



**EXAMINATION  
INFORMATION BOOKLET  
EXAM SERIES JANUARY 2025  
FOR STUDENTS AND PARENT/CARERS**

Please keep this somewhere safe – you may need to refer to it throughout the exams process.



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## KEY DATES

16 October 2024	Statement of Entry issued (see page 6)
w/c 25 November 2024	Full timetable issued with room/seat details
Thursday 27 <sup>th</sup> February	Results Day – Applied General Qualifications
Wednesday 12 <sup>th</sup> March	Results Day – CTEC Qualifications

## BEFORE THE EXAMS

### Statement of entry

This is a list of all the exams that you have been entered for.

You can view your entries on the **Student/Parent Exam Portal**. You can also access them via the Backwell School website (from the Home page navigate to Curriculum then Exam Arrangements). They are also displayed in Appendix 2 of this booklet.

- You need to check your entries carefully to make sure there are no errors or omissions.
- If it is correct:
  - Both student AND parent must complete and submit the form.
- If it is not correct:
  - Enter a reason as to why you think the entry is incorrect and submit the form for action.
  - You should also discuss this with your teacher as soon as possible.
- You must complete the online form by the date shown so that any amendments can be made without incurring a charge. Late changes may be possible, but you will be charged for any fees incurred as a result.
- Clashes – occasionally you may have 2 exams scheduled for the same time. When this happens, we will reschedule one of the exams. You will be given full details of the arrangements with your detailed timetable (see page 7).
- If you are unsure about any of your entries:
  - Come and ask the Exams Team.

## BEFORE THE EXAMS

### Individual detailed timetable

To view your 'live' timetable on the **Student/Parent Portal** please follow the instructions sent via email or access them via the Backwell School website (from the Home page navigate to Curriculum then Exam Arrangements). They are also displayed in Appendix 2 of this booklet.

This gives details of the date and times of all your exams **as well as** your individual room and seating allocation.

- You will receive an email to your school email account from ***schoolworkspace***. This will give full details of date, time, exam, room and seat number.
- It is very IMPORTANT - you will need to refer to it for EVERY exam for information on rooming and timing. It is unique to you so do not rely on friends as they may be in another room.
- **We no longer issue printed copies of your timetable.**  
You are advised to print a copy of your timetable to display at home so that you and your family can see it and you all know when you should be at school taking an exam.

## DURING THE EXAMS

### Start times

- The **usual** start times are:
  - 9.00 am for morning exams.
  - 1.30 pm for afternoon exams.
- There may be occasions when these must be varied. Always refer to your individual timetable for definitive start times.
- Please be outside the exam room **15 minutes before** the start time.

### If you are late

- Notify the Exams Team IMMEDIATELY on 01275 465943 (or email [exams@backwellschool.net](mailto:exams@backwellschool.net) if we are not available to take your call).
- Depending on the circumstances it is likely that you will still be able to take your exam. However, there are strict regulations that must be complied with, so it is vital that you speak to someone from the Exams Team as soon as you know you will be late, so that we can make the appropriate arrangements.
- You should be aware that if you are very late the Exam Board may not accept your paper and you may not be given the full-time allowance for the paper.

### Temporary Injury

- If you have any temporary injury (eg. broken arm) that may require special arrangements to be put in place, please let the Exams Team know as soon as possible.

## DURING THE EXAMS

### If you are ill

- If you are unable to attend due to illness, notify the exams team IMMEDIATELY on 01275 465943 (or email [exams@backwellschool.net](mailto:exams@backwellschool.net) if we are not available to take your call).
- You may still be awarded a grade for this exam by making an application for special consideration for a missed exam. The regulations depend on several factors, and the Exams Team will be able to advise on the specifics for your particular circumstances.



## DURING THE EXAMS

### Special Consideration

- Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect absence, temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment which affects their performance in an exam.
- Applications for special consideration can only be made by the school and will only be made in exceptional circumstances, such as serious illness, bereavement and other major traumas.
- It is not available for long term conditions – any adjustments required in these cases should be accommodated through the provision of access arrangements if appropriate.
- Normal exam anxiety does not qualify for special consideration.
- If you wish the school to make a special consideration application for you, you will need to complete a Self-Certification form (available from the Exams Team) specifying dates and exact reasons. You will need to get this authorised by Mrs Mason (Year 11) or Miss Haywood (sixth form) before returning it to the Exams Team. This should be returned as soon as possible – the Exam Boards operate strict deadlines for making such applications.
- Supporting evidence is not essential, however, it will support your case if available and so we recommend you supply it if possible.

## DURING THE EXAMS

### Malpractice

- **Mobile Phones**

- Mobile phones or any web-enabled devices are NOT allowed in the exam room.
- Watches of any type are NOT allowed in the exam room.
- **If you are found with any unauthorised device / material in your possession once the exam has started, we are required to report you for malpractice (whether or not you were using them) and you will face disqualification from at least that paper.**
- We recommend that you leave all such devices at home. Otherwise, they will need to be switched off and left in your bags outside the exam room. We are unable to guarantee the safety of any such devices.

- **Social Media**

- Malpractice linked to exchanging, obtaining, receiving or passing on assessment related information via social media is increasing.
- If you become aware of any such activity you must report it to the Exams Team immediately.
- Failing to report to us that assessment related information is being shared online or passing on rumours of exam content is malpractice and you may face disqualification from your exams.
- A JCQ guidance document which provides further information and examples is included in Appendix 1 of this booklet (page 15).

- **Other**

- Full details of Joint Council for Qualifications (JCQ) exam rules and regulations are available on the main school website under the curriculum tab.
- We are required to report any instances of malpractice to the exam board and you may face disqualification from some or all of your papers as a result.

# AFTER THE EXAMS

## Results Days

Thursday 27<sup>th</sup> February  
Wednesday 12<sup>th</sup> March

Applied General Qualifications  
CTEC Qualifications

## Enquiries About Results

- If you are concerned about any aspect of your results, please speak to your subject teacher or Head of Department URGENTLY.
- It is possible to make enquiries about results, but there are strict deadlines provided by the Exam Board and these are not negotiable.
- Full information regarding Enquiries About Results (including costs and deadlines) will be available on Results Day. Please contact the Exams team for details.

## OTHER INFORMATION

- Other useful information is available on the main school website under the Curriculum tab. Information includes:
  - Student & Parent/Carer Exams Portal instructions
  - JCQ exam rules and regulations
  - Exams – Key Information (this booklet)
  - Exams – General Information and FAQs
  - Exam Top Tips



## Information for candidates Using social media and examinations/assessments

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**JCO Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**JCO Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**JCO If you do any of the above activities, you may:**

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCO rules:  
[jco.org.uk/exams-office/information-for-candidates-documents](http://jco.org.uk/exams-office/information-for-candidates-documents)

## Student & Parent/Carer Exams Portal on School Work Space

As students enter their exam years, to help both parents/carers and students manage exam entries and timetables throughout the year, we are migrating to a new system called ‘SchoolWorkSpace’ which keeps all exam information visible in one place.

Throughout the year we will be encouraging all parties to use this system so that you will have access to all the latest information for both trial and public exams.

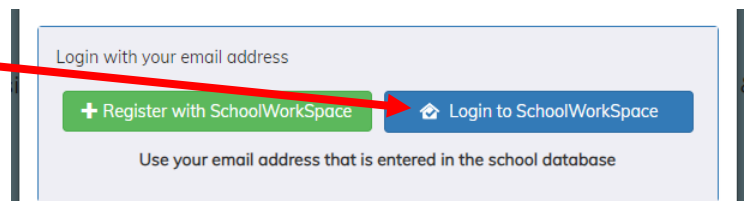
**For initial setup/log in please follow the step-by-step instructions below:**

1. Type [www.schoolworkspace.co.uk](http://www.schoolworkspace.co.uk) in your internet browser

2. Select the ‘Login/Register’ icon in the middle of the screen.



3. Select the blue ‘Login to SchoolWorkSpace’.



4. **Parents/carers** must enter the email address that is **registered with the school.**

**Students** must enter their school email address. Then select ‘Forgot Password’.

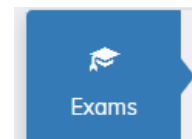
5. A 6-digit pin will be sent to you via the email address you logged in with.

6. Enter this pin number and select Next.

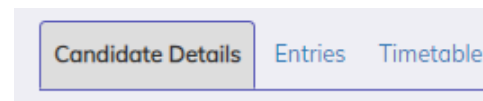
7. Create and confirm a new memorable password. Passwords must be at least 8 characters, one lowercase, one uppercase, one number and one special character (!\*@\$%^&+=) but not include (<>).

Press Next to continue.

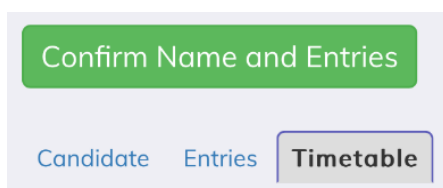
8. **Parents/Carers** - Click on your son/daughter's name. If you have more than one child in years 10 – 13 you will see all your children listed here. Click on the 'Exam's icon to the left. **Students** – you will only have access to your own record.



9. There are 3 tabs to view displaying the following information:



- **Candidate Details:** Displays the students name (this will be the information that will be shown on students' certificates in the format of first name, middle initial(s) and surname). The date of birth is also displayed.
- **Entries:** These are the exam subjects that the student is being entered for. You will need to check that the entries are correct for each exam/tier. Start times are provisional – a detailed timetable with finalised times, room and seating allocation will be available to view nearer the time in the Timetable tab.
- **Timetable:** These are live timetables detailing rooms and seating for any upcoming exam seasons.



**Select the green 'Confirm Name and Entries' button to start the confirmation process.**



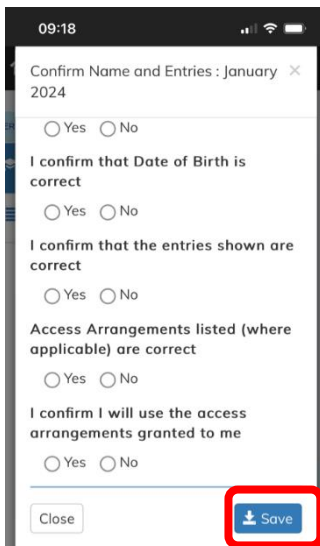
10. Confirm if the information is correct or not. If you select 'No' a text box will appear for you to input a description of the error/query for the Exams team to action.

I confirm that 'Name on Certificate' is correct  
 Yes  No

I confirm that Date of Birth is correct  
 Yes  No

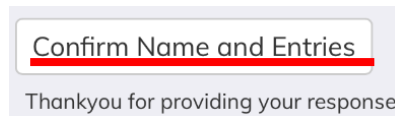
I confirm that the entries shown are correct  
 Yes  No

If there are exam entry errors, please list them here  
 Corrections



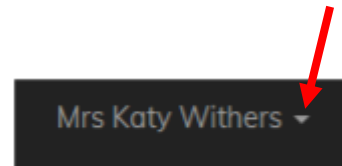
Once all fields have been completed press the 'Save' button.

You will receive confirmation that your response has been submitted.



If at this stage, you want to go back and edit your choices please select the 'Confirm name and Entries button' and you can make your updates. Save when finished.

11. You can log out of the program. Select the drop down arrow next to your name and select Logout.



You can now save the link to SchoolWorkSpace as an icon on your device to enable easier access for future logins (it is not available as an app but can be created as a quick link/bookmark).

**As we approach each exam season you will be asked to log into this system to confirm that the exam subjects and tier entries are correct. (We will contact you separately when this information is available for viewing and confirmation).**

Please contact the exams team at [exams@backwellschool.net](mailto:exams@backwellschool.net) if you have any queries.



