

St Francis of Assisi Catholic College

# Exam Information Booklet



# Introduction



This information booklet will provide you with all the information you require ahead of sitting your examinations at St Francis of Assisi Catholic College.

All examinations are governed by the JCQ (Joint Council for Qualifications) and we must abide by their regulations.

Failure to do so can lead to serious consequences including disqualification from one exam, one subject, or all subjects.



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# Exam Timetables



Exam timetables will be distributed in hard copy before February half term. Only one copy will be printed for you so please keep this safe.

This exam timetable also confirms the name that will be on your exam certificates when the exam boards print them. If anything is incorrect and you need something amending, you must contact Miss Lewis as a matter of urgency.

Once exam seating has been completed, you will receive an email containing your final exam timetable, which room you will be in and where you will sit for your exams.

If you have a clash on your exam timetable, you will be contacted regarding the planned allocation of your clashed papers.

Some assessments may appear as 'TBA' on your timetable such as Art practicals and speaking assessments, these will be communicated to you separately.



# FAQs



## **What if I am unwell on the day of the exam?**

In all cases, you should try and attend your exam, however, if you are unwell you must contact school as soon as possible. Exams cannot be rearranged, or taken on another day, if you miss the exam then you will receive 0 marks for that paper.

In some cases, it may be possible to apply for special consideration as long as you have completed at least 50% of your course. Special consideration, if approved by the exam boards will only grant from 0% to 5% of the total marks.

Special consideration will only be applied for if medical evidence has been given to the school, this could be a GP or hospital letter.

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## **What if I have an exam clash?**

Come to see Miss Lewis to discuss this, one of your exams will be rearranged (unless the clash is with A Level Maths which must remain in the allocated spot) and you will be supervised at all times on your clash day.

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## **What if I am late for an exam?**

You must arrive no later than 15 minutes before the start of your exam time. If you arrive more than 30 minutes after the exam has started, the exam board will be informed and it is their decision whether they accept your paper for marking.

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## **Will the invigilators know I have an access arrangement?**

Yes, all invigilators will know whether you have extra time in your exams, a medical pass to use the toilet, use of a laptop or any other arrangement. If you have any concerns please speak to Mrs Padhiar or Miss Lewis.

# Safeguarding & Malpractice



## Exam Content

Exam boards will contact the school if they have any safeguarding concerns over content included in your written exam papers, or non-examined assessment (NEA).

You must be aware that if you include any offensive, obscene or inappropriate language in your written work that this will be flagged by the exam markers and reported back to school. This also includes drawing on your exam papers.

You may lose marks for the paper, the overall subject or face complete disqualification if you include inappropriate material in your work.

## Behaviour

Inappropriate behaviour in your examination will be reported to the exam boards who will ask the school to complete a malpractice investigation. You must take your exams seriously and not attempt to communicate with other students from the minute you walk into the exam room. Always ensure you hand in items that are not authorised such as mobile phones, watches and AirPods. Further details can be found on the Exam Materials page.

Exam boards will apply the following sanctions for failure to adhere to these regulations:

- Written warning
- Loss of marks for that exam paper
- Loss of marks for that subject
- Disqualification from that subject
- Disqualification from all qualifications taken in that academic year
- Ban from taking examinations for a set period of time

# AI and Assessments

## A quick guide for students



### What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

**THIS IS CHEATING!**



### How do I make sure I don't misuse AI?



#### 1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

#### 3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!  
Know the rules  
Talk to your teachers  
Reference clearly





# JCQ Information



As as a school we must ensure that you are given access to the following documents which contain information relating to your exams, non--examination assessments and use of your personal data.

## **JCQ Information for Candidates Documents**

- These can all be found on our school website, on the Examinations page. They were also sent to you on Classcharts. The documents cover the following:
  - Written Exams
  - On-screen tests
  - Non-examination assessments
  - Coursework

## **Exam Board Privacy Notices**

- These can all be found on our school website, on the Examinations page and let you know how the exam boards use your personal data.

If you have any questions about any of the content in these documents, please speak to Miss Lewis.

# Exam Materials



**Clear pencil case**

**Water in a clear bottle free from any text**

**Black pen(s)**

**Pencils**

**Eraser**

**Sharpener**

**Ruler**

**Calculator (if permitted)**

**Protractor**

**Compass**

**Highlighter**

**Please note - you must ONLY highlight the question paper, do not highlight your written answers as these may not be scanned correctly when they reach the exam boards.**

# Exam Materials



**Mobile phones**

**Watches of any kind**

**Earphones, earbuds, AirPods of any kind**

**Ear defenders MUST be pre-approved by Mrs Padhiar**

**Notes or handwritten documents of any kind**

**Food**

**Fizzy drinks**

**Sunglasses**

**Makeup, including lip balms**

**Remember - do not write any notes on your hands or arms,  
this will be reported as malpractice to the exam boards.**



## WHAT TO EXPECT ON YOUR



# EXAM DAY



### WHEN?

You will receive an exams timetable so you know the date, time and location of your exams!



### FIRE ALARM

If the fire alarm goes off in your exam, you must await instructions from the invigilator. Do not get up until you are told to do so. Remain in silence and listen to all instructions you are given.



### EQUIPMENT

Bring all your equipment in a clear pencil case, you will need two black ball point pens, pencils, a highlighter, calculator, ruler and rubber.



### QUESTIONS

If you have a question in your exam, put up your hand and ask the invigilator. They will do what they can to help you.



### BANNED!

Mobile phones, watches, AirPods or any earbuds, iPods, or any other forms of technology. These **MUST** be handed in to the invigilator.



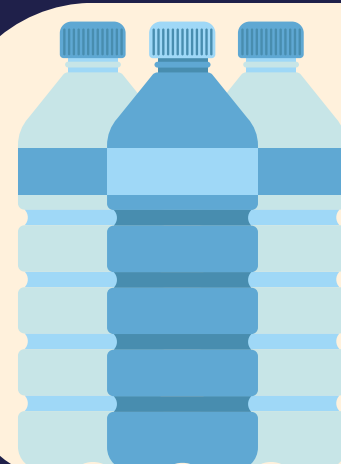
### DETAILS

You must make sure you fill in all the details on the front of your answer booklet, writing your name and candidate number clearly and signing declarations if you need to.



### INVIGILATORS

Invigilators are members of staff who are there to make sure the exam rules are followed, and you have everything you need.



### DRINKS

You are only allowed to bring water, in clear completely see-through bottles. Labels must be removed from water bottles.



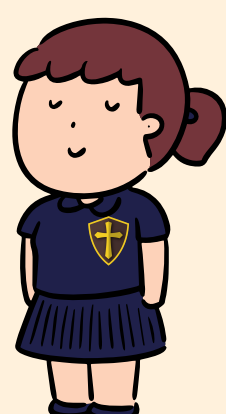
### SEATING

Your timetable will show which seat you have been allocated, you must make sure you sit in the correct seat.



### TOILET PASS

You can only go to the toilet during an exam if you have been issued a toilet pass by Miss Owen. Make sure you go before your exam!



### BEHAVIOUR

You must be silent from the moment you enter the exam room, communication with any other students can result in you receiving 0 marks for that paper!



### FINALLY...

GOOD LUCK! It's natural to be nervous, but try your best to relax and stay calm. If you have any issues, come and see Miss Lewis in the Exams Office (opposite the Medical Bay).



Miss Lewis, Exams Manager  
St Francis of Assisi Catholic College



# Contingency Days



In the event of a national incident, exam boards may need to use a contingency session to move an exam to an alternative date.

Contingency sessions are set by the exam boards, you must remain available for the following dates and times:

- ⌋ 11th June 2025 - Afternoon only
- ⌋ 25th June 2025 - All day



# Post-Exams



## Results Days

- A LEVEL - 14th August 2025
- GCSE - 21st August 2025

Results will be available to collect in school on the above dates.

If you are unable to come into school to collect your results, you may nominate someone to collect these on your behalf. Please email [exams@stfrancis.cc](mailto:exams@stfrancis.cc) with the details of who will be collecting results for you, as we will not give results to anyone except you without prior permission.

Details of the post-results services, details of which can be found on the next page, will be included in your results envelope. You must ensure that you pay attention to the deadlines for any services you want to apply for.

Certificates from exams taken in the Summer usually arrive in school by the end of November. If you are not staying at school for sixth form, a message will be posted on social media to confirm when certificates are ready for collection.



# POST-RESULTS SERVICES

## CONSENT

To request access to your scripts, or a review of marking, you must consent to do so, as marks can remain the same, go up or go down.

Consent forms can be found on our website, in About Us > Examinations



## REVIEW OF MARKING

You can request a review of the marking on your exam paper, this is not a 're-mark'. A new examiner will review whether marks align with the mark scheme.

Priority reviews are available for those with a Higher Education place pending.

**REVIEW**

## ACCESS TO SCRIPTS

You can access your exam script for free, this may help in deciding whether to request a review of marking.

As with review of marking, priority services are available for those with a Higher Education place pending.



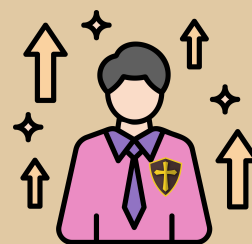
## PAYMENT

Fees are per paper, and can be found on the 'post results services' letter included with your results. Payment should be made via the Examinations section of ParentPay and a screenshot of payment sent to exams@stfrancis.cc before any services are actioned.



## OUTCOMES

Confirmation will be shared as soon as the exam board have completed their process. If your grade changes positively, you will receive a full refund of costs and a revised results slip.



# Exam Pressure



We all want you to feel as confident as possible ahead of your exams, please talk to your teachers or a member of support staff if there is something concerning you so that we can help.

There are lots of resources available online to help with exam pressure, some useful places to visit are included below.



[www.mind.org.uk](http://www.mind.org.uk)

[www.studentminds.org.uk](http://www.studentminds.org.uk)

student  
minds

**HEALTH FOR TEENS**

[www.healthforteens.co.uk](http://www.healthforteens.co.uk)