

Information for Examination Candidates – 2022-2023

- 1. Start Times:** Ansford Academy examinations start times are as follows (please note that occasionally we may have to alter these start times slightly):
Morning session: 9.15 am Afternoon session: 1.30 pm
- 2. Arrival:** Candidates should arrive **no later than 15 minutes** before the published start time to allow time for all checks and administration procedures to be completed.
- 3. Centre Number:** Ansford Academy Examination Centre Number is: **63407**
- 4. Examination Timetables:** are published on the main examination notice board, outside the Examinations Officer's office in main corridor. *(Please note that due to space restriction we will only publish one week at a time and seating plans one day at a time).*
- 5. Examination Accommodation (Rooms):** the examinations will be contained mostly within the Sports Hall area. Most examinations will be held in the Sports Hall, with other examinations such as those assessing listening held in PA2. The Sports Hall Gym will be set-up as a room for students with access to a reader, word processor and/or other arrangement. The Sports Hall Foyer will be set-up as a room for students with access to a scribe or prompt. Other rooms may be used for specific arrangements.
- 6. Seat numbers:** will be published on the examinations notice board and examination room doors. For all examinations please make sure you know your seat number before entering the room (these may sometimes have been updated from the seat number shown on your personal timetable, so please check).
- 7. Equipment:** Candidates are responsible for providing all equipment which they may need in order to take their examination, for their own use, such as pens (black ink), pencils, rulers, calculators etc. *The Examinations Office does not hold supplies of such items and will therefore not be able to supply them should a candidate arrive without their own.* All pencil cases taken into the examination room should be of the see-through variety. A calculator must not have printed formulas or instructions, and the stored memory must be cleared. Calculator lids are not permitted in the examination room. If candidates have any unauthorised material in an examination (whether or not they intend to use it), and taking a resource that is not shown on the question paper, may be considered as malpractice.
- 8. Food and Drink:** Food is not permitted in the examination room unless it is required for medical reasons only. Water for drinking can be taken in to the examination room in a clear plastic bottle.
- 9. Duration:** Candidates must remain in the examination room for the full length of their examination or until advised by the invigilator in charge that they may leave.

10. Access Arrangements: Candidates who are entitled to examination access arrangements should check subject seating lists for any alternative arrangements/accommodation which may have been made on their behalf.

11. Clashes: Where alternative arrangements have been made to cover an examination clash those students involved will receive a letter of confirmation. On receipt of individual entry information candidates should check for examination clashes, and report any for which alternative arrangements have not been received, to the Examinations Office immediately.

12. Mobile Phones, any other digital device, and watches: ARE NOT permitted in any examination rooms. They should either be stored safely elsewhere or handed in to the invigilator for safe keeping before the start of the examination.

13. Special Considerations. Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment. **It is highly important that you speak to the Examinations Office if you experience illness, injury or some other event during your examinations.**

14. Examination Contingency Days: The awarding bodies have designated contingency days on:

- **the afternoon of Thursday 8 June 2023**
- **the afternoon of Thursday 15 June 2023**
- **the day of Wednesday 28 June 2023**

The designation of 'contingency days' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. **Candidates MUST REMAIN AVAILABLE UNTIL WEDNESDAY 28 JUNE 2023 should an awarding body need to invoke its contingency plan.**

15. Post-result Services: all post-result service requests must be made through the Examinations Office, information on the arrangements of post-results services are available on the Academy website.