



**Bexhill**  
Academy

**Examinations Officer: Mrs Penny Heynes**  
**Examinations Assistant: Mrs Debbie Barr**

# Public Examinations

## Summer 2024



Photo: R Leadley

**INSTRUCTIONS AND INFORMATION  
FOR  
STUDENTS AND PARENTS**

**2024  
EXAMINATION INSTRUCTIONS  
FOR STUDENTS**

**Please share this information booklet  
with your child as it contains important information  
for their Examination.**

**Results and certificate collection dates and times  
are on the back cover.**

**The rules for external examinations are set and governed nationally by the Joint Council for Qualifications (JCQ). They reserve the right to disqualify you if you do not adhere to any of the rules.**

All students will sit their exams in designated rooms in the school. Wherever the venue, external exam rules apply to everybody in the room. These rules are displayed on the outside of all exam venues throughout the whole of the external exam season. They can also be found on the school websites under Examinations.

## **FULL SCHOOL UNIFORM MUST BE WORN FOR ALL EXAMINATIONS**

### **Prepare:**

Arrive in good time. Line up in the Atrium under the letter corresponding to your allocated room/seat and wait to be sent to your examination room.

You will be asked to show you have nothing in your pockets and will be reminded to put your switched off mobile phone and your watch in your bag. Once in the examination room place all bags and outdoor clothing in the allocated area.

### **Listen:**

Make sure you listen carefully and follow all instructions given to you by the centre staff and exam invigilators.

### **Timetables:**

Prior to the exams, GCSE candidates will receive a personal itemised timetable and a statement of entry with their name, DOB and candidate number at the top. Please check both carefully. In case of error – e.g. an expected exam is missing, two or more exam times clash, you are entered for something incorrectly, etc. – you must inform the exams officer immediately. The sooner errors are highlighted the more possibilities we have to rectify things. Please do not wait until the day of the exam to point out any mistakes. The name on your statement of entry **MUST** be your legal name as this is the name which will be printed on your certificates

All dates, times and venues can be found on this timetable.

This important information is also displayed in the Exam Information areas. There are display cabinets at the students' school entrance, in the Atrium and also at the top of Stairwell 2 (at the back of the school leading to the Astro Turf)

### **Punctuality:**

Arriving late for an examination is discourteous and causes disruption for the other candidates. Sometimes late arrival may be caused by unforeseen circumstances that are deemed acceptable. If this should happen, you must phone the school absence line immediately on **01424 730722 (and press option 1)** and inform the school administrators what time you are expecting to arrive.

The relevant Exam Board will be notified of all late candidates and may not accept the work provided.

**Please allow enough time to get to school on the day of your exam.**

## Exam Times:

Please arrive at school no later than **8.20am**

## Organisation:

On the posters inside the Exam Display Cabinets you will find the seating plan for each examination room. This will be updated for every exam, so please check them daily.

Please check your seat, row and number.

Line up quietly in the Atrium, under your allocated letter (this information can be found both on the display posters and on your personal timetable). Wait for someone to register your name before quietly going to the designated venue where you will be given further instructions.

## Illness:

If you are ill and cannot take your exam, you must phone the school administrators as soon as possible on **01424 730722 (and press option 1)** and leave a clear message. On your return you must provide medical evidence for your absence as soon as possible. You will **not** be able to sit the same exam again that year. Special consideration might be given by the Exam Board in extreme case, but only if you are able to provide medical evidence for your illness.

**If you do not have an evidenced reason (e.g. doctor letter) for missing your exam you will be charged the cost of the exam.**

## Equipment:

All relevant equipment will be provided by the school, for each examination. You may however use your own pen provided it is not a gel pen. It must be a black biro. You are not allowed to use correction devices such as correction fluid, correction pens, erasable pens, etc. in any of the examinations.

All electronic devices with or without a QWERTY keyboard are strictly forbidden during the examination unless allocated an Access Arrangement. Their use will be regarded as malpractice and you will be disqualified from that and possibly all of your exams by the Exam Board.

Please leave all mobile phones, watches and personal electronic equipment at home. If you do bring these items to school, make sure they are TURNED OFF and handed to an invigilator or left in your bag at the back of the room.

If a mobile phone, watch or any electronic device is found on your person – switched off or not – you may be disqualified from that and possibly all of your exams by the Exam Board.

## Invigilators:

- External invigilators conduct the examinations. Candidates must behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination room to supervise the conduct of candidates and to ensure that everyone is given a fair chance in the exam.
- They will distribute and collect the exam papers, tell candidates when to start and finish the exam and deal with any issues that occur during the examinations. They are trained with regards to the rules and regulations in the conduct of examinations and perform a highly responsible role.
- They will explain/remind you of the strict rules regarding the space allocated to write your answers in, on your exam paper. These rules are not the same for every Exam Board. Please listen carefully to the instructions given at the beginning of the exam. The rules will also be explained in assemblies and during mock examinations. If you are unsure please speak to an invigilator or the Exams Officer prior to the exam.
- Invigilators are unable to help with any part of the exam, read any words or provide any explanation other than the instructions on the front of the exam paper.
- If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the Exam Board which may result in sanctions and penalties.
- Candidates who are disruptive or behave in an unacceptable manner may be removed from the examination room and escorted to a member of the Senior Management Team. These candidates will face disqualification from the exam.

Photos of exam staff available to help you throughout the examination period



Mrs P Heynes



Mrs D Barr



Mrs L Eldridge



Mr M West



Mrs A Farley



Miss B Taylor



Mrs J Field



Mrs S Rhodes



Mr M Kirby



Mr J Clough



Mrs D Woodhouse



Mrs R Clemerson



Mrs D Emson



Mrs D Brown



Mr R Goodsell



Mrs S Dubeau



Mr M Turner



Mr E Hayes



Mrs C Turner



Mr G Beck-



Mrs V Degg



Miss C Nichols

## Food and Drink:

It is advisable that you bring a clear bottle of still water or squash into the exam room. All labels must be removed. Bottles MUST be non-coloured and clear with no labels.

No food is permitted in the exam room.

## During the exam:

You must enter the exam room in silence and remain that way until you have left the room at the end of the exam.

At the beginning of each exam the invigilator will read out the rules and regulations set by the Joint Council for Qualifications (JCQ), this is the governing body who oversees the exam boards.

You will then be asked to check if you have the correct paper and equipment.

If you have any queries or questions – no matter how trivial they may seem – please put your hand up and an invigilator will come over to help you.

The exact timings of the examination will be clearly displayed in the room.

## Reminders:

Never doodle on your exam paper, not even on the back. The papers are optically scanned and any writing out of the answer areas will cause your paper to be discounted.

Do not highlight your **answers** as these appear as blackened during the scanning process.

Once inside the exam room, the Exam Board rules state that you must be silent. If there is any communication between students, it will be assumed you are cheating and the Examinations Officer/Exam Board will be informed. They reserve the right to take further action. This includes making eye contact with candidates.

It is against the JCQ rules for students to leave the examination room prior to the published finish time – even if you have finished before this time. Please do not ask the invigilators as they have to observe the rules.

## Problems and queries:

Please read these instructions carefully.

Any problems or queries should be discussed with the Exams Officer who can be contacted via:

**Reception: 01424 730722**

**Direct Dial: 01424 730722 (and press option 1)**

**Email: [penny.heynes@bexhillacademy.org](mailto:penny.heynes@bexhillacademy.org)**

All exam information is available in our exam policies on the school website.

You are very welcome to see Mrs Heynes during any break or lunch time.

Please ask the Student Receptionist, Mrs Jack.

## Results Collection Day:

You are invited to collect your results statement from school on Thursday 22nd August between 10.30am and 12.30pm. If you are unable to collect your results in person you are able to nominate a friend or family member to collect them for you. A permission form will be sent out or please email me confirming who will collect your statement for you. Please note they will need to bring photographic ID.

Upon collecting your results statement you will be asked to sign a permission slip authorising the school to apply for post results services which may include; a review of your paper or access to your script for teaching and learning purposes. It is very important you tick giving the school access to request a review of marking which will be done if you are one or two marks off the next grade.

The exams officer, members of SLT and teaching staff will be available for you to discuss your results with should you wish to.

## Certificate Collection:

Year 11 students are invited to collect their GCSE certificates in November. This is an after school event where you are able to collect your certificates and any coursework that you would like to keep, including your Art folders. Further information will follow.

We are prohibited to hold on to your certificates for more than 12 months. If you are unable to collect your results in person you could nominate a friend or family member to collect them for you. A permission form will be sent out or please email me confirming who will collect your statement for you. Please note they will need to bring photographic ID.





## INSTRUCTIONS FOR A FIRE DRILL DURING EXAMS

We 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**.

Should the alarm go off, firstly do not panic.

Do not attempt to finish the sentence you are writing.

You will be asked to close your exam paper covering any answer sheets.

Leave all equipment in the exam room.

You will then be directed by the invigilator to leave the room in silence via the safest exit.

It is important you remain in the order of your seating and do not make any contact with the rest of the school.

The MUGA and a separate area of the Astroturf is designated to exam candidates.

When you return to your Exam room, do not start writing until the invigilator tells you to do so.

You will have the full amount of time to complete the exam.



**DO NOT** return to the building  
until authorised to do so.





## **INSTRUCTIONS FOR IF A LOCKDOWN IS REQUIRED DURING EXAMS**

- As with the fire alarm, we hope that a lockdown will not be required during the exams, however, if one is needed, these instructions must be followed in **COMPLETE SILENCE**.
- You will be told to stop writing immediately and close your answer booklets.
- All exam materials will be left on your desk.
- Windows and doors will be locked, any blinds closed and lights switched off.
- If the threat is chemical, you will be instructed to cover your nose and mouth.
- You may be asked to move to a different part of the room, for example, towards one wall.
- There may be an emergency evacuation of the room, if so, you will be given the same instructions as for a fire alarm.
- You remain in silence and wait to be told that the lockdown has ended.
- If appropriate, the exam will be restarted and you will have the full amount of time to complete it.

# SUMMER 2024 GCSE EXAM TIMETABLE

## WEEK BEGINNING 11 MARCH 2024

DATE	REGISTERS 08:25
Thurs 14 Mar	Food Practical
Fri 15 Mar	Food Practical
Mon 25 March	Drama Practical
Mon 15 April Mon 22 April	Art/Photography/ Ceramics Exam
Mon 22 April Fri 26 April	French and Spanish Speaking Exams
Fri 15 Mar	PE Moderation

## WEEK BEGINNING 6 MAY 2024

DATE	REGISTERS 08:25
Mon 6 May	<b>BANK</b>
Tues 7 May	BTEC Health and Social Care 2h Ceramics Exam (Part 2)
Thurs 9 May	Religious Studies Paper 1 1h 45m BTEC Sport 1h 30m
Fri 10 May	Biology Paper 1 1h 15m/1h 45m

## WEEK BEGINNING 13 MAY 2024

DATE	REGISTERS 08:25
Mon 13 May	English Literature Paper 1 1h 45m
Tues 14 May	French Reading 1h/1h 15m French Listening 35m/45m
Wed 15 May	History Paper 1 1h 15m
Thurs 16 May	Maths Paper 1 1h 30m
Fri 17 May	Chemistry Paper 1 1h 15m/1h 45m

## WEEK BEGINNING 11 MARCH 2024

REGISTERS 1:20
Food Practical
Food Practical
Drama Practical
Art/Photography/ Ceramics Exam
French and Spanish Speaking Exams

## WEEK BEGINNING 6 MAY 2024

REGISTERS 1:20
<b>HOLIDAY</b>
Ceramics Exam (Part 2)
Drama 1h 45m
BTEC Child Development 2h German Reading 1h

## WEEK BEGINNING 13 MAY 2024

REGISTERS 1:20
Latin Component 1 1h 30m Chinese Reading 1h 5m Chinese Listening 45m
Psychology Paper 1 1h 45m Computer Science Paper 1 1h 30m Arabic Reading 1h 5m Arabic Listening 45m
Religious Studies Paper 2 1h 45m
Geography Paper 1 1h 30m

LUNCH - 12:50-1:20 - ATRIUM

# SUMMER 2024 GCSE EXAM TIMETABLE

WEEK BEGINNING 20 MAY 2024			
DATE	REGISTERS 08:25		REGISTERS 1:20
Mon 20 May	English Literature Paper 2 2h 15m		
Tues 21 May	German Writing 1h 15m		Computer Science Paper 2 1h 30m
Wed 22 May	Physics Paper 1 1h15m/1h45m		PE Paper 1 1h 15m Latin Component 2 1h 15m Chinese Writing 1h 25m
Thurs 23	English Language Paper 1 1h 45m		Psychology Paper 2 1h 45m Arabic Writing 1h 25m
Fri 24 May	French Writing 1h 15m/1h 30m		
	<b>HALF-TERM</b>		<b>HOLIDAY</b>
WEEK BEGINNING 3 JUNE 2024			
DATE	REGISTERS 08:25		REGISTERS 1:20
Mon 3 Jun	Maths Paper 2 1h 30m		PE Paper 2 1h 15m Russian Reading 50m/1h 5m Russian Listening 35m/45m
Tues 4 Jun	Spanish Reading 1h/1h 15m Spanish Listening 35m/45m		History Paper 2 1h 45m
Wed 5 Jun	Geography Paper 2 1h 30m		<b>*Contingency Afternoon*</b>
Thurs 6 June	English Language Paper 2 1h 45m		
Fri 7 Jun			Biology Paper 2 1h 15m/1h 45m
WEEK BEGINNING 10 JUNE 2024			
DATE	REGISTERS 08:25		REGISTERS 1:20
Mon 10 Jun	Maths Paper 3 1h 30m		Spanish Writing 1h 15m/1h 30m Latin Component 3 1h
Tues 11 Jun	Chemistry Paper 2 1h 15m/1h 45m		History Paper 3 1h 20m Further Maths 1h 45m

LUNCH - 12:50-1:20 - ATRIUM

# SUMMER 2024 GCSE EXAM TIMETABLE

WEEK BEGINNING 10 JUNE 2024				
Wed 12 Jun	Engineering 2h	LUNCH - 12:50-1:20 - ATRIUM	Polish Reading 1h Polish Listening 45m	
Thurs 13 June			<b>*Contingency Afternoon*</b>	
Fri 14 Jun	Geography Paper 3 1h 30m		Physics Paper 2 1h15m/1h45m	
WEEK BEGINNING 17 JUNE 2024				
DATE	REGISTERS 08:25			REGISTERS 1:20
Mon 17 Jun	Russian Writing 1h 20m/1h 25m			Music 1h 30m
Tues 18 Jun				Polish Writing 1h 15m
Wed 19 Jun	Food Preparation & Nutrition 1h 45m Further Maths Paper 2 1h 45m			
WEEK BEGINNING 24 JUNE 2024				
DATE	REGISTERS 08:25			REGISTERS 1:20
Weds 26 June	<b>*Contingency</b>		Day *	







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## Examination Results Year 11

Results will be in school on

**THURSDAY, 22nd AUGUST 2024**

and available for collection from the old reception area between

**10.30 am and 12.30 pm**

No results will be given over the telephone.

Please complete the Candidate Permission Form if you wish someone else to collect your results for you – a photographic form of ID will be asked of the person collecting your results.

If you have a query regarding the results of an exam, speak to the Examinations Officer immediately.

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