

Centre Name: The Frances Bardsley Academy

Centre Number: 12837

EXAMINATIONS

GUIDANCE FOR STUDENTS & PARENTS

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EXAMINATIONS STUDENT HANDBOOK

CONTENTS

1. Introduction
2. Before the exams
3. During the exams
4. Using Calculators
5. Invigilators
6. Absence from exams
7. Exam regulations
8. Results day
9. Exam certificates
10. Post results services
11. Frequently asked questions
12. Non exam assessments, controlled assessments and coursework

INTRODUCTION

It is the aim of The Frances Bardsley Academy to make the examination experience as stress-free and successful as possible for all candidates.

This booklet will prove informative and helpful for you and your parents/carers. You must read it carefully and show it to your parents/carers so that they are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) set down strict criteria for the conduct of Public Examinations and the Frances Bardsley Academy is required to follow them precisely. You should therefore, pay particular attention to the Information for Candidates and Warning to Candidates notices included in this document.

Please check your timetable carefully including your personal details and inform the Exams Office of any errors. Your exam certificates will be issued in your legal name and once issued the awarding bodies will charge for all re-issues due to incorrect candidate information.

If you have any queries please contact Miss Woodward, Exams Officer at ewoodward@fbaok.co.uk

BEFORE THE EXAMS

- Check your tier of entry for Maths, Science, and Modern Foreign Languages for GCSEs, if you think you have been entered for the wrong tier you must speak to your subject teacher immediately.
- Check your personal details are accurate as these will appear on your certificates. It will be your legal surname that appears on your certificates.
- Remember your Candidate/Exam Number as you will need this for your exam papers.

TIMETABLES

- You will receive a statement of entries and then a final timetable before the exams which will show the rooms and seat numbers for your exams. Check these carefully. If you have a clash where two subjects are timetabled at the same time, arrangements will be made for you to take these one after the other. It is possible that you will have to be supervised over break or lunchtime and you will not be allowed to communicate with anyone else or use your mobile phone or any form of electronic communication device. Any change will be shown on your final timetable and you may need to bring snacks or lunch with you, but you will be advised of this beforehand.
- If you do have a clash on these days your mobile phone must be handed to the Exams Officer before the start of your first exam and can be collected after your last exam. If you notice a clash on your timetable, please see Miss Woodward in G11 so it can be checked.

ATTENDANCE AT EXAMS

- You are responsible for checking your own timetable and arriving at school on the correct day and time, properly dressed and equipped. You must arrive at least 15 minutes before the start of an exam and you must know where you are sitting before entering the exam room.
- Full school uniform must be worn by all pupils attending school for an exam.
- You are allowed to take a drink of water into the exam. This must be in a clear plastic bottle with the label removed and must be put on the floor beside your desk during the exam. You will not be able to leave the room to re-fill the bottle and Invigilators cannot do this for you. No food is allowed in the exam room.
- Do not write on exam desks. This is regarded as vandalism and you will be asked to pay for the damage.
- Listen carefully to notices and instructions given out and check you have the correct question paper.

DURING THE EXAMS

Exam start times will be shown on your timetable – note these are the **actual start times of the exams, not when you should arrive at school.**

CONDUCT IN THE EXAM ROOM

- Mobile phones must not be brought into the exam room (or any other type of electronic communication or storage device e.g. MP3/4 players/smartwatches/iPODS), ensure that your phone is turned off, **NOT ON SILENT**, and in your bag before entering the exam room. Ear buds/headphones/smart glasses must not be worn or taken into the exam.
- Watches must not be brought into the exam room and must be removed and put in your bag beforehand.
- You must stay in the exam room for the duration of that exam. You will not be allowed to leave an exam room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- You must be silent when you are in the exam room. This includes when you enter and leave. If you need assistance during an exam put your hand up clearly and wait for an Invigilator to come to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave.
- Only pupils with existing medical cards will be allowed to leave the exam to go to the toilet, and the Invigilator will ask you to remove your blazer while going to the toilet.
- Remain seated in silence until told to leave; you must leave the room in silence and show consideration for other students who may still be working.
- In the case of an emergency stay seated in silence and wait for instructions from the Invigilators.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the exam room by an Invigilator/member of the Senior Leadership Team/Examinations Officer.
- At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used more than one answer booklet or loose sheets of paper make sure your name and candidate number is on every document and you have numbered your answers correctly.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional paper **MUST NOT** be taken from the exam room.

EQUIPMENT

- Make sure you have all the correct equipment for each exam, we do not loan equipment and it is against exam regulations to share equipment with another candidate. Pencil cases must be clear and see through. Tins and cases for maths equipment are **NOT** permitted.
- Standard exam equipment is;
 - Black pens
 - Pencil
 - Rubber/sharpener
 - Ruler
 - Highlighter (you can highlight questions but **NOT** your answers)
 - Maths equipment
 - Calculator (unless it is a non-calculator exam)
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to invigilators at all times.
- Exam boards only accept papers completed in **BLACK INK** so make sure you have a working spare pen. No corrector pens or tippex are allowed. You are permitted to use a highlighter on the questions but **DO NOT** highlight any of your answers or workings.
- Medication – if you have a long term medical condition and you have made the school aware of it you, may be permitted your medicine in the exam room. It should be place in a clear bag with your name on and handed to an Invigilator. Please contact the Exams Officer if you have a medical condition that requires medication e.g. diabetes to discuss arrangements.
- Students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. You must remove your calculator cover and leave it in your bag before entering the exam room. Make sure your batteries are new.

USING CALCULATORS

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.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

Do not bring into the exam room any operating instructions or prepared programs

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered (make sure it is working properly);
- cleared of anything stored on it;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

INVIGILATORS

- The school employs invigilators to supervise the exams. Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times.
- They will distribute and collect the exam papers, hand out extra writing paper if required and deal with problems that may occur during the exam, for example if you are feeling ill.
- Invigilators cannot discuss the exam paper with you, explain the questions or give you any guidance on how to answer.

ABSENCE FROM EXAMS

If you experience difficulties during the exam period (e.g. illness, injury, and personal problems) please inform the exams office as quickly as possible.

Candidates should make themselves available for the whole summer exam season, even if you have completed all your exams, to allow for contingency planning by the awarding bodies. The dates and timetables will be published on the school website.

Only in exceptional circumstances are candidates allowed special consideration for absence from any part of the exam. It is essential that medical or other appropriate evidence is obtained **ON THE DAY** by the pupil or parent/guardian and given to the Exams Officer without delay in all cases where an application for special consideration is to be made. The decision of an application is made by the awarding body and not the school. More information can be found on the JCQ website here https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-A-guide-to-the-special-consideration-process-FINAL_2025_26.pdf

Please note that misreading or not checking your timetable will not be accepted as a satisfactory explanation of absence or lateness.

EXAM REGULATIONS

- You must read the notices in the appendices which are issued by the JCQ on behalf of the exam boards or you can view them here:
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>
- It is your responsibility to read these documents carefully, discuss with parents/carers, and note that to break any of the exam rules or regulations could lead to disqualification from all of your subjects.
- The exam boards take malpractice, any irregularities, or breach of the regulations very seriously. The school is required to, and will, report all infringements to the appropriate body who will decide what action could be taken.

The Exam Boards Frances Bardsley Academy are using this academic year are:

AQA - <http://www.aqa.org.uk/>

Edexcel (Pearsons) - <https://qualifications.pearson.com/en/home.html>

OCR - <http://www.ocr.org.uk/>

WJEC Eduqas- <https://www.eduqas.co.uk/>

RESULTS DAY

You will receive a statement of results slip showing your provisional results.

Results are provisional until certificates are issued.

Qualification	Exam Series	Results Day
A level & L3 BTEC	Summer 2026	Thursday 13 th August 2026
GCSE, Cambridge Nationals & L2 BTEC	Summer 2026	Thursday 20 th August 2026

If you would like a third party to collect your results you must inform the Exams Office in writing, stating the name of the person who will be collecting them on your behalf. This must be **signed by you, the student**, not your parent/guardian, before results day. Your representative must bring photo ID with them when collecting your results.

No results will be given out by telephone or via email under any circumstances.

Results not collected will be held in the Exams Office or posted out to the address the school holds for you on results day by 2nd class mail.

EXAM CERTIFICATES

Frances Bardsley Academy will receive certificates for this academic year from the awarding bodies by December.

You will be contacted once these have been received and checked regarding their distribution.

Centre's are only obliged to keep certificates for a period of one year after issue, and you should be aware that replacement certified statement of results / certificates will need to be applied for directly to the awarding body who will place a cost on this service. More information can be found here: <https://www.gov.uk/replacement-exam-certificate>

POST RESULTS SERVICES/REVIEWS of RESULTS

If after receiving your results you have a query about the marks awarded there are a number of options available.

- Clerical check – a check that the marks have been correctly calculated.
- Review of Marking – a review of the paper in question by a senior marker at the awarding body.
- Copy of scripts – a digital copy of the original examination script.

All of the above incur a cost that you are liable for and Frances Bardsley Academy must obtain candidate written consent. **We cannot accept requests from parent/carers/guardians.**

Students will receive a form for completion and return to the Exam Office with fee and payment information, and enquiries will not be submitted until payment has been received.

If a review of marking results in a change to your overall grade then the fee for that application will be refunded.

Please note that all Reviews of Results requests are submitted by Frances Bardsley Academy. Awarding bodies will not accept applications submitted by any other individual.

NOTE - following a Review of Marking, your results can go down as well as up or remain the same as your original grade.

Frequently Asked Questions

Why do I need to check the details on my timetable?

The details on your timetable will be used when certificates are printed. If the name or date of birth on your exam certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

What do I do if there is a clash on my timetable?

FBA will re-schedule exams (on the same day) where there is a clash of subjects. Candidates will normally sit one paper followed by a break during which they will be fully supervised and must have no communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch as you will have to remain in isolation until both exams are completed.

What do I do if I have an accident or am ill before the exam?

Inform the school as soon as possible so that we can help or advise you. You will have to obtain medical or other evidence if you wish the school to appeal for special consideration on your behalf.

What do I do if I fall ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam.

What happens if I arrive late for an exam?

Regulations state that it is at the schools discretion as to whether you are permitted to sit the exam or not if you are late. You must report to Exams Office immediately and you will be escorted to the exam room. You must not enter an exam room unaccompanied once an exam has started. Please ensure that you allow enough time to get to school. You should also be aware that if you start the exam more than 1 hour after the published starting time, FBA must inform the awarding body and it is possible that the awarding body may decide not to accept your work.

What happens if transport links are delayed?

Phone FBA immediately.

If I miss the examination can I take it on another day?

No. Timetables are published by the exam boards and you must attend on the stated date and time.

Do I have to wear school uniform?

Yes. Normal FBA regulations apply to uniform, hair, jewellery, make-up etc.

What equipment should I bring?

For most exams you should bring a minimum of 2 pens (black ink only). For some exams you will need a calculator, a ruler, pencil sharpener, rubber, compasses, protractor, coloured pencil crayons (not gel pens). You are responsible for providing your own equipment in a clear pencil case for examinations. You must not attempt to borrow equipment from another candidate during the examination. Speak to your subject teacher for more information on what is allowed.

What items are not allowed into the examination room?

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. Speak to your subject teacher for more information on what is allowed.

Why can't I bring my mobile telephone / electronic devices (included watches) into the exam room?

Being in possession of a mobile telephone (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the awarding bodies.

What is meant by the term Malpractice?

Malpractice is when a candidate fails to comply with the JCQ regulations.

How do I know how long the exam is?

The length of the examination is shown on your individual timetable under the heading 'duration'. The invigilators will tell you when to start and finish your exam. They will display the finish time of the exam at the front of the exam room. There will be a clock in all examination rooms and it is your responsibility to manage your time during the exam.

What do I do if I think I have the wrong paper?

The invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

What do I do if I don't get the grades I need?

Staff will be available to advise you on results day. If you feel strongly that it is necessary to apply for a review of result you should first consult the subject tutor who will give their advice as to the advisability of requesting a review. You should be aware that your mark could go down as well as up or may even stay the same. Review requests must be submitted to the Exams Office as soon as possible. The Exams Office will advise of the cost of this process and how to apply and pay. If there is a change to your grade the cost will be refunded.

Non-examination Assessments, Controlled Assessments & Coursework

- Candidates should be informed of their centre assessed marks by the subject teacher, so that they may request a review of the centre's marking before marks are submitted to the awarding body. This is the mark for that piece of work and will not be an indicator of the overall grade for the subject.
- You may request copies of materials to assist you in considering whether to request a review of the centre's marking of your assessment (this could include a copy of your marked work, the relevant specification and associated subject-specific documents)
- The exam boards have deadlines that centre assessed marks have to be submitted by so you should be advised by your teacher when you need to make a request for a review by in order that there is sufficient time for the review to be carried out.
- The review will be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review. They will ensure that the candidate's mark is consistent with the standard set by the centre.
- You should be informed in writing of the outcome of the review of the centre's marking.
- Please note – marks may be amended after the external moderation process.