

Madeley Academy



Student Exam Handbook

BEFORE YOUR EXAMS

Your Legal Name.

Your name on any exam and the results certificates, must be your legal name. This means that it **MUST** be the name shown on your birth certificate. If you use a “known as” name within the Academy, this cannot be used for the exams . Any changes to certificates will incur costs around £52 per certificate.

Important Information from the Exam Boards

Important Information from the Exam Boards

Information for candidates – written exams 2025-2026:

[https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written Examinations 2025 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Written_Examinations_2025_FINAL.pdf)

Information for candidates – Social Media:

<https://www.jcq.org.uk/wp-content/uploads/2024/05/JCQ-Social-Media-Infographic-v6.pdf>

Information for candidates - Non- Examined Assessments

[https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-NE Assessments 2025 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-NE_Assessments_2025_FINAL.pdf)

Information for candidates - On Screen Tests

[https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-On-Screen Examinations 2025 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-On-Screen_Examinations_2025_FINAL.pdf)

Information for candidates - Coursework

[https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Coursework Assessments 2025 FINAL.pdf](https://www.jcq.org.uk/wp-content/uploads/2025/08/IFC-Coursework_Assessments_2025_FINAL.pdf)

Warning Notice to candidates:

<https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-ICE-Warning-to-candidates-2025.pdf>

Unauthorised Items in exams notice:

<https://www.jcq.org.uk/wp-content/uploads/2025/08/2025-Unauthorised-Items-poster.pdf>

BE PREPARED FOR YOUR EXAMS

- Your final examination timetable will give you all the details you will need: dates, starting and finishing times etc. It is your responsibility to look after this timetable. Make sure you keep it somewhere safe!
- When you are given your exam timetable check it carefully. Make sure you have been entered for the right exams at the right level. Make sure your personal details are correct.
- Remember to use your legal name in all examinations and controlled assessments and not the name that you are known by in school.
- Take the timetable home, pin it up where you will see it every day. Take a photo on your phone and/or photocopy it if you can.
- Get together ALL the equipment you may need the night before: a pen (black ink only and a spare one!) a pencil, ruler, eraser, compass, protractor etc.
- All this equipment must be stored in a clear, plastic bag or case
- For certain exams you may require a calculator. Check in which exams you can use them with your Teacher
- No other material must be taken into the hall and must be left in your bag If there is anything you are unsure about, ask.

ON THE DAY OF YOUR EXAMS

https://www.jcq.org.uk/wp-content/uploads/2025/08/JCQ-Preparing-to-sit-your-exams_-2025_2026.pdf

- Have something to eat and drink before the examination; you will not do your best if you are hungry.
- Make sure you know where you are sitting for each exam as you will not be in the same seat each time.
- Visit the toilet before entering the examination room; you should not need to go to the toilet during the exam.
- Aim to arrive 20 minutes before your exam.
- Bags and coats can be left at the side of the exam rooms at your own risk:
- During examinations you cannot have access to:
 - Mobile Phones – these should be turned off and left in your bags at the side of the exam room or handed in to the invigilator at the start of the exams
 - Watches of any type or description
 - Anything which has stored data or access to the internet
 - Smart glasses or contact lenses.
- Any drinks must be in a clear bottle with the label removed.

ON THE DAY OF YOUR EXAMS

- Read the instructions on the front of the question and answer papers carefully so you understand what you need to do.
- Fill in any information on the front when told to do so.
- Work carefully and write clearly.
- Do not rush. Pace yourself – if you have two hours to answer four questions, for example, make sure you spend half an hour on each. Exam questions are carefully designed and tested – they should take the estimated length of time to complete. • Show all your working out
- Leave yourself 5-10 minutes at the end to read and check all your answers. Boring though this may seem, it is vitally important; you can often find mistakes and put them right. It could mean the difference between a Grade.

During the exam, put your hand up if:

- You need more paper or equipment (i.e. your pen has stopped working)
- Feel ill.
- You have a particular problem and don't know what to do. You must not ask for (and you will not be given) any explanation of the questions – this is part of the exam.

At the end of the exam stop writing when you are told to.

- Make sure your name and exam number are on all separate pieces of paper you hand in. If you have used more than one answer booklet and/or loose sheets of paper you must fasten them together with a treasury tag which an invigilator will give you.
- Exam conditions DO NOT end until you have left the room.
- Don't be tempted to talk/turn around/communicate in any way with other people. Your paper could still be disqualified!

You must not leave the exam room until you are told to do so.

YOU MUST NOT:

1. Become involved in any unfair or dishonest practice in any part of the exam.
 - a. If you are, this will be reported to the exam board. It may mean being disqualified from all your exams – not just the one you were caught in.
2. Talk to or disturb other people in any way once the exam has begun.
 - a. If you do so, the same will happen as in No 1.
3. Take into the exam room any unauthorised equipment
 - a. for example:
 - i. Ordinary pencil cases
 - ii. notes etc
 - iii. Calculator cases & instruction leaflets
 - iv. Mobile telephones, smart watches, analogue watches, air pods, earphones, smart glasses or any other electronic devices. Candidates have been disqualified from their exams in previous years due to their behaviour and mobile phones going off.
4. Use offensive comments, obscenities, or drawings; discriminator language, remarks or drawings directed at an individual or group in scripts, controlled assessments, coursework, non-examination assessments or portfolios.
5. Impersonate another candidate This is a criminal offence and is dealt with by the police. You may be prosecuted in a court of law. **YOU HAVE BEEN WARNED!**

WHAT TO DO IF YOU ARE ILL ON THE DAY OF AN EXAM

If you are ill and unable to attend an exam it is vital you phone the school first thing in the morning to inform us.

You must also obtain a note from your doctor detailing the reason for nonattendance.

There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

If you are feeling unwell, but still able to travel, you must come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – PHONE THE SCHOOL

If you do not attend an exam without a valid reason, you will be charged for that exam.

Results

Results will be distributed on the approved Results Days and notification of these will be sent to you.

When you receive your results, you may be asked or you may like to discuss these with subject staff.

Deciding what to do after you have got your results.

<https://www.jcq.org.uk/wp-content/uploads/2025/04/JCQ-Post-Results-Services-2025.pdf>

If you request a review of marking these may well be a cost in the region of £40 per paper (so if requesting a whole course to be reviewed, this may well be 3 papers).

You must sign a consent for any review as you need to confirm that your grade may be lowered as a result of the review.

Review of Marking Services:

Exam boards review their marking to ensure your work was marked accurately inline with the mark scheme.

A clerical check of a marked paper will make sure that:

- All of the pages were marked
- All of the marks were counted
- The results matches the marks on the paper.
- Your grade can go down as well as up.
- You can request these services for individual units or components.
- You can only request a clerical check once for each paper.

Review of Marking (service 2) and priority review of marking (service 2P)

- If you request a review or priority review of marking:
- It includes a clerical check
- A second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking.
- **Your grade can go down as well as up.**
- You can request these services for individual units or components.
- You can request a copy of the reviewed paper for an additional fee.
- A review is the standard speed service for any student. A priority review is a quicker service for students whose place at a university or other higher educational institution depends on the outcome.

Appeals after a review of Marking

Madeley Academy can only request an appeal after the exam board has reviewed your result.

A preliminary appeal can take up to 42 days. If we believe the preliminary appeal has not addressed the issue, we can decide to submit an application for an hearing and that can take up to 70 calendar days.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if I lose my exam timetable?

When you are given your exam timetable we suggest that you photocopy it or take a photo of it on your mobile phone, you can then keep a copy at home. If you lose your timetable completely you can get a replacement copy from the exams office. You will receive an emailed copy of your timetable and so please keep this safe.

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

It will be indicated on the timetable if there is a clash of exams. Speak to your Head of Year and they will know which exam will be sat first and the start time of the following exam.

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

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell an Invigilator immediately as mistakes cannot be rectified after the exam.

Q. If I'm late can I still sit the exam?

Provided you are not more than 1 hour late, for an exam that lasts 1 hour or more it may be possible for you to still sit the exam. You should get to school as quickly as possible and report to reception. A member of staff will escort you to the exam room. You must not enter the exam room without permission once an exam has started. It may not be possible to allow you extra time if you start the exam late. You should also be aware that for exams lasting less than 1 hour, if you start an exam 30 minutes after the published starting time, the school must inform the exam board and it is possible that they may not accept your work.

Q. If I miss the examination can I take it another day?

No. You must attend on the given dates and times.

Q. What if I get thirsty?

You may take a bottle of water in with you but it must be a clear bottle with no writing on it. You are advised to keep it on the floor to minimise the likelihood of spilling water on your paper.

Q. Why do I need a black pen?

Many of the papers are now sent electronically to the markers and black ink gives the clearest copies for this process. You need your work to be as easy to read as possible.

Q. How do I know what to do in the examination?

The instructions will be on the front of the paper and you will be given time at the start of the examination to read these. Make sure you know how many questions to do. If the paper is in different sections make sure you know how many questions from each section and the time recommendations.

Q. What happens if I feel unwell before or in an examination?

Tell the invigilator. It may be possible to move you to a seat near a door if you are likely to need to go out. If you do have to go out an invigilator will need to accompany you. It may be necessary for you to obtain a medical certificate in order that special considerations can be applied for. The examination officer will advise you on this.

Q. I have overslept and will be late for my exam – should I stay at home?

NO! Call the School immediately and you will be given advice. You do need to get in as quickly as possible.

Q. I have finished my exam early; can I leave and go home?

NO! The Academy does not allow students to leave the examination room early. The amount of time allocated to each examination is the amount of time it should take to complete it. If you finish, check through your answers, read the instructions again on the front of the paper and make sure you have answered the correct number of questions from the right sections.

Q. What should I do if the emergency alarm is sounded during an exam?

It is really important that you remain calm and quiet – it is still exam conditions. The invigilator will give clear instructions which will include all students leaving through the closest emergency exit and grouping on the astro turf. You will be supervised by invigilators and senior staff to ensure you remain silent and don't communicate with other students. When safe you will return to your exam and added time will be allocated. You must leave all bags, coats, equipment and exam papers when you leave. We will ensure they stay safe and untouched.