



April 2024

BTEC Examinations 2024

Please find enclosed with this communication links to the following documents:

Joint Council for Qualifications (JCQ) Information for candidates for

- [written exams](#)
- [privacy notice](#)
- [warning to candidates](#)
- [unauthorised items](#)
- [social media information](#)

Please would all students and parents read through the examination information included in this letter and the JCQ exam regulations.

EXAM TIMETABLE

Year 12 will sit 1 unit in the summer 2024 series.

- Unit 1: Anatomy and Physiology
Date: 15th May 2024
Time: 1.30pm
Duration: 1 hour 30 minutes

RULES FOR THE EXAMINATIONS

- Students must be dressed in school uniform in accordance with normal school rules.
- Mobile phones, watches of all types and any other devices capable of receiving messages **must not** be brought into the exam room. We advise pupils to leave them at home. If they must be brought to school, they should be handed in to Student Services as the changing rooms are not secure and the school cannot be held responsible for items left in them. They must not, under any circumstances, be taken into the examination room.

The Joint Council for General Qualifications “Information to Candidates” publication that govern the administration of public examinations states:

“You must not take into the examination room: an iPod, a mobile phone, a MP3/4 player or similar device, or a watch, AirPods, earphones/earbuds.”

This is irrespective of whether these devices are switched on or off. If a candidate is found in possession of any such devices, we are obliged to report this to the awarding body. The candidate may then be disqualified from the current examination and the overall qualification.

To comply with this regulation, we insist that all mobile phones (or other prohibited devices) are handed in to Student Services before **every** examination.

Headteacher Mr R Bernard MA

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- Pencil cases must be clear plastic.
- Candidates are permitted to bring water into exams. The water must be in a small, clear plastic bottle with all labels removed. No other food or drink is allowed except by prior arrangement (for example if a candidate has diabetes).
- Candidates should write in black ink for all exams. No gel pens are allowed.
- Calculators should have their memories cleared if they are programmable. Instruction cards and books are not permitted.
- All candidates are expected to remain in the exam room until the exam finishes.
- Exams are supervised by external invigilators. Any inappropriate behaviour will be reported to a senior member of staff and appropriate action will be taken.

FORMAT OF EXAM PAPERS AND STATIONERY

- Candidates should be familiar with the format of the exam papers. If a pupil is unsure, they should ask their subject teacher to explain it.
- Spare pens, pencils, rulers and calculators **are not available** for candidates to borrow.
- Correcting fluid and erasable pens are not allowed.
- Morning exams start at 9.00am and afternoon exams start at 1.30pm except when candidates are advised otherwise.
- Candidates should arrive 15 minutes before the start of each exam and confirm their seat by looking at the seating plan displayed outside the Sports Hall. The Sports Hall is the main venue for exams. Notices will be displayed if exams are in alternative venues.

STUDY LEAVE

Owing to the nature of the course, there is no period of Study Leave for students completing BTEC qualifications. They are expected to be in attendance in school as usual throughout the examination period, and will return to normal lessons following the completion of any exams.

ACCESS ARRANGEMENTS

Some students are entitled to extra help, known as *access arrangements*, to help with their exams.

Most *access arrangements* need to be approved by exam boards several months in advance and need to be supported by evidence such as an assessment by an Educational Psychologist. In general, exam boards are reluctant to 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. If an issue (such as an injury which affects writing) arises just before or during the exam season, please contact the school as soon as possible so that we can put support in place, if we are permitted to.

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SPECIAL CONSIDERATION

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

If a problem occurs **just before or during** an exam, then you should contact the Exams Office immediately after the actual exam as we need to make an application promptly. Please provide us with any supporting documentary evidence that you may have. Exam boards will only accept requests for special consideration submitted by the school's Examinations Officer.

Special consideration must be applied for following a specific examination series.

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

These include:

- Temporary illness or accident/injury at the time of the assessment.
- Bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible).
- Domestic crisis arising at the time of the assessment.
- Serious disturbance during an examination, particularly where recorded material is being used.
- Other accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper, failure of practical equipment, failure of materials to arrive on time.
- Participation in sporting events, training camps or other competitions at an international level.
- Failure by the Centre to implement previously approved access arrangements.

If there is an emergency situation where a candidate is unable to attend an exam, please inform the Exams Office as soon as possible. Depending upon the nature of the emergency it may be possible to obtain dispensation for that paper.

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 Examinations Officer who will provide you with a copy of our Appeals Procedure.

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EXAM RESULTS

BTEC and A-Level results will be released on Thursday 15th August 2024.

Information about Results Day will be released on the school website following the conclusion of the exams.

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.

If you require any further information or have any queries about the examinations, please contact me at school.

Mr J Marshall
Assistant Head Teacher (Examinations)

