



**JEWELLERY
QUARTER
ACADEMY**

Key Information for Your
Exams

Candidate Name

Candidates are entered under the name format of first name + middle name + (legal) surname, e.g.

Zayne Abdul Miah. Candidates must use their legal name on all exam documentation even if they use a different name in school for all other purposes.

Candidate & Centre Number

Each candidate has a four-digit candidate number. This is the number you will enter on your exam paper. It is shown on the top of your Statement of Entry and your Exam Timetable. The centre number is 20328 and this will be displayed in the exam hall.

Timetables

A copy of the school's exam timetable will be issued to you and will be on display in your form room. You will also receive an individual timetable showing your own specific exams. This will detail the date, time, length, venue and seat number. Once you receive it, check it carefully. If there is something wrong, please contact your subject teacher immediately.

Seating plans MUST be followed and will be displayed outside the exam rooms, form rooms, the canteen, the main entrance and on your exam timetable.

Clashes

A clash is when a candidate has two exams on the same day and time. The school will make arrangements for these candidates. If you think that there is a clash on your timetable that has not been resolved please see Miss Gill, (Examinations Officer) immediately

At Jewellery Quarter Academy:

- Morning exams start at 9.00 am
- Afternoon exams start at 1.15 pm

Candidates are responsible for checking their own time. Candidates should arrive at school, at least 15 minutes before the start of their exam and wait quietly outside the exam hall until they are told they can enter.

- Full school uniform must be worn by all students.
- The school will provide you with equipment for the exam.

Contingency Days

These 'contingency days' are used to reschedule exams in the event of national or significant local disruption to exams. Please make sure that, when making your plans for the summer, you keep these dates in mind.

Wednesday 11th June 2025 (afternoon)

Wednesday 25th June 2025 (all day)

Communicate

Do not attempt to communicate with or distract other candidates. This could lead to disqualification from the exam.

- Examination regulations are very strict regarding items that may be taken into the exam (please see Information for Candidates document) If you break these rules it could result in your disqualification from the exam.
- Mobile phones, all watches and other electronic equipment MUST be handed into an invigilator when instructed to do so before the start of the exam. If a mobile phone (or any other type of electronic equipment) is found in your possession during an exam (even if switched off) it will be taken from you and a report will be made to the appropriate Awarding body.

Do not attempt to communicate with or distract other candidates. This could lead to disqualification from the exam.

Emergency Evacuation

If the fire alarm sounds during an exam, you must: -

1. Stop writing.
2. Remain seated.
3. Listen to instructions from staff or invigilators.
4. Do not panic
5. If you have to evacuate the room: -
6. Leave everything on your desk
7. Do not attempt to collect your bags and coats
8. Leave in silence and do not communicate with anyone else during the evacuation.

When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the exam.

Invigilators

- We employ external invigilators to conduct the exams. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the exam rooms to supervise and conduct the exam. They will distribute and collect the exam papers, tell candidates when to start and finish the exams, hand out extra answer paper, if required and deal with any problems that occur.
- Invigilators cannot discuss the exam paper with you or explain questions.

Lateness

- Candidates that arrive late for an exam may still be permitted to sit the paper. Candidates that arrive **one hour** after the official start time may still be permitted to sit the paper, but the Exam Board may not accept your exam paper for marking.
- Please inform the school at the earliest opportunity if you are going to be late. You must NEVER enter the exam room once the exam has started without permission.
- You will **NOT** be able to resit the exam.

Absence from Exams

- If you experience difficulties during the exam (e.g. illness, injury, personal problems) please inform the school at the earliest opportunity so that we can help or advise you.
- Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Miss Gill without delay.

Access Arrangements

- Students with specific access arrangements, scribes and or extra time will sit their exams in a classroom (separate from the majority of other students) this is to ensure your needs are met and kept within the Awarding Bodies rules and regulations.

Results

GCSE / BTEC Level 2 results will be available for collection on 21st August 2025.

- If you wish another member of your family to collect results on your behalf, you must give written authorisation to school before results day. The person collecting your results will need to bring a form of ID with them.
- No results will be given out over the telephone.
- If you wish for a parent/career to collect your exam results, you will need to email Miss Gill and give permission for your parent or career to collect your results.
NGill@corejewelleryquarter.academy

Certificate Collection

- Certificates will be available for collection on certificate evening. Students will need to collect and sign for their certificates in person. You will be advised of the date of certificate evening by letter.
- Should you require certificates prior to certificate evening these can be collected from school between the hours of 9.00am and 4.00pm. You must bring identification with you to collect certificates.
- If you cannot collect your certificates in person, another member of your family can collect them on your behalf. You must provide written authorisation to school and the person collecting your results will need to bring a form of ID with them.

Enquiries about Results

Remarks:

Once you have collected your results, if you wish to query a mark/grade you should speak to your subject teacher/Head of Department and fill in a permission form and this must be handed back to the Miss Gill (Examinations Officer) before the remark deadline. It is important to note that marks/grades can either be raised, remain the same or lowered.

Access to Scripts:

Following the release of results, subject teachers might request a return of an exam script. We would need your permission to do this and will ask that you sign a permission letter and return it Miss Gill (Examinations Officer) before the access to scripts deadline.

Enquiry about Results Appeals

If a subject teacher/Head of Department does not agree with the request for a remark you can appeal to the Mr J Henshaw, Headteacher.

- Please refer to the Enquiry about Results
- Appeals booklet on our website.
- It is extremely important that certificates are collected as they are required for higher education and employment purposes.
- You should keep them safe as a lost certificate will cost around £40.00 each to replace