



GCSE & GCE

Information for Candidates

Contingency day 2022

Wednesday 29th June will be a 'contingency day' for all exam boards in the UK.

In line with Ofqual's exam system contingency plan, this is an additional day at the end of the exam period. It will only be used in the event of major local or national disruption to summer 2022 exams, in which case it is possible that timetable dates could be affected up to and including the contingency day.

Students will need to make sure that they are available until 29th June 2022 if the contingency plan needs to be used, awarding bodies will contact centres with details of what to do next.

Session start times

Please arrive promptly to every examination. Unless you are instructed otherwise you should assemble on B1 in front of your seat row for every exam. A member of staff will escort you to the exam hall.

Morning session – Arrive 8.55am

Afternoon session – Arrive 12.55pm

Transport home – if you have an exam scheduled to finish after your school transport collection time, you will need to arrange alternative transport home.

Northampton International Academy requires all candidates to attend for the full published duration of all examinations. Candidates will not be permitted to leave the room early.

If you are late for an exam

Please try to be on time for the start of every exam – if you are unavoidably late please phone ahead to let us know that you are on your way. When you arrive report to reception, they will contact the Examinations Manager. You will be allowed to sit your exam and you will have the full-time allocation.

Absence and illness

If you are feeling unwell, but are still able to travel, come to school and we can assess the situation then.

If you are seriously ill, or otherwise unable to attend for an examination, the school should be informed immediately by telephone before the start of the examination. The school phone number is 01604 212811

In the event of illness or non-attendance candidates and their parent/carers should be aware that it is not possible to re-schedule an external examination to another day. Where possible, and if appropriate, you should see your doctor to obtain a note. Medical notes and/or forms should be forwarded to the Exams Office within 3 days of the exam. If appropriate an application for Special Consideration request will then be submitted to the relevant awarding body.

Seating plans

Seating plans with candidate number, room and seat number will be displayed on the exams notice board on B1 for GCSE and on the post 16 exams notice board on the third floor– you should check these **before** the start of every exam and **before** you go to the exam room.

What you should wear

It is a requirement that you wear your full NIA uniform for all your exams. There will be no exceptions made.

Examination regulations

Please ensure you read all of the 'Information to Candidates' notices that appear on the school website. They contain important information about coursework, non-examination assessments, exams and on-screen tests. There is also information on the school's internal appeals procedure relating to internal assessment decisions and requests for reviews of centre assessed marks.

Unauthorised materials

The following items must not be brought into the examination room.

- notes
- potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wristwatch.
- Bags, outdoor clothing/hats – **Hooks for candidates to hang bags and coats during exams can be found on B1 next to where you line up.**
- pencil cases that are not see-through
- correcting fluid or tape, gel pens or blue ink pens

Possession of any unauthorised materials or equipment, once the exam has started, is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

You must inform the invigilator, when asked, if you have any unauthorised items with you. You should place all items in the security bag provided on your desk. These will be collected, held at the back of the room and handed back to you when the examination has finished. Under no circumstances should you attempt to use any unauthorised items whilst you are still in the examination room.

Remember – you are considered to be under exam conditions, and therefore regulations, from the moment you walk in until you leave the room.

Authorised materials and equipment:

Please ensure that you bring the correct equipment to every examination you attend, including;

- pens – **black ink only**

- HB pencils
- ruler
- pencil sharpener
- eraser.
- for some examinations you will need compasses, protractor, calculator, coloured pencils and/or dictionaries.

All equipment should be carried in a see-through pencil case/container.

In case of an emergency there will be a limited range of equipment available in the exam room. If you find you need to access this you should raise your hand and wait for an invigilator to come to you. **Under no circumstances should you attempt to borrow equipment from another candidate.**

Using calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

'Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.'

Calculators must be:	Calculators must not:
<p>Of a size suitable for use on the desk.</p> <p>Either battery or solar powered.</p> <p>Free of lids, cases and covers which have printed instructions or formulae.</p>	<p>Be designed or adapted to offer any of these facilities;</p> <p>Language translators, symbolic algebra manipulation, symbolic differentiation or integration, communication with other machines or the internet.</p>
<p>The candidate is responsible for the following:</p> <p>The calculator's power supply.</p> <p>The calculator's working condition;</p> <p>clearing anything stored in the calculator</p>	<p>Be borrowed from another candidate.</p> <p>During an examination for any reason have retrievable information stored in them, this includes:</p> <p>Databanks, dictionaries, mathematical formulae, text.</p>

Food and drink in exam rooms

Only clear plastic bottles of water are allowed in the exam room, all labels must be removed before entering the room. No other drinks, food or sweets will be permitted in the exam room. If you have a medical need you should discuss this with the Examinations Manager.

Toilet breaks

NIA does not normally allow candidates to take toilet breaks during examinations. Candidates with a medical condition should make themselves known to the Examinations Manager before the first examination so that appropriate provision can be made.

Student conduct during an exam

You must be **SILENT AT ALL TIMES** in the exam room - including when entering and leaving.

- Listen carefully to the invigilator and follow their instructions.
- Once the examination has started do not attempt to communicate with, or disturb, other candidates in any way. If you need any assistance during the exam you must put your hand up and wait for the invigilator to attend to you.
- **At the end of the exam** ABSOLUTE SILENCE must be maintained until all the question papers have been collected and you are outside of the exam room. Remember others may still be working.

Communication with other candidates once inside an exam room is a serious offence which could result in disqualification for all involved. Any students that attempts to disrupt others will be removed from the room and the awarding body informed.

Results days

A Level and Level 3 results will be available to be collected from school on 18th August 2022

GCSE results will be available to be collected from school on 25th August 2022

Results collection times and location will be notified closer to the time.

If you would like your results posted to you please leave a stamped addressed envelope with the exams office before the end of the summer term.

If someone is collecting results on your behalf, you must give your representative a letter of authorisation. This must be either an email from your school email address, or a letter signed by you. The person collecting the results must provide photo ID at the time of collection.

Uncollected results will be posted to the address held on the school system when school reopens in September. No results will be given out by telephone under any circumstances.

Senior members of staff will be available on both results days to help with any queries and provide advice.

Post results

If your results are not as you expected there are various options you may wish to consider. Please speak to your subject teacher or a member of the exams team on results day and they will advise you.

It is particularly important that you discuss any remark options with your subject teacher before applying **as marks may be confirmed, go up, or go down.**