



Exam Guidance

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Introduction



The College @ Sirius is dedicated to ensuring that the examination process is as smooth as possible for all candidates. Recognising that exams can be a source of stress, it is imperative to keep everyone involved well informed. This booklet aims to outline the key exam procedures and address some commonly asked questions. We encourage you to read it thoroughly and share it with your parents or guardians so that both you and they are familiar with the exam rules and guidelines.

If you have any questions or need clarification, please feel free to reach out to the sixth form team or contact us via email at sixthform@siriusacademy.org.uk.


Conduct

At the College @ Sirius, we maintain the highest standards of conduct during examinations for all candidates. The Awarding Bodies and Exam Boards impose strict rules and regulations that our institution must adhere to. It is essential for you to familiarise yourself with these guidelines, which can be accessed on the JCQ website at: www.jcq.org.uk.

Failure to comply with these rules may disrupt the exam for yourself or others, and in serious cases, could result in disqualification from the exam. It is important to note that this has never been a concern in any sixth form examination.

Posters displaying JCQ guidelines will be placed at the entrance of each exam room to remind students of the expectations.

Please do not bring your mobile phone or any type of watch into the exam; kindly leave these items in the sixth form area.



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|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Exam Timetable

Candidate number

Your candidate number is a 4-digit number that is shown at the top of your statement of entry (exam timetable).

Centre Number

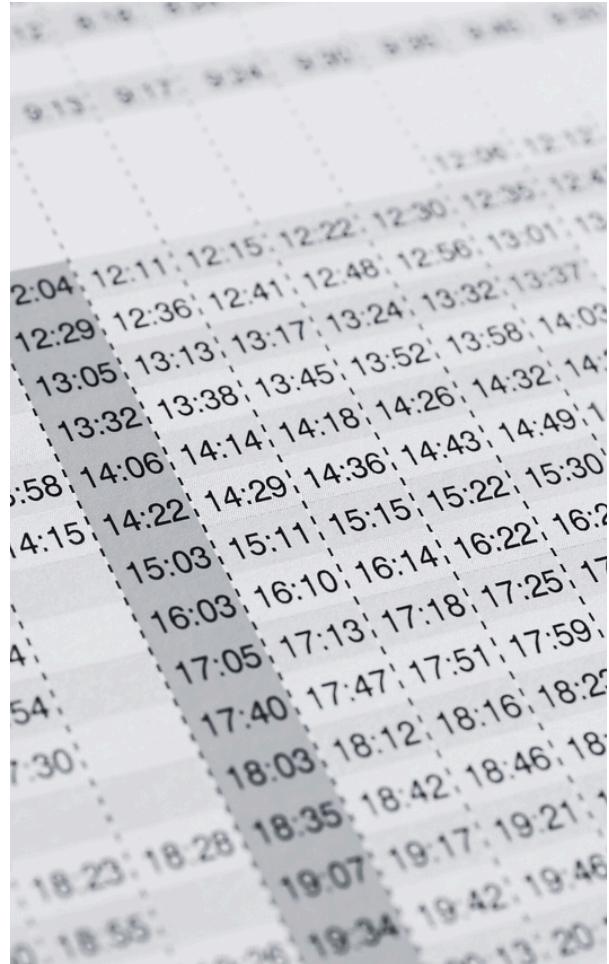
You will also have to write the school centre number on each exam paper. For the College @ Sirius this is **44171**. This number will be displayed in each exam room.

Checking

It is important you check everything on your statement of entry (exam timetable) very carefully.

- Personal details: Please check your date of birth and the spelling of your name is accurate as this is how it will appear on your official certificates.
- Entries: Please check you have been entered for all of your exams in every subject.

If anything is incorrect, you must inform the Exams Officer and the Sixth Form Team as soon as possible.



Exam Timetable

Exam Clashes

An exam clash occurs when you have two or more exams scheduled simultaneously. If this appears on your statement of entry, there's no need to worry. Typically, this means you will take one of the exams either before or after the originally scheduled time.

You can take both exams back-to-back if their total duration does not exceed three hours. However, if the combined time exceeds three hours, you will take one exam in the morning and the other in the afternoon. In such cases, an invigilator will supervise you between the exams. During this time, you will not be permitted to use your mobile phone or communicate with anyone who has already completed the exam. However, you will have the opportunity to revise for your upcoming exam. We advise you to prepare by taking revision material for the second examination, and bringing lunch. Please leave this with the invigilator.

For candidates facing a clash involving their Maths or Further Maths exams, it is mandated by JCQ that you take the Maths qualification at the time specified on your examination timetable. You will take the second exam either on the morning or afternoon dependent on the maths examination.



Students with exam clashes are able to bring both food and drink to their exam room. Food is to be consumed between the exams and must be free of packaging and in a transparent container. Drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.

Resources and Access Arrangements

EQUIPMENT & RESOURCES

For each exam, it is recommended that you bring:

- 3 black pens
- 2 HB pencils
- Ruler
- Rubber
- Water - Drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles

For some exams, you will also need:

- Compass
- Protractor
- Calculator with no lids: Further Information:
https://www.jcq.org.uk/wp-content/uploads/2023/08/FAQs-%E2%80%93-Using-Calculators_FINAL.pdf

Any pencil cases must be see-through and you must write in black ink. The College @ Sirius will be providing unmarked copies of books and data booklets for candidates sitting relevant qualifications. This is in line with JCQ guidelines.

ACCESS ARRANGEMENTS

Access Arrangements allow candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. However, not all students with SEND automatically receive Access Arrangements. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'. **All students with Access Arrangements will be aware and have met with the Sixth Form Team regarding their specific Access Arrangement.**

For further guidance please check the JCQ guidelines here:

https://www.jcq.org.uk/wp-content/uploads/2024/11/JCQ-AARA-24-25_FINAL_accessible.pdf

Day of the Exam

Exam Conditions

As soon as you enter an exam room, you are under exam conditions and must therefore not communicate with any other student in any way. Any communication will be deemed as potential malpractice and will be reported to the Exam Boards. This could result in you being disqualified from your exam and from future exams. You must sit at the correct desk. Your seat numbers are displayed on your timetable.

Timings

Morning Exams will begin at 09:30 am. You must arrive to the Sixth Form for registration by 9 am. You must be punctual to all of your exams.

Afternoon Exams will begin at 13:30 pm, you must arrive to the Sixth Form by 13:00 pm for registration.

Key Reminders

On every paper, you must write:

- Your name: This has to be your legal name and not any preferred names;
- Your candidate number;
- The college centre number: 44171;
- All answers must be written in black ink. Pencils may be used for diagrams.
- Be careful only to write in the spaces indicated. Exam papers are scanned prior to marking. Any writing in the wrong area may therefore not be seen by the exam marker.

You will not be permitted to leave the exams before the designated time is up. It's essential to use the full allotted time to finish your exam and review your answers and questions. Take the time to reread the questions to confirm that you have answered them accurately.

Emergency Evacuations

In case the fire alarm goes off during an exam, please follow these procedures:

- Stay calm and do not panic.
- Stop writing and remain seated while you listen to the invigilator's instructions.
- Initially, stay in your seat within the exam room.
- If the invigilator receives instructions to evacuate, it is crucial to remain silent and pay attention to their guidance.
- The invigilator will inform you when to leave and where to gather. This will be typically via stair case 5, before we line up for registration by the Sports Hall.
- Leave all your belongings in the exam room.
- Exit the room quietly without speaking to other students.
- Upon returning to the exam room, do not resume writing until instructed by the invigilator.
- You will be granted the full allotted time for the examination.

Illness

These exams can not be taken at another time, and missing the exams may result in you not obtaining a grade.

Please ensure you do your best to attend the sixth form. Where there are instances that you are too ill to complete the exam you must inform the sixth form immediately and provide proof from a medical practitioner. Without a valid reason or medical proof you may be charged for the missed examination.

Ensure the sixth form has up to date contact details for yourself, parents or guardians so we are able to make contact in the case of unforeseen issues.

Exam Results

You will be able to collect your A Level Exam results on the 13th August 2025 from 08:30am - 11:00 am from the Sixth Form.

If you are unable to collect your results in person, you must inform the Sixth Form team and the Exams Officer. The Sixth Form team will email you your results or you may nominate someone to collect your results.

Where you have nominated someone to collect your results, you must also inform the Sixth Form team prior to results day. The named person must also bring photo ID on results day to prove their identity. Results will not be given out over the telephone.

Review of Marking

If candidates are near the boundary for the next grade, it is at the discretion of the Head of College to approve a review of marking for your exam script. There is a charge for each review of marking service, should the result remain unchanged.

Candidates will need to fill out a consent form that will be provided on results day. The review process will take about 20 calendar days, and you will be notified once the outcome is available. Where the outcome is necessary for a University place we may input for a priority review of marking.

Please note that there is no grade protection during the review of marking. This means that students' marks and subject grades may be decreased, confirmed, or increased as a result of the review.



THE COLLEGE @

Sirius

WHERE STARS ARE BORN