



The Marlborough  
Science Academy

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**PUBLIC EXAMINATIONS  
HANDBOOK  
SUMMER 2024**

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## Venue and Timetable Information

You should have received your provisional examination timetables and have checked these carefully. Timetables can also be viewed in the Exams section in Edulink. We are aware that a few students have clashes on their timetables and we are contacting them directly to explain how the clashes will be resolved.

Morning examinations start at 9am.

Afternoon examinations start at 1.15pm.

Check your examination timetable carefully so that you know exactly where your exam is being held. Line up quietly outside of the venue a minimum of 10 minutes before your examination is due to start. If you are late for an examination you may be refused entry or the awarding body may refuse to mark your paper.

If for unforeseen circumstances you are delayed it is vital you ring the school to let us know. I suggest you put the school phone number, 01727 856874, into your mobile phone just in case.

## Examination Protocol

The examinations will be run following the same routines and procedures that have been followed for the Pre Public Examinations (PPEs).

After lining up quietly outside you will be invited into the exam venue. Your belongings will need to be placed in the area indicated (usually at the back of the venue), and then you need to sit at your allocated desk, taking your exam equipment with you.

Any mobile phones, iPods, MP3 players, smart watches etc. need to be switched off and placed in the plastic wallet beneath your desk. They must remain in the wallet until the exam is finished, all the papers have been collected and you are invited to leave.

Once the examination has started visits to the toilet will not be permitted in the first 30 minutes or the last 30 minutes of the examination to minimise disruption to other candidates.

## Sickness/Illness

If you are unwell and unable to attend an examination it is vital that you phone the school attendance line: 01727 731368 and email [ExamQueries@marlborough.herts.sch.uk](mailto:ExamQueries@marlborough.herts.sch.uk) with the details.

It is not possible to reschedule a missed examination, however, depending on the circumstances we may be able to apply to the awarding body for special considerations.

# Examination Equipment

Students should have the following equipment with them for their examinations:

- Two black pens (black biro, not gel pens)
- Two HB pencils
- Eraser
- 30 cm ruler
- Pencil sharpener
- Scientific calculator (please check the batteries are working and remove any stored data)
- Pair of compasses
- Angle measure or protractor

Please also remember any specialised equipment for particular examinations.

In addition students are allowed to bring into the examinations a bottle of drinking water with a sports cap; please be aware that only water is allowed in the examinations and the bottle needs to be clear with the label removed.

If you require help in purchasing equipment do not hesitate to let us know.

## Uniform

Year 11 students are allowed to wear non-uniform to sit their examinations. Student's clothing needs to be appropriate to being in school and any student dressed inappropriately will be asked to wear uniform for their remaining examinations. If students are more comfortable wearing school uniform then this is fine too, some years it has been exceptionally hot in the examination venues therefore students may feel more comfortable in their PE kits

Year 12 and 13 students must also remember that their clothing needs to be appropriate to being in school and sitting an exam. It must also conform to our Key Stage 5 dress code. If you are dressed inappropriately your parents will be contacted and we will expect to see you more appropriately attired for your next exam.

We would **not** expect to see the following (this applies to all students):

- piercings or tattoos,
- very short 'shorts' or skirts,
- midriffs,
- strapless tops, off the shoulder or tops with spaghetti straps,
- t-shirts with unsuitable logos
- anything else deemed as inappropriate by the leadership team.

### For Sixth Form

An unbroken line of clothing from shoulder to mid - thigh.

Dress, skirts and shorts length shouldn't be shorter than your own fingertips held by your sides.

Midriffs and backs are to be covered at all times.

Necklines and clothing that completely covers all underwear.

Appropriate footwear must be worn for health and safety reasons.



### Not for Sixth Form

Bandanas and other headgear except when worn for religious reasons

See-through or ripped clothes.

Graphics and images that promote the use of alcohol/drugs, swearing, gangs or attacks on the identity of others.

Underwear showing.

Flip flops / sliders / bare feet.

Facial piercings (apart from nose)

Obvious tattoos



## Study Leave

The last day of school for Year 11 will be **Tuesday 7<sup>th</sup> May**. However, there are a number of practical examinations that will be taking place between now and then so students will need to be in school for **all lessons up until Tuesday 7<sup>th</sup> May**.

From Thursday 9<sup>th</sup> May staff will be available for revision sessions according to the Year 11 timetable up until the examination in a subject takes place or until the last examination on Wednesday 19<sup>th</sup> June. Please note that if there is a large examination taking place some classes in the core subjects may be put together but the revision sessions will still be available to all students who are not in the examination.

For those students studying in school lunch will be available from 12.30pm.

**For afternoon examinations students must be in school by no later than 1.00pm for a 1.15pm start.**

While students in Years 12 and 13 are on study leave they are only required to attend school for their examinations (study leave officially starts for Year 13 students on Monday 24<sup>th</sup> May). If they wish to students can use the Post 16 Centre during the exam season for silent revision.

## Exam Contingency Dates

Every year the exam awarding bodies nominate several contingency exam dates on which exams can be run should they need to be cancelled on their planned date. The contingency dates this year are Thursday 6<sup>th</sup> June (afternoon only), Thursday 13<sup>th</sup> June (afternoon only) and Wednesday 26<sup>th</sup> June (all day). It is important that students are available on these dates in the unlikely event of an exam needing to be rearranged by the exam awarding bodies.

## Results Day

GCE results day – Thursday 15<sup>th</sup> August 2024

GCSE results day – Thursday 22<sup>nd</sup> August 2024

School will be open for the collection of results from 8.30am to 12pm on each results day, where results can be collected from reception. Staff from the senior leadership team will be on hand for advice, guidance and congratulations. Results will also be available on Edulink from 11am on each of the results days.

## Sixth Form Taster Days

Taster Days for students who have applied to join the sixth form are taking place on Thursday 27<sup>th</sup> and Friday 28<sup>th</sup> June. Students are expected to attend both days; if a student is going to be absent please contact Mrs Battams, Post 16 Administrator: [g.battams@marlborough.herts.sch.uk](mailto:g.battams@marlborough.herts.sch.uk).

Students will need to bring with them their pencil cases and will be expected to adhere to the Key Stage 5 dress code. Further details about timings for the days will be circulated nearer the time.

## **Controlled Assessment**

Controlled Assessments are usually completed and submitted to the examination boards prior to starting your written examinations. Teaching staff will discuss the quality of your work and marks awarded with you before they are submitted. If you do not understand/or disagree with your marks then a review may be carried out on your assessments. Please speak to your subject teacher in the first instance.

We are committed to ensuring that whenever our staff assess students' work for external qualification, that it is carried out fairly, consistently and in accordance with the specification for the qualification concerned. This is completed by staff who have appropriate knowledge, understanding and skills, and who have been trained in assessment.

Students work should be produced and authenticated according to the requirements of the examination board. Where marking of Controlled Assessments is to be shared, consistency will be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, they may make use of our appeals procedure. (Please note that appeals may only be made against the process that led to the assessment, not the mark or grade). For further information please email your questions to [ExamQueries@marlborough.herts.sch.uk](mailto:ExamQueries@marlborough.herts.sch.uk).

## **Year 12 and 13 Consortium Examinations**

Students in the sixth form studying subjects at our consortium partner schools will sit their examinations at the school where they study. They will receive a separate examination timetable from the consortium school and will need to compare this to their Marlborough exam timetable to ensure there are no clashes. If they do have a clash please email the details to [ExamQueries@marlborough.herts.sch.uk](mailto:ExamQueries@marlborough.herts.sch.uk).

## **JCQ (Joint Council for Qualifications) Information for Candidates Documents**

Please take some time to read through the information for candidates documents available on the JCQ website at the following address:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

Copies of these documents can also be found on the school website.