

**Churchill Academy & Sixth Form**



**EXAMS STUDENT  
INFORMATION 2024/2025**

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## Introduction

The aim of this guide is to help you get through the examination period by explaining the procedures and by answering some of the questions you may have.

Read it carefully, and if you are still not sure about anything please come to the Exams Office and ask!

The Exams Office is located in Hanover– Exams Office staff are:

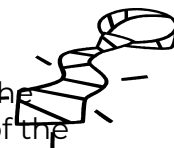
Mrs Hudson – Examinations Officer  
Mrs McTeer - Exams Administrator  
Mrs MacDonald - Exams Assistant

You can contact us by:

1. Speaking to us in person at break, lunch or afternoon registration
2. Telephoning us on 01934 854073
3. Emailing on [exams@churchill-academy.org](mailto:exams@churchill-academy.org)

**Please don't forget, we are here to help YOU.**

Churchill Academy is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.



## Entries

The school pays for your exam entries. The school will charge you for an exam entry if you do not turn up to an exam and we cannot contact you and you do not have a valid reason for not attending.

## Uniform

### Year 11

School uniform must be worn for all exams until the end of June.

### Sixth Form

All Sixth Form should be aware that “appropriate” casual clothing should be worn (no hats & scarves please!).

## Returning School Property

Please ensure that all school property, especially text books are returned before your last examination, and certainly no later than Friday, 23 May 2025. Please return library books and settle any outstanding debts.

## Your candidate or exam number

You have been given a unique four digit candidate number (sometimes called Exam Number) – you will find this on the top of your timetable. It would help if you learnt this number as you will need to write it on every exam paper you do – as a reminder it will also be on your desk card that is placed on your desk at the start of every exam.

## Timetables

Your timetable is available in your BROMCOM account under Examination Timetable. All students MUST refer to their individual timetables for information on rooming and timing. Please read your examination timetable very carefully to make sure you know when and where your exams take place.



**Your timetable is unique to YOU**

**Do not ask your friends where the exam is  
They may be somewhere different.**

Your timetable will tell you the date, the room and the seat number of your exam. Print it off and display somewhere obvious at home; so that you and your family can see it and you all know when you should be at school taking an exam. We will contact you in January to ask you to check that all the exam entries are correct and your name is spelt correctly as this will be printed on your certificates.



## During the exam period

### Start Times

It is YOUR responsibility to ensure you know your start times, if you are late, you may lose that time from your exam. Not reading your timetable correctly is NOT an excuse to turn up late or at the wrong time or even on the wrong day.

We sometimes have a chance to phone candidates who have not turned up, although on some days we are just too busy. Please ensure all contact numbers are correct. Please inform the Main Academy Office if your details have changed.

### Lunch

If you have an exam in the afternoon, you should be in school and attending lessons on this day. Please make sure you bring a packed lunch – you may find it hard to queue and eat before it starts.

### Rooming

We try to house most large exams in the Pool Hall, but we also use the rest of the Sports Centre, Sixth Form building (A6 – A9), Music and Computer Rooms, – your timetable will tell you where you need to go, please check it carefully and ask if you are unsure.

### Seat numbers, seating plans and registers

Each desk has a 'seat number'. You MUST sit at the correct desk. Check your timetable for your seat number before each exam. You can also check the register outside the exam room. These registers will have your exam listed at the top and then a list of names in alphabetical order – find your name and then the seat number will be printed next to it (e.g. A2, F17, etc.).

By following the labels (A-K for the columns and 1-24 for the rows) on the walls in the exam room, you should be able to sit at the correct desk. Each exam will have a different seating plan. If you have forgotten your seat number – please speak to an invigilator as soon as you enter the room – they will be able to look up your seat number for you. **Do not sit at a desk that has no card or is not yours.**

### Being silent

Please wait quietly outside the exam room – you will be called in when the room is ready. Once you enter the exam room, YOU MUST REMAIN SILENT until you have left and are right away from the area.

You must not communicate with any other student either by speaking or mouthing to them. Even eye contact or grinning at another student is counted as communicating. If we were to have an Inspector present they would consider this kind of behaviour as "malpractice" – this is treated very severely – you could be disqualified from all your exams.

You may not pass anything to another student in an examination. If you need to borrow a pen, pencil or have a question – put your hand up to speak to an invigilator – they are there to help you.

### At the start of an examination

Check you have the correct exam paper in front of you.

You will be told how to complete the front details on the examination paper or on the exam stationery. Listen carefully to all instructions given at the start of the exam and make sure you know how long you have to complete the paper.

On every paper, you must write your:

1. Name (this is your legal name and not your “known as” name)
2. Candidate (exam) number
3. School Centre Number – 50625

Only write in **Black** ink, do not write in pencil - only use pencil for diagrams. Do not use correction fluid or correcting pens. You are allowed to highlight key points or words in your question papers, do not use highlighters in your answers.

You cannot ask the invigilators questions relating to the content of the exam, but if you think there is something missing from your paper, then ask for guidance.

When your exam has finished and your papers have been collected in, you will be told you can leave the exam room, a row at a time. Please leave in silence – other students may still be working in the room or in adjoining rooms. You are not allowed to take anything from the exam room except your own possessions – it is an offence to remove exam material.

### The Right Equipment

It is your responsibility to ensure that you have the necessary equipment with you for each examination, e.g. pens, pencils, eraser, ruler, calculator, compass and protractor (if you are unsure, bring it anyway!). There is a limited supply of replacements available should there be problems. No equipment is available for students who have forgotten it.

You will need to bring your normal writing materials and calculators to the exam room in a clear plastic bag/pencil case.

Bring a spare pen and pencil, and don't forget a ruler and an eraser. **We do not lend calculators**, so if you forget yours, you will have to do without.



### Your bags and valuables

For all exams in the Pool Hall – coats and personal belongings will be left in the exams shed located next to Hanover House. You should enter the bag shed from the Hanover side, hang up your belongings, then make your way promptly to the Pool Hall where you will be seated. All mobile phones, iPods, iWatches, analogue watches and any other such electronic gadgets should be left in your bags and be turned off. All such devices are not permitted in the exam room. The Academy cannot be held responsible for personal property brought on to site.

If you are found to have a mobile phone on you during an examination, whether it is turned on or not - you will be disqualified from that examination and may jeopardise all other exams. The Board may disqualify a student from taking any examination for up to 5 years.

You must not bring any unauthorised books or rough paper into the exam – this is cheating. However, remember to bring any set books or texts, such as an anthology if this is allowed.

You are allowed to bring a bottle of water in a clear bottle - please ensure the label has been removed.

### Travel arrangements

It is your responsibility to ensure you arrive at the examination room at least 15 minutes before the examination is due to start, using the time on your individual timetable. **If your exam is due to continue after 3.00pm you must make your own arrangements to get home. Note: We are unable to hold buses. Extra Time candidates should beware as many exams can run over the end of school.**

### Are you ill or have transport problems?

If you are ill, or going to be late on the day of your exam, you or your parent should notify the Exams office immediately on 01934 854073 to discuss further. A parental note is not sufficient. You must be aware that if you are late (and this is not due, for example, to one of the buses arriving late) the Exams Office has to report this to the exam board and there may be a chance that your paper may not be accepted by the Examination Board.

### Special consideration

The school can write to the Exam Board to ask for special consideration in exceptional circumstances only. For medical reasons we will require a Doctor's Note specifying dates and reasons – otherwise we cannot submit our report to the Exam Board.

Special Consideration is only applied in exceptional circumstances. Unfortunately stress and anxiety is not a reason for special consideration – most students feel the same.

### Yeah, but...

*What if the fire alarm sounds?*

If a fire alarm does sound during an exam, you will be told to put down your pen and sit in silence while awaiting instructions. If the fire alarm is genuine, you will be led to the assembly point in an orderly manner and you must maintain no communication with the other candidates. If the fire alarm is false, you will remain seated in the exam room. In either situation, the length of time of the disruption will be noted and you will be given that time at the end.

*What if I need to go to the toilet during an exam?*

Please ensure you have visited a toilet before the exam. If you need the toilet during your exam, raise your hand and wait for an invigilator to come to you. He or she will then accompany you to the toilet. Going to the toilet not only disturbs other people in the room, it also breaks your concentration. You will be refused if there are only a few minutes to go until the end. Toilet breaks are not permitted in the first 30 minutes or last 30 minutes of the exam.

*What if I feel ill during the exam?*

If you feel unwell during an exam, raise your hand and wait for an invigilator to come to you.

*What if I have a clash?*

Depending on the total length of the exams, you will take them one after the other in either the morning or afternoon session. On occasion we can move an exam from a morning or afternoon – you will be contacted by the exams office to discuss clashes.

*What if I have an appointment the same day as my exam?*

You will need to change your appointment. Exams have to happen at the date and time specified by the Exam Board. If you have a funeral, please contact the Exams Office to discuss further.

*For the scribblers!*

Graffiti on exam desks is not acceptable. All the desks are scribble free. If you are found scribbling or scratching on your desk you will be fined for the cost of the desk (£20).

## Results days

*GCSE results day is on Thursday 21st August 2025*

Year 11 can collect their results from school from 8.30am.

Years 7 – 10 can collect their results from school from 9.30am.

*GCE results day is on Thursday 14th August 2025*

Year 13 can collect their results from school from 8.30am.

Year 12 can collect their results from school from 9.30am.



Results are given out in the Sixth Form Common Room or available from the Main Office if you arrive later in the day. If you are collecting your results on the day, an envelope will be waiting for you with your name and candidate number on. All of your results will be in the same envelope.

If you are unable to collect your results from school on these dates, you can collect them from the Main Office, with prior arrangement, at a later date. If you wish to have them posted, you should provide a stamped self-addressed A5 envelope to the Exams Office with your name clearly marked on the front. Your results will be posted the evening before results day and should hopefully arrive on the morning. Sorry, but we are unable to give results out over the phone, by email or fax. If you wish someone to collect them for you, you must send a signed note explaining that you give permission for that person to take your results – there is a form at the back of this booklet that you might like to use.

If you are concerned about any aspect of your results, please speak to your subject teacher urgently – there are strict deadlines provided by the Exam Board and these are not negotiable.

## But my coursework was an A grade

Even if your teacher has suggested you submitted an A grade piece of coursework, this is not always the case. Your coursework marks are only valid after they have been moderated by the Exam Board – unfortunately sometimes this means they might be changed slightly; in some cases they can go down and this can affect your unit/coursework grade - this is usually due to grade boundary changes. Please also remember that just because you get an A in your coursework, this does not mean you have an A overall. You only get your overall grade when the marks for all your units are added together, how you perform in your other units will affect your overall grade even if you got an A in that unit.

## Certificates

For students who have left Churchill Academy, they can collect them in person from reception, they can send someone to the school with a signed letter from them giving consent to collect on their behalf or the student can supply an addressed envelope to the exams office so they can be sent by recorded delivery.

Please make sure that at the time of leaving school we have the correct address on file for you. If you move house after you have left the Academy please forward us your new address by email to [exams@churchill-academy.org](mailto:exams@churchill-academy.org)

## Examinations appeals

There is a separate policy for Examination appeals – please see the Exams Office for a copy.

## Exam help

### *The essentials of revision*

Revision can be stressful, daunting or just plain boring, but unfortunately we all have to do it at some point in our lives if we want to pass an exam. Successful revision is not just about revision technique but also about getting the right balance and maintaining a healthy lifestyle to reduce stress so that you are working at your best. We share our top revision tips below.

### *Revision tips*

- Remember to set realistic personal goals. You are only expected to do your best.
- Create a realistic and relevant revision timetable. Prioritising and planning what you're going to revise and when, structure your revision, but remember to be flexible too.
- Revision should be an active process. Practice in recalling what you have been taught. Make notes of your notes, highlighting all of the key points. Use different colours for different ideas. You could draw 'spider diagrams' or 'mind maps' to connect different but related revision topics visually. Summarise the key points for each topic at the end of your notes. You could even make up rhymes or songs, (mnemonics), to help you learn and remember information better.
- Practise answering questions and assessing your answers. Using past exam papers can be a really good way of testing yourself on the topics you have just revised. These papers will show you the format, mark scheme and the style of the questions you will be asked, which means you will not be thrown by any of these on the day. By practising the exam questions you can give yourself a rough idea of how long each sort of question will take you and so be able to divide up your time sensibly for the actual exam. If you have been able to get hold of a lot of past papers you will soon realise that some of the same sorts of questions come up year after year. Knowing this will go some way to building up your confidence.
- Minimise distractions by turning off the TV and your mobile and combat boredom by taking plenty of breaks – about ten minutes every hour.
- When you've worked hard and achieved one of your goals, reward yourself. Whether this is going out, having a relaxing bath or catching up with friends, look after yourself and give your brain a rest.
- Different methods work for different people and for different styles of exams so find what works best for you.

### *Last-minute revision*

This is not recommended but most of us have found ourselves in this situation before.

- Do not give up – you can still make a difference.
- Try not to panic – you probably know more than you think you do.
- Try to focus on the areas that you feel you understand and go over these. Do not stay up cramming all night, you need to be fresh, so try to have an early night.

### *Exam stress*

Most of us get stressed about exams but this stress can affect us in different ways. For some people, the adrenalin and pressure can have a positive effect but others may find themselves filled with anxiety. Learn to relax, talk over any worries you may have with friends and family, eat a balanced healthy diet, exercise well and get plenty of sleep. And if it all gets too much, just shout and release that tension. You'll feel much better.

### *On your exam day*

- Eat breakfast - even if you feel queasy - as food will help you concentrate.
- Check you have all the materials you need before you leave the house.



- Remember that some exams may allow you to bring a calculator.
- Bring a bottle of water with the label removed.
- Arrive early at the exam room and try to relax.
- Try to avoid talking about the exam with your classmates. This can be difficult, but trying to second guess what topics you will be tested on is liable to stress you out and confuse you.
- Listen to the exam rules.
- Make sure you have not brought your mobile phone into the exam room (even if it is switched off), you will not need it.
- Make sure you fill out all the relevant details on the front of your exam paper in clear capitals before you open the paper.
- Read the whole paper from cover to cover, looking carefully at any directions you are given.
- Make sure you know how many questions you are required to answer.
- Underline key words in the questions (describe, discuss, compare, contrast, evaluate etc.).
- Essay-based questions: Plan the amount of time you can realistically take for each part of the paper and stick to this.
- Plan your answers before you start writing, as this will show the examiner the direction you wanted to take even if you didn't have time to go there.
- Leave space at the bottom of your answers so that if you think of any other ideas during the exam you can add them in at the end.
- Read through your answers and check spelling, punctuation and grammar.
- Revision is hard and definitely easier said than done, but don't give up. Try to keep exams in perspective – nothing is the end of the world – and do your best on the day.

### **The Official Bit to Read!**

Please ensure you have read the Candidate Warning documents that are on the Academy website.

### **And finally ...**

These exams represent the culmination of several years of your hard work at Churchill Academy and Sixth Form. Do not behave in any way that might jeopardise your chances or those of other people in the exam room.

Examination Board rules are strict and must be followed to the letter – the Exams Officer has no choice but to report any breaking of rules. Any misbehaviour must be reported to the Board and will always be dealt with very severely.

**On behalf of all staff here at Churchill - GOOD LUCK!**

**PLEASE ONLY RETURN THIS FORM IF YOU ARE UNABLE TO COLLECT YOUR RESULTS IN PERSON**

**CHURCHILL ACADEMY & SIXTH FORM  
EXAMINATION RESULTS**

If you wish for someone else to collect your results for you, please fill in the sheet below. You can nominate up to three people.

I, \_\_\_\_\_ (your name), Year Group \_\_\_\_\_

give permission for the following person/people to pick up my examination results on my behalf:

Person 1: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(Their Name) (e.g. Parent, brother/sister, friend, other)

Address: \_\_\_\_\_

Person 2: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(Their Name) (e.g. Parent, brother/sister, friend, other)

Address: \_\_\_\_\_

Person 3: \_\_\_\_\_ Relationship: \_\_\_\_\_  
(Their Name) (e.g. Parent, brother/sister, friend, other)

Address: \_\_\_\_\_

Signed: \_\_\_\_\_ on \_\_\_\_\_ (Date)  
(Your Signature)