



HTS/SSN

November 2022

Year 13 BTEC Examinations 2023

This email contains important information about examination and non-examination assessments. Please read it carefully and keep it for future reference.

Please find links below for:

- Joint Council for Qualifications (JCQ) Information for Candidates for
 - [written exams](#)
 - [non-examination assessments](#)
 - [privacy notice](#)
 - [warning to candidates](#)
 - [social media warning](#)

Please ensure that your child:

- Revises thoroughly before the exams. We recommend that they start their revision as soon as possible. You can help by providing a quiet place for study at home.

ACCESS ARRANGEMENTS

Some students are entitled to extra help, known as *Access Arrangements*.

Most *Access Arrangements* need to be approved by examination boards several months in advance, supported by evidence. Examination boards rarely approve arrangements which differ from the candidate's normal way of working.

It is very important that you contact Mrs Cleaver in the Additional Intervention Team as soon as possible if you think your child may be entitled to Access Arrangements and is not already being given extra help. *Emergency Access Arrangements*, would be made if a significant change in the way your son/daughter worked immediately before the examination. This covers injuries.

SPECIAL CONSIDERATION

Special consideration can be granted where some problem occurs **just before or during examinations** which prevents a candidate from performing to their full potential, or in exceptional circumstances from taking an examination. Special consideration is intended to compensate candidates who are unable to fully demonstrate their knowledge and skills. It is not intended to compensate candidates who have been unable to acquire the necessary knowledge and skills and therefore is not appropriate for students suffering from long term problems.

COVID related illness, isolation or absence from school is NOT eligible for special considerations.

If a problem occurs **just before or during** an examination, then you should contact the Exams Office immediately after the examination. You will need to provide us with any supporting documents that you may have. Examination boards will only accept requests for special consideration submitted by the School.

INTERNAL ASSESSMENT APPEALS PROCEDURE

If you wish to appeal against the assessment process used for your child's non-examination assessment, then please contact Ms Sheridan, the Exams Officer who will provide you with a copy of our Appeals Procedure.

Headmaster Mr R Bernard [ma](#)

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JANUARY 2023 EXAMINATIONS

Year 13 Examinations will take place on Monday 16th January 2023 and Wednesday 18th January 2023 in the Conference Room in the Cripps Hall. They will start promptly at 09:00am.

CONDUCT DURING EXAMINATIONS

Students will not be allowed to take an examination unless they are dressed in office dress in accordance with normal school rules. Mobile phones, watches of all types and any devices capable of storing data or receiving messages are not allowed in the examination room. These devices **must** be handed in to Student Services before the examination starts. Staff do not supervise belongings left in the changing rooms. We do not recommend leaving items there.

Possession of a mobile phone or other prohibited device during a A Level examination, even if switched off with no evidence of any attempt to use it, must be reported to the examination board. The usual outcome is for the student to receive zero marks for that particular paper.

Students are encouraged to bring water, but it must be in a small clear plastic bottle with all labels removed. No other food or drink is allowed except by prior arrangement. Pencil cases must be transparent; a clear plastic bag is acceptable.

Students must bring essential equipment such as a black pen, a pencil and ruler. They must also bring specialist equipment such as protractors/calculators/colouring pencils.

Examinations are supervised by external invigilators. We expect all students to conduct themselves appropriately before, during and after their examinations. Any inappropriate behaviour will be reported and appropriate action taken.

PLAGIARISM – Non-Examined Assessments

The Information to Candidates regulations state that:

“The work which you submit for assessment must be your own”.

“You must not copy from someone else or allow another candidate to copy from you”.

Teachers will issue guidance to students on the nature of plagiarised work and how to avoid copying and cheating.

If plagiarised work is discovered penalties as detailed in the attached JCQ notice will be applied to the work.

PUNCTUALITY

Students should arrive 15 minutes before the scheduled start examination. This allows for all students to be seated, for instructions to be given out, for students to read the instructions on the front of the paper and for them to write their names and other details on the answer booklet or examination paper before the schedules start.

LEAVING EARLY

Students are not allowed to leave before the end of an examination. Candidates with extra time do not have to take the extra time but are encouraged to do so.

EXAM RESULTS

Results will be issued to students by secure email.

Results are the property of the student and as such cannot be given to family or friends without the student’s permission.

Headmaster Mr R Bernard ma

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Northampton School for Boys

An independent Academy for the Town and County



REQUESTS FOR REVIEW OF MARKING

If there is reason to believe an error was made in the marking of examinations script, the student can apply for a review of marking. There is a fee per paper/unit requested, but if the review is recommended by the School, then such fees are usually waived.

The student will have to sign a consent form stating that they understand that their grade could be reduced following a re-mark. This will be available on results day.

There will be a letter enclosed with the examination results explaining this procedure.

Mrs H Topping Shaw

Assistant Head Teacher (Examinations)

Headmaster Mr R Bernard ma

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