



Nunthorpe
Academy

Centre Number 41268

**A Guide to Students for all
GCSE and A Level Examinations
to be held at Nunthorpe Academy in
the academic year 2022-2023**

**Failure to comply with the enclosed rules may result in you being disqualified from one,
some or all your examinations.**

Please ensure you read the following information carefully.

If there is anything you don't understand, ask for help.

Keep this booklet safe!

Introduction and Context

It is the aim of the Examinations Staff at Nunthorpe Academy to ensure the examination periods run smoothly, with as little stress as possible for our students.

We hope this booklet will provide some helpful information regarding examinations here. Please take some time to read the following information carefully as examination regulations can change frequently.

The Awarding Bodies set down strict criteria, which Nunthorpe Academy must follow, for the Conduct of Examinations. Therefore please pay particular attention to the Notice to Candidates at the end of this booklet.

If you have any questions or if you need help or advice at any time before, during or after the examinations, please contact the Academy on, 01642 304294 to speak with the Examinations Officer.

Key Examinations Dates for 2022 - 2023

GCSE Key Dates 2022/2023

Summer Examinations

15 May - 20 June 2023

Contingency Day 28 June 2023

Results Day 24 August 2023

A Level Key Dates 2022/2023

Summer Examinations

19 May - 23 June 2022

Contingency Day 28 June 2023

Results Day 17 August 2023

Certificate Collection Day for all examinations

TBC



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Summer 2023 Examination Contingency Day

The contingency date for Summer 2023 is 28 June 2023.

The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an examination (or examinations) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance. If disruption happens, the GCE and/or GCE (A Level) examinations would be taken either for the first time or again on that day.

Therefore students taking AS, A Level or GCSE Examinations Summer 2023 should not plan a holiday or to be at any distance from academy before 28 June 2023.

Examination Officer

Nunthorpe Academy
Guisborough Road
Nunthorpe
Middlesbrough
TS7 0LA

Phone: 01642 310561

Web: www.nunthorpe.co.uk

Acting Head of School: Kate Kell
NMAT Executive Principal: Lee Brown NPQH

Company No. 08188507 VAT Registration 142671814





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Before The Examinations

There are a number of subjects which take examinations before the published starting dates, (Art, Drama, Music, MFL, & All Vocational Qualifications). These are arranged at a convenient time during the year and particularly in the run up to the summer examinations, please liaise with the relevant Head of Department for the dates or alternatively check the Nunthorpe Academy Calendar on our website www.nunthorpe.co.uk.

Examination Boards

The following Examination Boards are used throughout the Academy: AQA, Pearson, OCR, WJEC, LIBF, and NCFE.

Examination Information

Information regarding the examinations can come from various sources, please be aware of this. In the run up to examinations you need to pay particular attention to the following to ensure you receive all the correct information; Subject Teachers and your Form Tutors.

Examination Timetables

Examinations take place throughout the year at Nunthorpe Academy: November (re-sits only), January (vocational), March (vocational) and Summer. Controlled Assessments, (NEA) are arranged within the faculty and do run throughout the academic year.

An individual provisional examination timetable will be issued as soon as entry is made to the examination board for the coming examination series. This will give students the important information they need for the forthcoming examinations. **Please check your individual provisional examination timetable VERY carefully. If there are ANY mistakes (e.g. name, date of birth, examination entry etc.) you MUST tell the examination officer immediately.** Mistakes that are not spotted at this stage could result in the final results certificate being printed incorrectly later.



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Where you are timetabled to take two or more examinations at the same time (i.e. you have a 'clash'), one will be taken after the other with a short supervised break in between. Check each examination date carefully, and check to see if the examination is in the morning or the afternoon. If there is an examination on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject), also if there is no entry for an examination you were expecting to take you **MUST** tell the examination officer immediately.

Within the week prior to the first timetabled examination you will receive a final timetable. **Make sure you know which venue and seat number you need to be in for each examination (your seat will remain the same throughout the full examination series (and will be the seat you were allocated for all trial exams).** Failure to sit in the correct seat could result in the invigilator making a call home to report non-attendance to parents.

Extra time will not be permitted if you have simply misread your timetable. You alone, are responsible for checking and keeping your examination timetable safe, re-prints will not be issued by the academy's Examinations Office. If you lose your timetable, you must see your Pastoral Manager immediately who may be able to give you a replacement.

Examinations Equipment

Please make sure you only have all the necessary equipment for EVERY single examination, as you are responsible for providing all equipment needed for your examination.

The examination boards INSTRUCT that all examinations are written in BLACK INK. You are allowed to bring black pens, pencils, rubbers and rulers, make sure you have an adequate supply for ALL examinations you sit.

Some examinations will allow the use of calculators, your subject teacher(s) will inform you which papers they are allowed in. Calculator lids/cases must be placed under your desk before the start of the examination.

Please do not bring:-

Gel Pens
Tippex/Correcting pens
Scrap Paper
Dictionaries
Books
Bags



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Anything brought into the examination room that is not allowed to be there will be placed outside.

THIS IS VERY, VERY, VERY IMPORTANT!

MOBILE PHONES, IPODS, MP3/4 PLAYERS, WATCHES, SMARTWATCHES or any POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES of INFORMATION MUST NOT be brought to the examination - even if they are turned off.

If you have such equipment with you, you will be asked to place them on your desk for collection and they will be removed from the examination room.

The academy will not accept responsibility for your mobile phones etc. and it is your responsibility to collect them at the end of each examination if you have handed one in.

Possession of a Mobile Phone or any other technological enabled source of information whether switched on or not, can result in disqualification from the examination as well as the overall qualification. Minimum penalties imposed by the examination boards are as follows (without exception):

- 1. Device found on you and turned ON: disqualification from entire subject award – eg: from the whole qualification;**
- 2. Device found on you and turned OFF: disqualification from that component eg: from that part of the qualification.**

The Academy is in possession of a Mobile Phone Detector, which will be used randomly during the examinations to ensure this rule is adhered to.

Examination Days

Examinations at Nunthorpe Academy usually start at:

**9.00am for all morning examinations and
1.00pm for all afternoon examinations**

However, occasionally, these times are subject to change, particularly to accommodate students with examination clashes. **It is your responsibility to make sure you arrive for your examination on the correct day and at the correct time.**



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After the academy's review of the 2019 examinations and discussions with outside agencies, (Ofqual, JCQ etc.), we have added the following to our examination procedures. All non-essential exam equipment e.g. planners, notes, watches, mobile phones or any internet abled devices will need to be locked in lockers before arriving at the examination venue. You will need to make sure you have a padlock on your locker so that it is secure. This will avoid any reports of cheating, malpractice and disqualification to the examination boards.

Please arrive 10-15 minutes before the scheduled start of the examination, and do not enter the examination room until you are asked to do so by Nunthorpe Academy staff or by the Examination Board Invigilators.

Entering the Examination Room

- All coats, jackets, blazers, hats, bags and unauthorised equipment must be locked away in your locker prior to attending your examination venue as stated above.
- Remember examination conditions apply as soon as you have entered the room so settle down quickly and silently.
- Listen carefully to instructions you are given from staff or Examination Board Invigilators.

Starting the Examination

The Examination Board Invigilators will have distributed the appropriate paper and materials as indicated by the awarding bodies, please check that you have been given the correct subject unit paper. The following announcement will be read out to all students at the start of every examination by a senior member of staff or a senior invigilator:



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Warning To Candidates!

- **“No talking, signing to, looking at, listening to, interfering with any other candidate or any other form of communication. To do so means withdrawal from the examination room and any incident reported to the examination board.**
- **You are FORBIDDEN to have any MOBILE PHONES, iPods, MP3 players, Internet Enabled Devices or any other unauthorised materials with you.**
- **Only material listed on the examination paper are allowed in the examination room, you must not have any other equipment with you or on your desk!! “Check your pockets now” Failure to hand in any unauthorised materials could lead to disqualification!!**
- **Calculator lids if allowed and non-clear pencil cases need to be placed on the floor underneath your desk, clear pencil cases are allowed on your desk.**
- **Please place any watches you have on your wrist on your desk now, no watches are not permitted to be worn during the examinations, there will be consequences if found wearing one during the examination.**
- **You must write in black ink.**
- **You must do all work, including any rough work in the question book, or on examination stationary unless otherwise stated.**
- **You must not use, correction fluid, reading pens, blotting paper or gel pens in your answers!!**
- **NOW check you have the correct paper for your subject and the correct tier on your desk.**
- **NOW fill in all the details needed on the front of your examination paper, write your full LEGAL NAME, candidate number, centre name, centre number, if using answer booklets all of the above and unit or component code must also be filled in (pause for students to complete this).**



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Fire Procedure:

- **Now please point out the fire exits, one is the door they entered through and the other is top right if you are facing the changing rooms, If during the examination the fire bell goes off "Put your pens down" and listen to the invigilator who will instruct you on the procedure.**
- Students will be told how long the examination is by the SLT member.
- If all ok the start time will be announced to the students and start and end times written on the boards.

You must fill all details on the front of the examination paper correctly, you must always write your legal name on your examination papers. Please refer to the board at the front of the examination room or your seat number label for the academy's Centre Name and Centre Number. Always pay attention to the additional information or messages that Nunthorpe Academy staff or the Examination Board Invigilators may need to advise you of, and always take the time to read the instructions on the front of the question paper.

Illness/Absence/Late Arrivals for any Examination

Please report any illness/absence from an examination to the academy AS SOON AS POSSIBLE on 01642 310561 (Extension 1057) Failure to do this may result in receipt of a bill for the missed examination.

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination; this is at the discretion of the academy.

Candidates will be considered very late if they arrive more than one hour after the awarding body's published starting time and may not be allowed to enter the examination room. Even if the academy allows you into the room to take the examination, the examination boards request that they are informed of all students arriving after the hour deadline and reserve the right to reject your work.

During the Examination

Please do not try to attract the attention of other students or share equipment. If you need anything put up your hand to alert an Invigilator.

Do not give the Invigilator the slightest cause to suspect that you may be trying to communicate with others.



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Any candidate “suspected of cheating, collusion, misconduct, any form of dishonesty or malpractice” will be reported to the board. It is possible that the candidate may be disqualified not only from the subject concerned but from all of their current examinations (and possible entry to future examinations).

At the End of the Examination

At the end of the examination, make sure you have filled in your personal details on the front of the answer booklet and on any supplementary sheets you have used.

A treasury tag will be provided by the Invigilator to attach any loose sheets to the answer book. All rough work should be done in the answer book and sent to the examination boards. It is your responsibility to ensure any additional sheets are securely fastened in the correct order.

If there are other students working on different examinations please remember to leave the examination room **IN SILENCE** when instructed by the invigilator. Remember there could be other students sitting examinations in other locations, try and remember to keep your voices down whilst moving around the building.

Special Consideration

If you feel there is any reason for which you may be entitled to Special Consideration, please contact the Examinations Officer as soon as possible. The examination boards are, very much, ‘tightening up’ on reasons for students requesting Special Consideration but we will be able to advise you.

Disability Policy

- All examination rooms are on the ground floor or accessible by a lift. Chairs are available when queuing outside when needed.
- There is an appropriate toilet near or in all areas.
- All areas have had an internal risk assessment carried out.
- If any candidate needs to take regular medication invigilators will be fully aware of this and will make this possible. Examination Officer should be notified if there are any exceptional health issues. Any specialised equipment will be provided.
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate.
- Recruitment of invigilators will follow normal school policy with regards to disabled applications.
- All invigilators will receive training including disability issues or will work initially alongside an experienced invigilator.



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- The SENCO will make the Examination Officer aware of any issues concerning individuals in the main venue.
- The SENCO will take the lead in making applications based on their close knowledge of the needs of the student under their care. They will produce a list of the students involved together with their arrangements and this list will be available for the invigilator to see.
- Any complaint made by students with disabilities should be directed in the first instance to the Examination Officer who will initiate an enquiry.
- Emergency evacuation procedures are appropriate for all candidates.



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Results Days

A Level 17 August 2023 – GCSE 24 August 2023

Students who are unable to collect their results on results day have a few choices how they can receive their results. An email can be sent to the examination officer on results day, email must come from an account in the name of the student which will be responded to ASAP but no later than the following day, 12:00 midday with results attached. Students can nominate a family member or friend to collect results on their behalf by email or letter prior to results day, email must come from an account in the name of the student to the examination officer, letters can also be sent or handed in to the academy addressed to the examination officer. On results day a letter can be given in exchange for the results nominating a family member or friend but must be signed with consent from the student, ID may be requested from the nominated family member or friend when collecting the results on your behalf.

Post Results Information

Students and staff can request a review of marking or a copy of the script, this can only happen if we have consent by the student, attached to the result information will be a consent form for students to give consent to the examination officer for one of the services if requested by the students or staff. If the request is for a review of marking the student will be informed by letter only if the grade changes after the review of marking, if the grade stays the same the department head will be sent a copy of the outcome to show students upon request to see it.

Certificate Collection

Certificates will become available for student collection from Nunthorpe Main Reception on a date to be confirmed. Students who are unable to attend at that time will be able to collect Certificates from the examination officer at the Academy from this date for one year. If you are unable to collect in person and are sending a representative to collect the certificates on your behalf you will need to provide them with a signed letter of permission to hand in before certificates can be released to them, alternatively an email can be sent to the examinations officer advising whom will be collecting the certificates on their behalf, the email must come from an account in the name of the student which will be responded to. Certificates will not be posted home as they need to be signed for.



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This section of our Examinations Guide applies to Year 11 Students only

All of the details below are supplied by Mr Skelton – Assistant Vice Principal

Mr Skelton makes **ALL** final decisions regarding entries for **ALL Examinations**.

If you have any issues about **ANY** examination entry – **AFTER** you have consulted the examination officer and/or the Head of Department for any subject(s) and your Pastoral Manager - you can then contact Mr Skelton.

Firstly some important dates for your diaries and planners:

01 February 2023 (TBC)	Yr11 Parent Review Evening (2 nd)
27 February – 10 March 2023	Yr11 Trial exams (2 nd set)
03 April – 14 April 2023	Easter Revision School
29 May – 02 June 2023	Half-term Revision School
15 May – 28 June 2023	Summer Examination Series
04 July 2023	Prom
TBC	Year 11 Induction to Sixth Form
24 August 2023	GCSE Results Day
24 August 2023	Sixth Form Enrolment (Opens Online)

As we progress through the year I will send out more detailed information regarding many of the events listed but feel it is sensible at this point to give you an overview of the year ahead.

Revision Conditions – Maximising Achievement at Examinations - Tips for Students and their Families

During the forthcoming months it is important that students have a number of considerations paid to them at home as they prepare for their examinations:

1. Somewhere very quiet to work and revise (and the odd cup of tea brought in).
2. Regular and healthy routines – sleep patterns, eating times, fruit/vegetables and water, rest & relaxation and, of course, family time.
3. Input from home - all students appreciate their parents showing interest in what they are doing, don't worry if you can't offer specific support in say GCSE German or GCSE Mathematics - just ask how it is going;
4. Rewards/targets to work towards – for some students it is helpful to have short term rewards for the revision they do as the August Examination Results day in 2023 can feel so very far into the future.



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Expectations for Year 11 Students

At this point in Key Stage 4, it is important that lessons and routines run as smoothly as possible to allow top quality final preparations for GCSE Examinations, VCERT and BTEC portfolio completion. We are eager for students to fully engage in ALL lessons during these final months of their formal education.

The following apply for all students within ALL lessons and tutorials:

- 1. Attendance at ALL tutorials on time and positive engagement with their tutors;***
- 2. Attendance at ALL lessons on time and positive engagement with subject teachers;***

The relationship between attendance and attainment for examination performance at our academy in 2022 is shown below;

<i>Level of Attainment</i>	<i>Average Attendance</i>
<i>5+</i>	<i>96.1%</i>
<i>Fewer than 5</i>	<i>88.5%</i>

Other consequences of not meeting with these minimum expectations may include:

- The Academy no longer being willing to pay for the examination entries for individual students;
- Exclusion at home until the examinations period begins;
- Not supplying local post-16 providers and/or employers with a positive reference;
- Not accepting an application for progression into our Sixth Form.

Examination Entries

Students will receive a copy of examination entries when Mrs Kell instructs them to be released. Please check these VERY carefully with parents and Form Tutor.

If you have any concerns, please contact the subject teacher in the first instance and then, after that, the relevant Head of Department and/or Pastoral Manager



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Nunthorpe's expectations regarding Examination Entries

Every year, some students begin to indicate to us through behaviour, effort, attitude, attendance or punctuality that they are not prepared to do the level of work required at this point in Year 11.

In these cases, and thankfully they are very rare, we do, and always have, reserved the right to remove funding for the student's examinations and issue charges for the examinations to parents/carers. In these cases, once students attend the examination(s) and perform **to the best of their ability**, we do reimburse parents the cost of the examination entries. Our intention in these cases is to ensure that we have full support from parents/carers for the examinations their child will undertake.

During the 2021-2022 Examination period, Examination entries cost us an average of £60 per subject Therefore, for a student taking, for example, 10 GCSEs, their Examination bill costs the academy approximately £600.

Should we have concerns about the entitlement of a student to examination fees, parents will be invited into the academy immediately to meet with Mrs Kell to discuss those concerns and agree a way forward.

Information regarding re-sit examinations

Where it is deemed appropriate for a student in Year 11 to re-sit a module or unit examination (in order to increase their chances of achieving at or beyond their target grade) all of the above expectations remain. Where we deem it necessary for a student to re-sit, the academy will meet the cost of one re-sit per subject, beyond this each case will be dealt with on an individual basis and there will be dialogue between the academy and family to determine who will pay for subsequent re-sits. However, as the structure of GCSE examinations is changing so too are rules regarding re-sits and therefore the likelihood of students re-sitting is becoming increasingly rare.



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This section of our Examinations Guide applies to SIXTH FORM Students only

All of the details below are supplied by Mrs Kell – Head of School

Mrs Kell and Ms Jackson make ALL final decisions regarding examination entries for ALL A Level, Vocational A Level & GCSE re-sit, qualifications in the Sixth Form – whether or not they have any ‘formal examination papers’.

If you have any issues about ANY examination entry – AFTER you have consulted the examination officer and/or the Head of Department for any subject(s) - you can then contact Ms Jackson or Mr Chuhan.

Please note that in accordance with the KS5 Standards Document (attached) any student with attendance below 90% may not be entered for examinations in that subject, unless extenuating circumstances have been approved by Ms Jackson.

The Sixth Form ‘Standards Document’, outlines expectations in relation to Year 12 and 13 students. If these standards are not met then students will not be entered for examinations, or costs for the examinations will be passed on to the students. Approximate costs for these can also be found in the ‘Standards Document’.

Year 12 –Students will not have any study leave and will be expected to attend all lessons until the end of term (Friday 21 July 2023). If students are sitting some AS examinations then structured revision will take place in their lessons in the lead up to their examination. If a student has an afternoon AS examination, he/she will be allowed to stay at home to revise in the morning of that examination, if the student wishes.

Year 13 –Students will commence 'study leave' on Monday 05 June 2022. They will still be expected to attend all subject lessons, at the discretion of the teacher until the date of their last examination in that subject, but they will no longer have to attend registration. They may choose to stay in the sixth form building for independent study periods or work at home.

Results Day 17 August 2022 - Both AS and A Level results will be available for collection from Nunthorpe Sixth Form. All sixth form students will be able to collect their results from the Sixth Form between 9.00am – 10:30am.



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University Clearing Arrangements for Year 13 Sixth Form Students

It is important that you are aware of **Clearing** procedures in advance of results day. Ms Jackson will provide you with a sheet which outlines the Clearing procedure in due course. The tutors, Ms Jackson and Mr Chuhan will be around to offer support and guidance on results day, but all contact with universities has to be done by students.

Sixth Form Enrolment Dates 2023 – 24 August 2022

If for any reason you are unable to enrol on the date above, you must contact Ms Jackson immediately. Failure to do so will mean your place cannot be guaranteed.

You will need to bring the following items when you enrol:

- Examination results slip
- Parent/Carers email addresses and mobile phone numbers

Monday 04 September 2023 - Year 12 & Year 13 term starts 8.40am to 3.00pm.

Y13 Celebration Event – TBC

Attendance and Punctuality

Students are **expected to attend** sixth form **between 8.40am and 3.00pm** – end of period 5, **every day** as a bare minimum. Registration and the tutorial period are a compulsory element of attending sixth form and follow a programme designed to support individuals through one to one mentoring, study skills, current affairs, presentation and social skills, UCAS, Apprenticeship and Employment applications, topical debate and outreach work with outside agencies, to name a few. All opportunities are designed to create a rounded individual prepared for their next step after life at the sixth form.

If students do not attend registration they will be marked absent and this will affect their overall attendance. Their **attendance figure** will be reported in any **reference** written by the sixth form staff and will obviously be vital in these highly competitive times whether applying for work, training or university. Students with attendance **below 90% will** be asked to pay for their examinations and may **not be entered for examinations**. (Extenuating circumstances can be discussed with Ms H Jackson).

In real terms any student whose attendance is at 90% equates to 2.5 periods (out of the 5 per week per subject) per week missed. Over a year, 90% is the equivalent of 3.6 weeks missed.



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Definitions:

Authorised absence

An absence which has been reported e.g. illness, doctor's appointment, an approved holiday in exceptional circumstances.

Unauthorised absence

Any period of absence which has not been accounted for or approved.

Both of the above absences will affect the overall attendance grade of your son or daughter and will be taken into account when making examination entries and assessing student progress. There are clear links to poor attendance affecting the overall grades attained by students.

Absence

Any **absence** from the sixth form due to **illness** must be phoned in to the Academy Attendance Officer before 8.40am on 01642 310561, option 1, student absence.

Leave of absence requests must be made on the appropriate '**Request for Absence Form**', which can be obtained from student reception, but must be returned to the Head of Sixth Form for authorisation. Returning the form is **not** an automatic agreement for the absence; this **must be approved before any leave is taken**. **Holidays** in term time must be **avoided** due to the level of content delivered within the programme of study for level 3. Please see the Nunthorpe website for holiday periods. The sixth form remains open for independent study on PD days.

Students **needing to leave the site for any legitimate reason**, which has been approved by their Form Tutor and/or Head of Sixth Form, must sign out at reception, and sign back in on return. Driving lessons must not be arranged during sixth form hours with the exception of Wednesday 2.00 pm – 3.00 pm for Enrichment. **Medical appointments** should be made outside of sixth form hours where possible, failing this a phone call or medical appointment card should be shown at reception before signing out.

Lesson and Independent Learning Commitment

Each L3 course has **5 hours of lesson commitment** and a **minimum of 5 additional hours independent study**, comprising of set homework, reading, research, practice questions, etc. Students are expected to attend all lessons on time and complete all work set. Failure to complete work set could result in students being excluded from the lesson until the work is caught up at the discretion of the teacher.



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Independent Study (IS) Periods

All students are expected to **stay on site for Independent Study** (IS) periods (unless offsite working has been approved by Mrs Jackson) to support their learning. A quiet study area is provided within the Learning Resource Centre on the first floor of the sixth form, Student Group Rooms are available, for silent study, for certain timetabled sessions (timetables on all SGR doors), in addition to the Common Room on the ground floor. Therefore environments to suit all learners are provided in addition to research facilities and ICT equipment. Students are also encouraged to bring in their own laptops, netbooks, i-pads, etc to assist in their learning, which can access the sixth form internet and 'my document' areas of the Nunthorpe network.

Home Study (2 hours)

The **only exception** to the IS rule is for **Year 13** students who have a proven track record of successful independent study, which has been **formally agreed by Ms H Jackson**. All aspects in this 'Standards Document' are taken into consideration when assessing the application from a student for home study for 2 hours per week.

Interim Data

Assessment details reported every half term. Students will receive grades 1-4 for quality of Classwork and Homework, quality of meeting deadlines, and quality of effort, along with a current grade, predicated grade and end of A level target grade. Tutors will have a follow up one to one with each student to discuss targets and progress made. If there are any concerns these will be raised initially with the student and subject teacher, if resolution cannot be found and no progress is made then contact home will follow. **All parents are however encouraged to make contact with teachers directly if/when any issues arise so that they can be dealt with immediately.** Emails for all staff can be found on the Nunthorpe Academy website.

Examination Entries

Entries will be made in accordance with students meeting the criteria stated in this document and professional judgement on behalf of the staff and students of the sixth form by Ms H Jackson Head of Sixth Form.

If these requirements are not fulfilled then costs for examination entries will be passed onto the students and parents/carers. These cases are thankfully rare, and once the student has attended the examination(s) and gained their target grade(s), we do reimburse parents the cost of the examination entries. Our intention in these cases is to ensure that we have the full support from parents for the examinations their child will undertake.



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Approximate costs for 2022-2023 examination entries for:

A level examinations are between £94.35 and £145.00, the usual is 3 – 4, therefore costing between £283.05 and £580.00.

L3 BTEC Certificate costs £165.05

L3 BTEC Diploma costs between £217.95

L3 Subsidiary Diploma £185.45

L3 Extended Diploma £243.95

- **Procedure for the emergency evacuation of the examination room**

- **In the event of a fire alarm, the following procedure applies:**

- Candidates are to stop writing and put down pens.
- Invigilators will note the time that the fire alarm went off.
- Before the Candidates exit, the invigilators will remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another. A breach of regulations could mean disqualification from their examination.
- The Candidates should remain calm and leave their papers on their desks and leave by the fire exits, to assemble within the Main Academy car park for Sports Hall Students. For other venues ie: (Green Room, NESTA, ELZ, 6th Form etc), they assemble outside the 6th Form along the tennis court fence. Candidates are to leave a row at a time when told to do so, and escorted by invigilators.
- Candidates should be lined up according to the seating plan for that particular examination. When assembled invigilators will take the examination register to ensure that all candidates are present. Registers to be give to Rachel Hawley, in his absence Christopher Deen.
- The Examination Officer will attend each examination to ensure the procedures are being followed and assist where necessary.
- The appointed member of SLT will attend the assembly point to ensure students follow procedures.



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- At the end of the emergency the Examinations Officer, or a senior member of staff will inform the candidates when to return to the examination room. The invigilators will remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another whilst returning to the examination room.
- On return to the examination room the candidates will return to their seats quietly and resume the examination when told to do so, still receiving the **full working time set** for the examination.
- Invigilators will then note how long the interruption lasted, adjust the finishing time and record how long the disruption lasted.
- A full written report of the incident is then sent to the relevant examination board.



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Appendices



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

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.



Nunthorpe
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AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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.