

Results day

A Levels Thursday 15th August 9:00-10:00

GCSEs Thursday 22nd August 10:00-11:00

If you would like your results to be posted please provide a stamp addressed envelope in advance.

If you wish someone to collect the results on your behalf they will need photo ID and a letter of permission from yourself.

Please come to the main Reception and follow the signs.

Collection of certificates

Your certificates will be delivered to school in early November. The school website will be updated when they are ready to be collected.

Certificates can be collected from Reception between 8:00am and 4:00pm during term time. As these certificates are official documents, you will need proof of identity when you come to collect them.

Due to GDPR, if you are unable to collect in person you are able to arrange for someone to collect on your behalf.

This nominated person will need proof of their own identity and a letter from yourself giving them permission to collect.

We are bound by JCQ rules to either destroy or return any uncollected certificates to the awarding body after 12 months. We therefore ask that certificates are collected by 31st December 2024.

Certificates are important documents that may be requested by employers, other education providers or for the completion of official documents and applications. Replacements are only available directly from the awarding bodies (of which we use multiple) at an approximate cost to the candidate of £40 per certificate.

A Guide to your Examinations 2024



Examinations Manager: Mrs C Jones

Email: claire.jones1@holytrinity.academy

Introduction

Examinations are a stressful time so it is important that you are as well informed and prepared as possible.

Please share this booklet with your parents/carers so that they are also aware of the examination regulations and procedures.

Awarding bodies (exam boards) have strict regulations which must be followed. Failure to do so can result in you being reported for malpractice, which can have severe consequences including being disqualified from some or even all of your subjects.

Awarding Bodies

At Holy Trinity Academy we use the following:

AQA



Pearson Edexcel



OCR



NCFE



WJEC



Boards publish timetables and key dates as well as other information such as subject specifications and past practice papers.



AQA

City & Guilds

CCEA

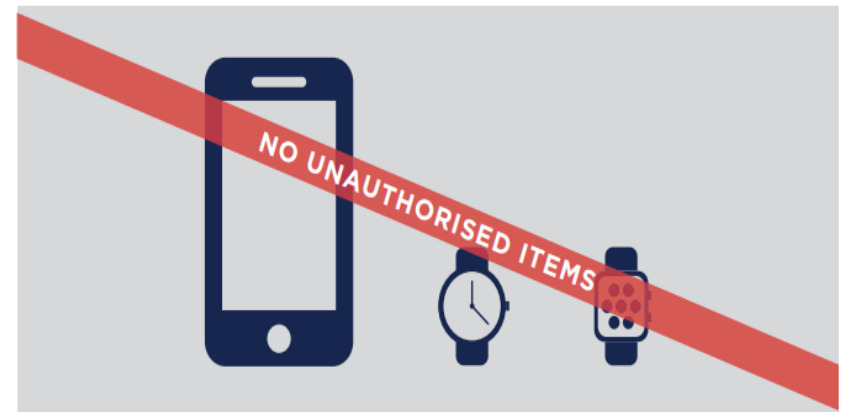
OCR

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.

The JCQ examination regulations will be read out to you at the start of every exam.

Please listen to them carefully and ensure you comply with them.

These posters will also be clearly displayed outside every examination room.



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.

Key dates for Summer 2024

	Date
First GCSE examination	9/5/2024
First A Level examination	13/5/2024
Final GCSE examination	19/6/2024
Final A Level examination	25/6/2024
Contingency date in the event of national or significant local disruption to examinations in the United Kingdom-GCSE and A Levels	26/6/2024
Results released to candidates-A Level	15/08/2024
Results released to candidates-GCSE	22/8/2024

There will be other important dates in March-May for things such as drama and PE practicals, languages speaking components and art.

Students will be informed of these by the subject teachers.

When entries have been made and rooms/seats allocated you will be sent your examination timetable via MCAS.

Equipment

It is very important that you bring the correct equipment to the exam. You must write in **black ink** and for many exams you will also need a calculator.

For maths particularly you may need a pencil, ruler, protractor, and compass.

All of this equipment needs to be in a clear pencil case.

Drinks of water are allowed but must be in clear bottles with any labels removed.

Exam day

Ensure you arrive on time for your exam and check your timetable beforehand for your seat number. Seating plans are displayed the day before in the canteen and on the entrance doors to the hall stairs.

If you are delayed and likely to be late you must phone school on 01952 386102 or email claire.jones1@holytrinity.academy to advise us of an estimated arrival time. If you are more than 1 hour late, it is possible the exam board will not accept your work.

After locating your seat do not open or write on the exam paper until instructed to do so-this is considered malpractice.

Once the exam is over, remember you are still under exam conditions until you have left the room. Be especially considerate if you leave and other students are still working.

Important things to remember

You must not communicate in any way with another candidate. This includes talking, facial gestures and turning around/looking sideways.

Do not bring your phone into the exam room or any other potential sources of information such as watches and paper notes.

When the exam is finished do not remove anything such as paper sources/inserts. All examination materials must stay in the room.

Do not graffiti the desk, yourself or your examination paper. Awarding bodies can refuse to accept graffitied papers and writing on yourself could be considered malpractice.

If the fire alarm bell sounds invigilators will instruct you in what to do. You will close your paper and leave everything behind. You must not communicate with anyone during an evacuation. When you return to the exam room you must not touch your paper until instructed to do so by an invigilator. You will be allowed the full time of the examination and the Awarding body will be informed.

Use the toilet before the exam starts. Toilet breaks are for students with toilet cards and must be kept to a minimum.