett@sgla.latrust.org.uk
Deputy Examination Officer – Mrs. S Rousell - sarah.rousell@sgla.latrust.org.uk
The Examinations Team can be contacted on **01322 620538**.

In addition to the above, please remember – that we are here to help.

BEFORE THE EXAMINATIONS

1. A copy of the examination timetable 2025 has been given to you. This has also been stored on MCAS and on your [Bromcom Student Portal](#). You should check with your subject teachers if you are unsure which examinations you will be taking, and highlight your examinations. You will also receive an individual timetable in the summer term showing your own specific examinations with details of date, time, and duration of examinations, venue and seat number. Check it carefully. Look carefully for any clashes (more than one examination timetabled at the same time). If you think you have a clash or something is wrong see Mrs Bennett in the Examinations Office.

There may be a few candidates who have a clash where two subjects are timetabled at the same time. The academy will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mrs Bennett immediately if you think you have a clash.

2. Candidates are entered under their full legal names. It is very important that the name you write on your examination papers is your legal name, and this is what will be on your certificates. Please ensure that the academy has the correct details and inform the Examinations Officer immediately of any errors. Do not abbreviate your name on your examination paper as if the name on your paper does not match the register, this can cause a delay in issuing your results.
3. Each candidate has a four-digit candidate number. This is the number you will enter on examination papers (with the exception of BTECs for which you will have a separate 'Learner Number'). Your candidate number will appear on your name card in the Sports Hall. **Please remember it.**
4. The academy Centre Number is **61101**. It will be clearly displayed in the examination rooms.
5. Please ensure that the academy has up-to-date contact numbers for you and your parent(s)/carer(s), in case you need to be contacted urgently.

EXAMINATION INSTRUCTIONS FOR STUDENTS

1. The Sir Geoffrey Leigh Academy uniform rules must be adhered to during your examinations.
2. Please ensure you allow plenty of time to get to the academy just in case you are delayed en route for any reason. You must arrive at the time stated on your timetable. Remember: Afternoon examinations start at **1.15 pm**. Morning examinations start at **9.00 am**.
3. If you miss an examination you will not be able to take it at a later time or date in the same examination season. If you cannot take an examination due to illness you must telephone your college immediately. You must provide a medical certificate from your doctor. There is no obligation for an examination board to award marks to a student who is absent and this would be extremely unlikely.

4. Make sure you know exactly when and where your examinations are – especially whether they are in the morning or afternoon. All examination dates and times can be found on your final timetable, which you should receive with this handbook.
5. IB examination rules state that if an examination is under 2 hours then students must stay supervised for a minimum of 2 hours. This is to help eliminate any malpractice considering IB examinations are global and have slightly different start times. It is also considered malpractice for a student to discuss the examination with anyone outside of the organisation for 24 hours after the examination has been completed (both in person and online).
6. Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
 - Bags and coats and any other items not permitted under examination regulations and should be left in the bag store as directed by staff outside the examination room. Do not bring any valuables into school with you when you attend for an examination.
 - No food is allowed in the exam room.
7. Mobile phones, tablets, iPads, all types of watches, and any similar equipment are not to be brought into the examination room even if they are turned off. This is regarded as cheating. Anyone found to have one of these items on their person, whether it is turned off or not, runs the risk of being disqualified from that examination and possibly all future examinations. You are responsible for collecting your devices after the examination.
8. You must wait quietly outside your examination room – other examinations may already have started. Once inside the room examination conditions apply – you must be silent and no communication is allowed between students. Anyone communicating with another student could be thought to be cheating and could be reported for malpractice. This could also result in disqualification. You must remain silent until you have left the examination room. If you need to talk to a member of staff you must raise your hand and they will attend to you.
9. You are allowed to bring a clear plastic bottle of **WATER** (with the label removed) into the examination room. **No** other food or drink is allowed unless previously agreed by the Examinations Officer on medical grounds.
10. All items of equipment – pens, pencils, mathematical instruments, etc. must be visible to the invigilators at all times. You must either use a transparent pencil case or a clear plastic bag.
11. Pens must be **BLACK** ink or ballpoint – No other colour is allowed.
12. Calculators must conform to examination regulations. If in doubt, check with your teacher. Make sure the batteries are new. **Calculator covers must not be taken into the examination room.**
13. Correction fluid is not allowed on examination papers. This is a requirement of the examination boards and must be adhered to. You must not use highlighter pens or gel pens for your written answers.
14. Do not draw graffiti or write offensive comments on the examination papers, if you do the examination

board may refuse to accept your paper, or even disqualify you for misconduct.

15. Examination rules are very strict regarding items that may or may not be taken into an examination room. If you break these rules you will be disqualified from the examination.
16. Watches are **NOT** allowed to be in the examination room at any time and should be handed in or kept at home.
17. Listen carefully to instructions and notices read out by the invigilator – there may be amendments to the examination paper that you need to know about.
18. Check you have the correct question paper – check the subject, paper, and tier of entry. Invigilators will ask you to check before the examination starts. If you think something is wrong, put your hand up and tell the invigilator **immediately**.
19. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.
20. If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point where you must line up in the same order. Leave everything on your desk. You must not attempt to communicate with anyone else. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed full working time for the examination and a report will be sent to the awarding body detailing the incident. Safety comes first, and it is vital that the security of the examination is upheld in the case of a false alarm. Examination boards may not accept work completed after an evacuation if the security of the examination has been compromised, for example by candidates talking during an evacuation.
21. Read all instructions carefully and number all your answers clearly. The name entered on your examination paper must be your full legal name.
22. Students must stay in the examination room for the duration of the examination – **you will not be allowed to leave early**. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly.
23. At the end of the examination **all** work must be handed in – remember to cross through any rough work that you do not want to be marked. If you have used more than one answer booklet or extra answer sheets, ask for a tag so you can fasten them together in the correct order. Indicate on the front of your examination paper/answer booklet the number of extra sheets/booklets you have used. Make sure you have written your name and candidate details on **every** booklet and piece of paper that you have used.
24. Invigilators will collect the examination papers before you leave the room. Absolute silence must be maintained during this time – you are under examination conditions until you have left the room.

25. Question papers or any examination stationery must **NOT** be taken from the examination room.
26. You must remain seated, in silence, facing the front until told to leave the room. Please leave in silence and show consideration for other students who may still be working.
27. If you feel ill during the examination put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and if you feel this may have affected your performance.
28. The academy will reschedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper and then have a short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. You will be informed of your change of time and venue. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.
29. If you have any queries regarding your examinations you must contact the Examinations Officer on **01322 620538**.

EQUIPMENT

Please make sure you bring the correct equipment with you for each examination.

Items you may need:

1. **A CLEAR PENCIL CASE OR PLASTIC BAG**
2. **Black** pens (at least 3)
3. Pencils / Eraser / Pencil Sharpener
4. Coloured pencils
5. Scientific calculator – without the cover
6. Ruler
7. Compass
8. Protractor

Make a list of the equipment you will need for each examination in advance. The Examinations Office carries a few items, which are only to be used as a replacement for faulty equipment.

INVIGILATORS

1. The academy employs external invigilators to conduct the examinations. They are trained in all aspects of conducting examinations and are there to ensure all candidates are given a fair chance to sit the exams. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with permanent members of staff.
2. Invigilators are in the examination room to supervise the conduct of the examination room. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra paper if required, and deal with any problems that occur during the examination. If

candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the examination board which may result in sanctions and penalties being issued.

3. Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room and escorted to a member of the senior management team. These candidates face disqualification from the examination and may be asked to reimburse the academy for the entry fee.

SPECIAL CONSIDERATION

Special Consideration is an adjustment to the marks or grades of a candidate whose performance in an examination is affected by adverse circumstances beyond their control. Examples include illness, accident or injury, bereavement and domestic crisis. Candidates will only be eligible for Special Consideration if they have covered the whole course and completed at least 25% of the assessment. The allowance for Special Consideration for students present for the examination is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). **Parents should be aware that any adjustment is likely to be small and no feedback is ever provided.** The Examination Officer must be informed immediately so that the necessary paperwork can be completed (within 5 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

ABSENCE FROM EXAMINATIONS

1. If you miss the examination, you will not be able to take it on another day. The timetables are regulated by the examination boards and you must attend on the given date and time.
2. Not attending the examination, even due to illness, is the very last resort. All possible attempts must be made to sit the examination even if disadvantaged. However, please make the Examinations Officer aware of any disadvantage before the examination.
3. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application can be made for special consideration within 5 days of the examination.
4. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.
5. Provided you are not more than one hour late (i.e. 10 am for morning examinations or 2:30 pm for afternoon examinations), it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than an hour after the published starting time, the school must inform the examination board and it is possible that the board will not accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time. If you are going to be more than an hour late the only possibility that your paper could be accepted is **if** you are under your parents'/carers' supervision from the start time of the examination to the time you arrive in reception **and** you do not have access to mobile phones or the internet during this time. Parents/carers will be required to sign a declaration to confirm this.

For examinations in the June 2025 series:

There'll be a minimum of 10 days between examinations in each GCE AS, A-level, and GCSE subject, to reduce the chance of students missing all examinations in a subject due to this 'acceptable reason'

Students will be awarded a grade where they've completed the assessment(s) for at least 25% the specification.

RESULTS

P16 Results Days
IB - Monday 7th July 2025
A Level and BTEC - Thursday 14th August 2025
Year 13 9:00 am
Year 12 9:30 am
GCSE Results Day
Thursday 21st August 2025
9:00 am

If you are unable to collect your results in person on the day you have the following options only. You can authorise another person to collect your results for you. You must give a letter signed by yourself to the Examinations Team **before** results day and the person you have authorised must bring identification with them when they collect your results.

RESULTS WILL NOT UNDER ANY CIRCUMSTANCES BE GIVEN OVER THE PHONE OR BY EMAIL.

APPEALS PROCEDURE

If a student has any concerns about the procedures followed or the accuracy of marks awarded for internally assessed work for public examinations i.e. coursework/non- examined assessment, they should discuss the

matter with the **Head of Subject** immediately. Following that, if the matter remains unresolved, the formal internal appeals procedure may be used by the student concerned.

Formal Appeals Procedure

If you believe that the correct procedures were not followed in relation to the marking of your work, or that the mark scheme has not been properly applied, you should follow the internal appeals procedure which is on the school website. This is summarised below.

You must have met any deadlines set by teachers for the submission of work in order to appeal. You should inform your subject teacher **without delay**, who will provide copies of materials to enable you, together with your parent or carer, to make a decision on whether to appeal. An appeal can only be made if there are suitable grounds to believe that an error may have occurred.

The academy will arrange for the marking or procedures to be reviewed within 7 working days. The outcome of the review will be given to you in writing.

After the marks have been submitted to the Awarding Body, they will be moderated and could go up or down as a result. The academy has no control over this. It is not possible to request a re-moderation of an individual student's work. If a review of moderation is requested by the school then the marks of every student who has submitted coursework could be subject to change.

POLICY ON EXTERNAL QUALIFICATIONS (ENQUIRIES ABOUT RESULTS)

If you wish to query any marks you receive for any of your examinations you should contact your subject teacher in the first instance for advice. If you wish to apply for an enquiry, you may do so on payment of the fee. The cost of an enquiry varies between £40 and £70 per paper depending on the Awarding Body. Please check with the Examinations Office for the correct fee.

If you would like to make an enquiry about your result (re-mark) there are 3 possible outcomes:

1. Your original mark will be confirmed as correct and there will be no change to your grade.
2. Your original mark may increase and this may or may not result in a change to your grade.
3. Your original mark may **go down** and this may or may not result in a change to your grade.

In order to proceed with the enquiry you must fill in the consent form which can be obtained from the Examinations team and pay the fee as soon as possible. We cannot process enquiries without written consent from the student. This tells the Examinations Officer that you have understood that your grade could go up or down and that you are happy to proceed.

All consent forms and fees must be received by the deadline which will be published on the website on results day. No applications can be accepted after the deadline.

EXAMINATION CERTIFICATES

1. Certificates are usually available by mid-November. Please collect your certificates in person during academy hours and if possible, let the Examinations Officer know in advance when you intend to collect to avoid delay. You will be asked to sign as proof you have collected them.
2. Certificates will NOT be issued to any person other than yourself unless that person has a signed, written authorisation from you to collect certificates on your behalf. They must also bring their own I.D with them and sign a collection slip.
3. The Sir Geoffrey Leigh Academy is obliged to keep certificates for a period of only one year after issue. **The Sir Geoffrey Leigh Academy cannot take responsibility for certificates not collected after the period of one year.** If candidates do not collect their certificates (or if they lose their certificates) they will need to apply directly to the appropriate awarding bodies. This will require proof of identity and a substantial fee for each awarding body. **You are therefore urged to collect your certificates and to keep them safe.**

Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

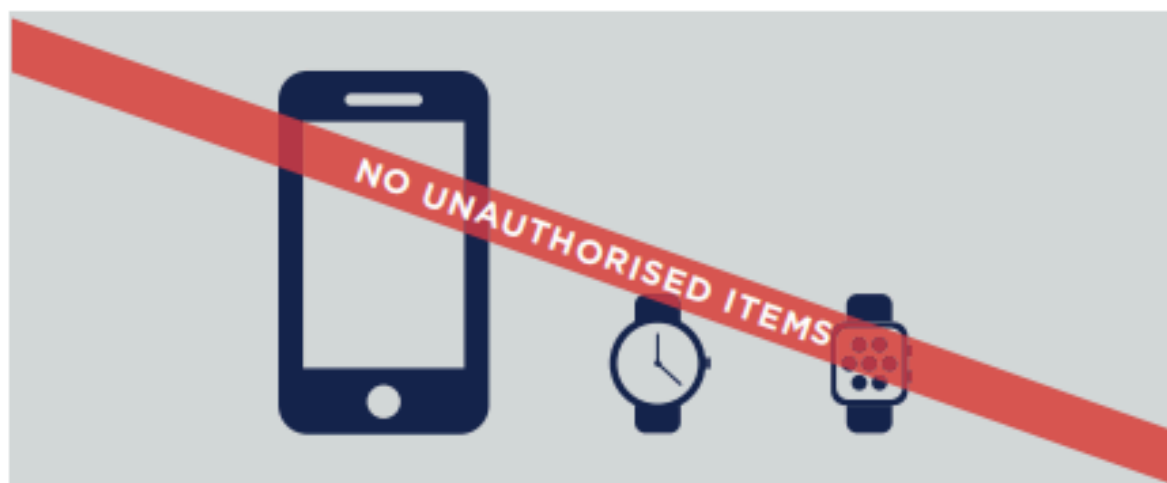
7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.