



Rockwood Academy

Student and Parents Examination Handbook

2025-2026.

At Rockwood Academy we understand that exams can be a stressful time for both students and parents/ carers. Our aim is to provide all students with a positive and fair exams experience. It is important that everyone involved is well informed of the rules and regulations. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance.

There are a number of rules and regulations for exams that you must be aware of, which are set by the JCQ and the Exam Boards. The school is required to ensure that the regulations are followed. We are including these on our school website under 'curriculum' and then 'exams.' Please ensure you read these and you are prepared for your exam season.

There are some questions that all students ask at exam time, we have tried to answer them in the Frequently Asked Questions section of this booklet. If there is anything that you do not understand or any questions that have not been addressed, please contact Ms Ahmed the Examinations Officer.

The rules and information within this booklet also applies to BTEC exams and internal examinations, such as Mock exams.

Contacts:

Deputy Headteacher Ms V. Creedon

Exams Officer Ms K. Ahmed

BEFORE THE EXAMS

Examination Boards

The school uses the following Examination Boards: AQA, Cambridge International, Pearson (Edexcel) OCR and WJEC.

Candidate Name

Candidates are entered under the name format of first name + middle name + (legal) surname, e.g. Zayne Abdul Miah. Candidates must use their legal name on all exam documentation even if they use a different name in school for all other purposes.

Candidate & Centre Number

Each candidate has a four-digit candidate number. This is the number you will enter on your exam paper. It is shown on the top of your Statement of Entry and your Exam Timetable. The centre number is 20193 and this will be displayed in the exam hall.

Statement of Entry

All candidates will receive a Statement of Entry indicating the subjects they are being entered for and the level of entry. Please check that these details are correct.

You must check everything on your Statement of Entry very carefully. Pay particular attention to your personal details (spelling of your name) as this is how it will appear on your certificate. The exam boards will charge you to change these details at a later date once the certificates have been issued.

Timetables

A copy of the school's exam timetable will be issued to you and will be on display in your form room. You will also receive an individual timetable showing your own specific exams. This will detail the date, time, length, venue and seat number. Once you receive it, check it carefully. If there is something wrong, please contact your subject teacher immediately.

Clashes

A clash is when a candidate has two exams on the same day and time. The school will make arrangements for these candidates. If you think that there is a clash on your timetable that has not been resolved please see Ms Ahmed, (Examinations Officer) immediately.



Regulations

> Examination Regulations

Examinations are taken very seriously, and the school must report any breach of regulations to the Awarding Body.

> Attendance at Examinations At Rockwood Academy:

- morning exams start at 9.00am
- afternoon exams start at 1.15pm

Candidates are responsible for checking their own timetables and arriving at school on the correct day and time. Candidates should arrive at school, at least 15 minutes prior to the start of their exam and wait quietly outside the exam hall until you are told you can enter.

Full school uniform **must** be worn by all students and ID lanyards **must** be worn.

School will provide students with a black pen.

If students bring their own equipment:

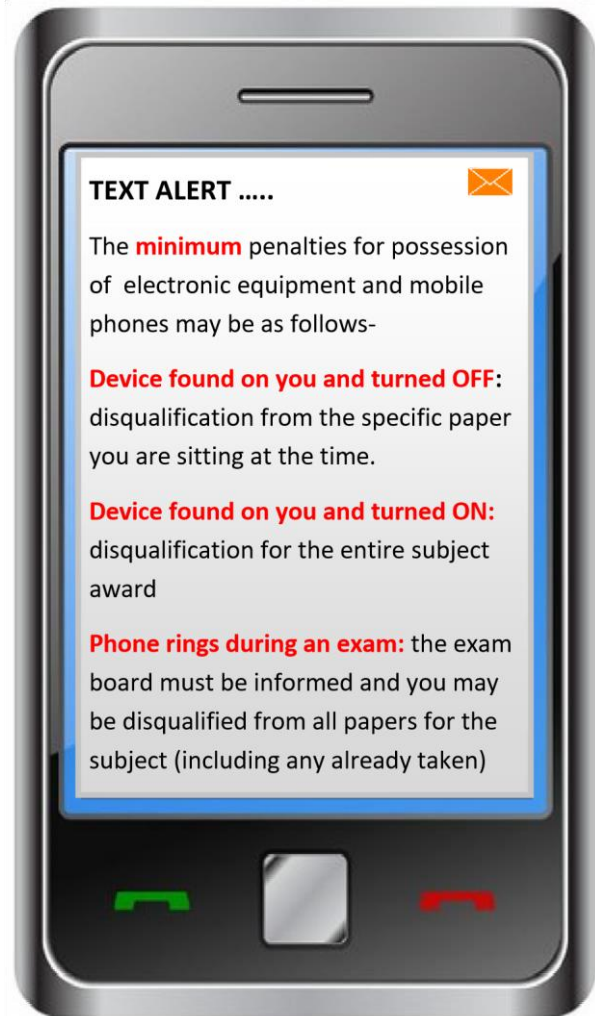
- You must use a clear pencil case
- Pens must be black
- Correction pens/fluid are not allowed

Students are to bring their own calculators and:

- Remove the lids
- Clear any stored data

Do not attempt to communicate with or distract other candidates. This could lead to disqualification from the exam.

- Mobile phones, all watches and other electronic equipment **MUST** be handed into an invigilator when instructed to do so before the start of the exam. If a mobile phone (or any other type of electronic equipment) is found in your possession during an exam (even if switched off) it will be taken from you and a report will be made to the appropriate Awarding body.



- No food is allowed in the exam room.

DURING THE EXAMS -

- Bottles of water must be clear without any labels.
- Do not write on exam desks.
- Do not draw or write offensive comments on your exam paper - if you do the exam board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators or other members of staff.
- Seating plans will be displayed outside the exam hall. Students should check their seat number before entering the hall.
- Check that you have the correct exam paper, remember to cross out any rough workings.
- Read all instructions on the front of the exam paper carefully and number any additional answer sheets carefully.
- Candidates are strongly recommended to visit the toilet before the exam starts. Students will not be allowed to go to the toilet during an exam unless they have a medical pass.
- If you leave an exam room without consent from an invigilator or other member of staff you will not be allowed to re-enter.
- Candidates must stay in the exam room for the whole duration of the exam. If you finish the paper early use the remaining time to check over your answers and ensure that you have completed your details on front of the exam paper correctly.
- At the end of your work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them in the correct order. Also ensure that your name and candidate number is written on each additional piece of paper.
- Invigilators will collect your exam paper before you leave the room. You must remain silent during this time.
- Remain seated in silence until told to leave the exam room. Please leave the room in silence and show consideration for other candidates who may still be working.
- **DO NOT REMOVE ANY ITEMS OR PAPERS FROM THE EXAM ROOM.**

Emergency Evacuation

- If the fire alarm sounds during an exam you must:
 - stop writing
 - remain seated
 - listen to instructions from staff or invigilators
 - **do not** panic.

If you have to evacuate the room:

- leave everything on your desk
- **do not** attempt to collect your bags and coats
- leave in silence and **do not** communicate with anyone else during the evacuation.
- When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the exam.

Invigilators

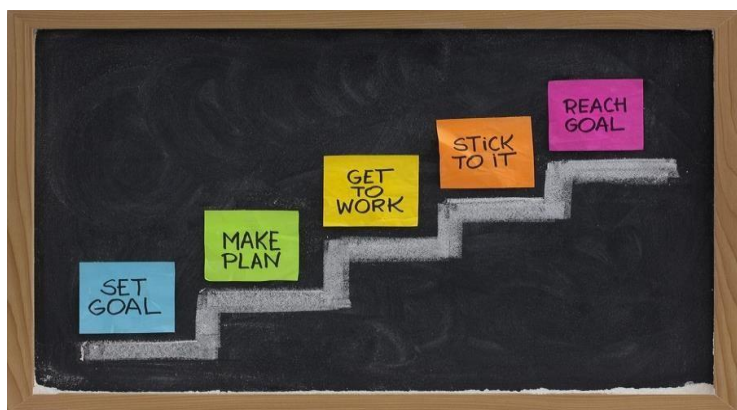
- We employ external invigilators to conduct the exams. Students are expected to behave in a respectful manner towards all invigilators and always follow their instructions.

Your Conduct

Invigilators are in the exam rooms to supervise and conduct the exam. They will distribute and collect the exam papers, tell candidates when to start and finish the exams, hand out extra answer paper, if required and deal with any problems that occur.

Lateness

- Candidates that arrive late for an exam **may** still be permitted to sit the paper. Candidates that arrive **one hour** after the official start time **may** still be permitted to sit the paper but the Exam Board **may not** accept your exam paper for marking.
- Please inform the school at the earliest opportunity if you are going to be late. You must **NEVER** enter the exam room once the exam has started without permission.



Absence from Exams

- If you experience difficulties during the exam (e.g. illness, injury, personal problems) please inform the school at the earliest opportunity so that we can help or advise you.
- Only in **exceptional circumstances** are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exam officer Ms Ahmed without delay.

- Invigilators cannot discuss the exam paper with you or explain questions.

Access Arrangements

Students with specific access arrangements, such as scribes will sit their exams in a classroom (separate from the majority of other students) this is to ensure your needs are met and kept within the Awarding Bodies rules and regulations.

AFTER THE EXAMS

Results

GCSE / BTEC Level 2 results will be available for collection on 19th August, 2026.

- If you wish for another member of your family to collect results on your behalf, you must give written authorisation to school before results day. The person collecting your results will need to bring a form of ID with them.
- No results will be given out over the telephone.

Certificate Collection

- Certificates will be available for collection on certificate evening. Students will need to collect and sign for their certificates in person. You will be advised of the date of certificate evening by letter.
- Should you require certificates prior to certificate evening these can be collected from school between the hours of 9.00am and 4.00pm. You must arrange collection and bring identification with you to collect certificates.
- If you cannot collect your certificates in person, another member of your family can collect them on your behalf. You must provide written authorisation to school and the person collecting your results will need to bring a form of ID with them.
- It is extremely important that certificates are collected as they are required for higher education and employment purposes.
- You should keep them safe as a lost certificate will cost around £40.00 each to replace.

Enquiries about Results

Remarks:

Once you have collected your results, if you wish to query a mark/grade you should speak to your subject teacher/Head of Department immediately. You will be required to complete a permission form, and this must be handed back to the Ms Ahmed (Examinations Officer) before the remark deadline. It is important to note that marks/grades can either be raised, remain the same or lowered.



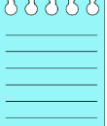



Access to Scripts:

Following the release of results, subject teachers might request a return of an exam script. We would need your permission to do this and will ask that you sign a permission letter and return it Ms Ahmed (Examinations Officer) before the access to scripts deadline.

Enquiry about Results Appeals

If a subject teacher/Head of Department does not agree with the request for a remark you can appeal to Miss V Creedon, Deputy Headteacher. Please refer to the Enquiry about Results Appeals booklet on our website.



	<p>Be at school 15 minutes prior to an exam AT THE LATEST. It is much better to arrive early than late.</p>
	<p>Leave your bags and coats where instructed to do so, at the front/side of the exam hall.</p>
	<p>Phones - students must not have mobile phones or other electronics devices in their possession (either on or off). These must be handed into an invigilator when instructed to do so.</p>
	<p>Remove any notes and papers in your pockets.</p>
	<p>Only clear pencil cases are allowed on your desk.</p>
	<p>You must remove the lid from your calculator and clear any stored data.</p>
	<p>Do not communicate in any way with other students once you enter the exam hall. If you have any questions, you should raise your hand and an invigilator will come to you.</p>
	<p>You must wear full uniform for every exam.</p>
	<p>NO Food is allowed in the exam hall.</p>



Water bottles are allowed in the exam hall if necessary. These should be clear bottles with no labels on the bottle.

FREQUENTLY ASKED QUESTIONS

Question:

What is Special Consideration?

Answer:

It is an adjustment to your marks or grades. You will only be considered for Special Consideration if you have been fully prepared and covered the whole course but your performance in the exam was affected by adverse circumstances beyond your control.

Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis.

Ms Ahmed (Examinations Officer) must be informed immediately and you must provide medical evidence to support the application.

FREQUENTLY ASKED QUESTIONS

Question:

What time do examinations start?

Answer:

Morning exams start at 9.00am. Afternoon exams start at 1.15pm. **Always** arrive at least 15 minutes early for your exam.

Question:

What do I do if there are two exams on the same day and time on my timetable?

Answer:

If you have two exams on the same day, at the same time, the school will re-schedule the exams (on the same day). Exams that do not exceed 3 hours in total, will be sat one after the other. Where exams do exceed 3 hours, candidates will sit one paper in the morning and the other in the afternoon.

In these circumstances candidates will be supervised and must not have any communication with other candidates or use their mobile phones.

<p>Question: What do I do if I think I have the wrong paper?</p>	<p>Answer: You must raise your hand and inform an invigilator or member of staff immediately if you think you have the wrong exam paper.</p>
<p>Question: What do I do if I have an accident or I am ill before the exam?</p>	<p>Answer: Inform the school as soon as possible so that we can assist. In the case of an accident which means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.</p> <p>You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf.</p>
<p>Question: What do I do if I fall ill during the exam?</p>	<p>Answer: Raise your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and if you feel this may have affected your performance.</p>

<p>Question: If I am late can I still sit the exam?</p>	<p>Answer: It may still be possible for you to sit the exam. You should get to school as quickly as possible and report to the exam hall. A member of staff will escort you into the exam hall. You must not enter an exam room without permission (after the exam has begun).</p> <p>You should also be aware that if you start the exam more than 60 minutes after the start time, the school must inform the exam board that you were late and it is possible that the exam board may decide not to accept your exam paper.</p>
<p>Question: If I miss the examination can I take it another day?</p>	<p>Answer: NO. You can only sit an exam on the day and time on your timetable.</p>

Question: Do I have to wear school uniform?	Answer: YES. Full Academic uniform, not sports kit. Normal school rules apply to uniform.
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Question: Can I keep my mobile phone on me if I switch it off?	Answer: NO. Being in possession of a mobile phone or other electronic device is regarded as cheating and is subject to severe penalties.
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Question: Can I leave before the end of the exam if I have finished?	Answer: NO. We do not allow students to leave an exam before the published end time.
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REVISION TIMETABLE

(Fill the empty spaces with the subjects to revise)

Phase 1= Read. Phase 2= make notes and <u>learn</u> . Phase 3= deliberate practice. Phase 4= RAG did I learn it or not?			
Date Mon 17 th March	Subj: Time	Subj: Time	Subj: Time
Topic – What are you going to revise? Be specific			
Revision tool – What are you going to use?			
Deliberate practice – What will you do to test if you have learnt it?			
RAG – Have you learnt it? If not go over it again			
Date	Subj: Time	Subj: Time	Subj: Time
Topic			
Tool			
Deliberate Practice			
RAG			
Date	Subj: Time	Subj: Time	Subj: Time
Topic			
Tool			
Deliberate Practice			
RAG			