



MacIntyre Academies  
Venture Academy

Exam Guidance for  
Pupils and Parents/Carers  
for 2024-2025

The enclosed information is relevant to all pupils taking G.C.S.E,  
Functional Skills, Edexcel Award and BTEC assessments in the 2024-  
2024 academic year.

## Introduction

At Venture, we know that the time leading up to exams can be very stressful, and we would like to reassure you as much as possible about the process. We hope that giving you this information early will give you plenty of time to ask any questions you have or seek any reassurance that you need. Hopefully, this booklet will be helpful to you and your parents/carers.

We have included all of the guidelines that have to be followed to comply with national regulations for exams, and also what to do if there are any problems on an exam day. The awarding bodies (exam boards) set down very strict guidelines that we must follow in school, so it is important that you and your parents/carers also understand what the rules are and what will happen if the rules aren't followed. At the back of this booklet are several documents that are produced by the JCQ (the Joint Council for Qualifications) each year, on behalf of all of the awarding bodies, which tells the school how to conduct exams and what the current rules are – please pay particular attention to these and make sure you understand what is written in them.

If you or your parents/carers have any queries or need any help or advice before, during or after exams, please call the school or email [Venture.exams@macintyreacademies.org](mailto:Venture.exams@macintyreacademies.org) .

Good Luck!

## Before Exams

### Entries and timetables

You will be entered for your G.C.S.E and BTEC subjects by the subject lead. When the awarding bodies release the exam timetable, you will receive your personal exam timetable showing you when you will sit exams for each subject – please check this carefully to make sure that all the subjects you are expecting to see are there. G.C.S.E exams sit in the summer series, which will take place in May and June 2024.

Functional Skills exams are taken throughout the year and are arranged by staff at Venture. Each year, as part of the exams timetable, the JCQ also include contingency days following the last exam for instances such as a National emergency, unexpected bank holidays etc, which the school may use to catch up on any missing units for qualifications such as ICDL or Functional skills. Once this date has been published, we will notify you and your parent/carer so that you know when your exams are officially finished!

What name is used on your entry paperwork for exams?

At Venture, students are registered for exams using their legal name (as shown on their birth certificate) as qualification certificates are also a legal document – having documents in different names can cause issues for future education providers/employers to match records for individuals. Below is guidance from JCQ, as printed in their booklet 'General Regulations for Approved Centres' at section 5.6:

Candidates should be entered under names that can be verified against suitable identification such as a birth certificate, a driver's licence or a passport to prevent problems in the future. For example, if a candidate needs to confirm their results to a third party or obtain a replacement certificate. Whilst the centre is best placed to understand the candidate's circumstances and make an informed decision, a candidate should only be entered under alternative names in exceptional circumstances.

As stated, exam entries can be made in preferred names in exceptional circumstances. If you wish to use a preferred name for your entries and later decide to change the name shown on your certificates, there will be a charge to have them replaced, and as mentioned before there may be complications when matching your qualifications with your I.D documentation. If you wish for your exam entries to be made in a preferred name rather than a legal name, a form has been included in the appendices. Please could both you and your parent/carer sign the form and return it to the exams officer.

If your entries are made in your legal name, and you change your name by deed poll in the future, awarding bodies will replace your certificates in your new name and currently there is no charge for this service – please note that this might change!

## Access Arrangements

Some students are entitled to adjustments to make sure they have an equal chance of completing the exam papers. Shortly you will be asked to complete assessments in school to assess your need for Access Arrangements – if the tests show that you would benefit from access arrangements, you will be asked to sign a permission form so that the SENCo and Exams Officer can apply for the arrangements on your behalf. Once arrangements are granted, you will be encouraged to practice using them during lessons so it is more natural during formal exams.

## Mock Exams

We will run exam mocks in January, where you will sit in the exam room so you can see what it will look like in the Summer series. We also sit Functional skills exams in this way, again so that you can familiarise yourself with how it will look. The Invigilators in the room will all be Venture staff who you should be familiar with – occasionally the exams officer or a member of SLT will also be in the room.

## Malpractice

Please read the JCQ 'Information for Candidates' book included in the back of this booklet (Appendices) regarding what is and isn't allowed in an exam room to avoid any potential malpractice. Malpractice isn't just cheating – it includes bringing unauthorised items in to the exam room, disrupting or trying to disrupt other candidates, taking exam material from the exam room etc. The penalties for committing malpractice can vary from a written warning to being disqualified from all exams with an awarding body. Being aware of all of the rules means you are less likely to mistakenly commit malpractice.

## Exam Days

What to do if you are ill/injured

Please contact school as soon as possible to let us know! There are arrangements that we can make to help you take your exam if you are able to. It is best to try and get to school to attempt the exam where possible.

If you are ill and unable to attend for a Functional skills exam, you have 5 days after the original date to take the exam, or we can re-book the assessment for a later date. Unfortunately, GCSE exams can't be moved at all, however the school may be able to make a special consideration application on your behalf (you may need to provide medical evidence to support your absence). These applications can be made if you either a) attend the exam but were disadvantaged because of your illness or b) cannot attend at all. Special Considerations are explained further below.

## Special Consideration

Special Consideration is a post exam adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. 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 such an application.

## What to do if you are late

If you are late arriving, you will still be able to sit the paper and you will still be allowed the full time for the exam. As soon as you know that you will be late to an exam, please contact the school and ask them to let the Exams Officer or a member of SLT know. A member of staff will meet you in Reception and will take you to the exam room as soon as you feel that you are ready. Please enter the exams room as calmly and quietly as possible to avoid disturbing the students already sitting.

Although you will be allowed to sit the full exam if you are late, if you are more than an hour late we do have to inform the awarding body and they will then decide if they wish to apply a late arrival penalty, such as removing marks or not marking the paper at all. To make sure this doesn't happen to you, please try and make sure you are on time for all exams.

## What equipment do I need?

The school will provide all of the equipment – including calculators and dictionaries – that you will need. However, we know that sometimes a student may have a preferred pen or their own equipment they would rather use – this is absolutely fine! Please just make sure that it is taken in to the exam room in a **clear** pencil case so that invigilators can easily see what is inside. If you would prefer to use your own equipment, you will

need the following:

- A clear pencil cases
- At least 2 black biro/ballpoint pens (they must be black!) Not erasable pens.
- 2 pencils and a sharpener
- A pencil eraser
- A highlighter (you can only use these on the question paper to highlight key words)
- A 30 cm ruler
- Pair of compasses
- A protractor
- Set squares

We will always have spares, so please don't worry about anything running out as we will be able to provide you with an alternative.

### Food and Drink in the exam room

We do allow drinks (preferably water in case of spillages, which school will provide) and small snacks in the exam room. School will provide still bottled water in a clear plastic bottle with the label removed. If you wish to bring your own drinks bottle in to an exam room it must be completely transparent and ideally clear – it will need to be shown to an invigilator when you arrive at the exam room.

We allow small snacks, again these must be provided in a clear container or wrapper – i.e. a transparent clip lock box or food bag. This applies even if the snack is shop bought and clearly still sealed, such as the small tubs of Pringles – it would still need to be transferred to a clear container to be allowed in the exam room.

### What you can't take in to an exam

The rules on what can go in to an exam room are very strict, so if in doubt – leave it behind in class or at Reception where it will be kept securely for you. You cannot take the following into the exam room:

- Your mobile phone
- A watch (including digital, analogue or smart watches)
- Any device capable of connecting to the internet
- An iPod or MP3/4 player (unless it has been awarded as an access arrangement and is a device provided by school)
- Air pods or ear phones/ear buds
- Notes or paper for 'doodling' on
- A pencil case/water bottle/snack packaging that isn't transparent

If you realise that you have any of the above items as you arrive at the exam room, give them to an invigilator straight away. If you are found to have any of these things once the exam starts, even if by mistake or you didn't intend to use them, it can be reported as malpractice and you may be subject to a penalty or disqualification.

### During the exam

Listen carefully to the instructions given by the invigilator at the beginning of the exam.

Check you have the paper you were expecting to see and read all of the instructions on the front of the paper.

Complete all exam papers in black pen, unless the paper says you can use a pencil for diagrams.

Do not draw graffiti or use bad language on your exam papers – they are not looked at by school staff before they are sent to awarding bodies and they awarding body may refuse to accept and mark your

paper. Please only write your answers and any working out in the booklet – cross through any incorrect answers or working thorough neatly in pencil.

If you need to leave the room for any reason or feel unwell, raise your hand and an invigilator will come straight to you.

You will be told what to do if the fire alarm sounds during an exam – close your exam script and wait for the invigilators to guide you from the exam room. You will be expected to maintain exam conditions for the duration of the fire alarm and you will be given the time back at the end of the exam.

When you have finished your exam paper, please give yourself time to read it through to make sure you haven't missed any questions or there isn't more information you could add. Your exam script, the question paper and all of the other exam related material on your desk must be collected by an invigilator before you can leave the exam room – please do not take any of this material with you.

## After Exams

### Results

Functional skills exams – we receive these results back from the boards within 28 days of the exam (but it is normally sooner) The exams officer will pass these results to the subject lead as soon as they come in.

G.C.S.E results – These are issued nationally in August, and once the date is confirmed this will be circulated to all students and their parents/carers. All students who are due to receive results on this date will be invited in to school to collect their results and to chat to members of SLT and the upper school staff.

Students who cannot attend to collect their results will need to send their written permission to the exams officer to release the results to a parent/carer if they are collecting on their behalf. If you need your results emailing to you, then again you will need to send written confirmation (an email is fine) and an email address to send the results to, to the exams officer.

If you need any advice about any of your results, you will be able to discuss this with the subject lead/SLT on results day if they relate to GCSE's. All other results can be discussed as they are released. Information on post results services (review of marking, appeals etc) is on the school website.



## Information for Candidates

### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

#### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

#### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

#### What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will

share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here:

<https://www.jcq.org.uk/contact-our-members/>.



## Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your “personal data”). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



## Post Results Services Information for Candidates June 2024

Please talk to staff members and if you feel there has been a problem with the marking of your paper there are several options available. There are costs involved with this that you will need to discuss with your parent/carer and you will need to sign the attached consent form for the centre to act on your behalf. Once your concerns have been discussed with members of staff, a decision will be made as to whether the Centre will cover the cost of the post results service, or if it is more appropriate for you to cover the cost.

It is important that you know that your marks **can go down** as well as up during a review of marks, and if your marks are changed up or down there will not be a fee to pay.

What post results services are available?

### Reviews of Results (RoR's)

- Service 1 – Clerical re-check – this service provides the following checks: that all parts of the script have been marked, the marks have been totalled correctly and that all marks have been recorded. **This does not include a re-mark of the paper.**
- Service 2 – Review of Marking - This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of: an administrative error; a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. **Reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking.
- Service 3 Review of Moderation - This is a review of the original moderation of non-examination assessments to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently. Please note that if your centre's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service will not be available.

### Access to Scripts (ATS)

For GCSE qualifications, the awarding bodies will provide copies of the candidate's script online to the Exams Officer. For the centre to be able to request your exam script, we will need your permission to make the request. Scripts can be requested for the following reasons:

- To support an application for a RoR – you would be able to look at the script with a staff member to help you decide whether to request a RoR.
- To be used for teaching and learning – if you would like your script to be used in this way, you can give permission for the script to be used with QR without your personal details in a classroom situation

## Appeals

Each awarding body has an appeals process which is available after receiving the outcome of a review of results. More information can be found at <http://www.jcq.org.uk/exams-office/appeals> and should be considered alongside the centre's Appeals Policy if you are considering requesting an appeal. Charges for appeals are below:

	Application Deadline Stage 1	Application Deadline Stage 2	Stage 1 – Preliminary Appeal	Stage 2 – Appeal hearing
AQA Cost per unit	Within 30 calendar days of post results service outcome being issued	Within 2 calendar weeks of Stage 1 result	£120.05	£205.08
Pearson Cost per unit	Within 30 calendar days of post results service outcome being issued	Within 2 calendar weeks of Stage 1 result	£140	£180
WJEC/Eduqas	Within 30 calendar days of post results service outcome being issued	Within 2 calendar weeks of Stage 1 result	£120	£200

## Post-results services: request, consent and payment form Summer 2024

To request a Review of Results (**RoR**) service and/or an Access to Scripts (**ATS**) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. Please return to the Exams Officer once completed.

Candidate number	Candidate name	Candidate email		
Awarding Body	Qualification level and Subject title	Paper code	<u>Service required</u>	Fee
				£
				£

Post-results service	RoR Candidate consent
RoR <b>Service 1</b> (Clerical re-check)	<p>By signing here, I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.</p> <p>Signature: ..... Date: .....</p>
RoR Service 1 with an ATS copy of re-checked script	
RoR <b>Service 2</b> (Review of marking)	
RoR Service 2 with an ATS copy of reviewed script	
RoR <b>Service 3</b> (Review of moderation)	

Access to Scripts	ATS Candidate consent
ATS Copy of script to support <b>review of marking</b>	<p>By signing here, I consent to my scripts being accessed by my centre (<a href="#">Tick ONE of the boxes below</a>)</p> <p><input type="checkbox"/> If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.</p> <p><input type="checkbox"/> If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.</p> <p>Signature: ..... Date: .....</p>
ATS Copy of script to support <b>teaching and learning</b>	

To whom it may concern,

I have read the 'Exam Guidance for Pupils and Parents' Carers for 2024-2025', and wish for my exam entries to be made in my preferred name, rather than my legal name as it appears on my birth certificate and other legal documentation.

I understand the implications that at a later date this could make linking my records difficult for Higher Education providers and employers. I also understand that there may be a cost to have my certificates re-issued in another name.

My legal names are:

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

I wish for my exam entries to be made using the following preferred name (s):

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

I have discussed this decision with my parent(s)/Carer(s) and we have signed below to confirm this:

Student signature: \_\_\_\_\_

**Parent/Carer:**

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_