**Summer 2024 Exam Information for Students, Parents and Carers**

**Pre-Exams**

* All Q3 Academy Langley policies, overview timetables and links to external guidance can be found on the Academy website.
* All students will be issued with a personalised exam timetable before the exam series begins.
* Students must ensure they have the following equipment with them for examinations: 2 x black pen, 2 x pencil, ruler, scientific calculator, rubber, optional highlighter.
* Students are allowed to have transparent water bottle, with any labels removed.
* Students are not permitted to bring into the exam any electronic devices, including mobile phones and ear pods/headphones.
* Students are not permitted to wear any sort of watch in their exams.
* Students are not allowed to have any paper items on them in exams, including revision materials.
* Students must not have scientific calculators that allow data to be pre-stored on them: the recommended Casio FX-83GTX is compatible for exams. If a student has a different scientific calculator and is unsure if it can store pre-recorded data, please check with a maths learning consultant or Mr. Mills.
* If a student has a medical condition that may affect their exam performance, please ensure Mr. Giles is aware, as this may lead to special consideration being requested.
* Mr. Giles has a WhatsApp group for all Y11 parents and carers, please join this group for regular updates relating to Y11.

**During Exams**

* Students must be in Quisine B by 08:00 when they have an AM written exam.
* Students that do not have an AM written exam must arrive by 09:00.
* From Tuesday 7th May until Friday 14th June students need to attend the academy for exams or revision sessions.
* Students will leave each day at 14:45 unless in an exam or optional additional revision session.
* Students must go straight home: any students caught in Branford Hill Park in business dress or PE kit risk their place at prom.
* From Monday 17th June until Friday 21st June students will only need to attend the academy for any remaining exams and related required revision or celebration events (details will be communicated nearer the time).
* Remote learning will take place for students not in the academy for this week (details will be communicated nearer the time).
* Students will have left the academy at the end of this week.
* Please note that Wednesday 26th June is an exam contingency day: if this date is needed for an examination, details will be communicated to students and parents/carers.

**Absence/Lateness in relation to External Exams**

* If a student misses an exam due to being on holiday, they will receive zero marks for that exam paper.
* If a student misses an exam for an extreme personal event, such as a bereavement, special consideration will be requested, but this does not mean any changes will be made (details of special consideration cam be found on the JCQ website).
* If a student is ill but can take the exam, please inform Mr. Mills so special consideration can be requested. Medical evidence may be required to support the special consideration request.
* If a student is running late, please call Reception, so the Y11 pastoral team can support and inform the Exams Officer.
* If a student arrives very late for an exam (1hour late), they will have to be reported to the exam board and are likely to get zero marks.
* If a student is late but not very late, several times, parents/carers will be called in and the student’s place at prom will be at risk.

**Post-Exams**

* Exam results will be available to students on Thursday 22nd August from 09:00-10:30 at Q3 Academy Langley.
* Results can be emailed to a personal email if requested via Mr. Mills by Thursday 15th August.
* Results can be posted out if a self-addressed envelope is provided to Mr. Mills.
* Results will be left on Reception from Friday 23rd August until Monday 2nd September for collection by student during working hours: 09:00-15:00 during holidays.
* If a student would like a parent/carer or other close relative to collect their results, they must provide written permission and the person collecting the results mush have photo I.D. such as a passport or driving license.
* If results need to be collected outside of this window, Reception need to be contacted to make an appointment with the Exams Officer.

**Appealing Results**

* Students will be provided with their marks and grade boundaries when they collect their exam results.
* If a student is very close to grade boundary, permission will be sought to review the exam papers in that subject. If given, a subject expert will suggest if a re-mark is likely to be successful and discussion with the student the next steps.
* In some circumstances the academy will pay for the re-mark. If it is unlikely that the grade will change, the academy will not pay for the re-mark but candidate may do so (details of re-mark fees will be provided).
* When requesting a re-mark, it is important to note that grades can go up as well as down.
* Re-marks must all be processed by mid-September, outcomes of appeals are normally received by the academy within a few weeks.

If you have any questions about exams, please contact Mr. Mills (c.mills@LAN.merciantrust.org.uk)