

## **CITY OF DERBY ACADEMY**

Farmhouse Road, Sinfin, Derby DE24 3AR  
Tel: 01332 270 450 Email: [admin@cityofderbyacademy.org](mailto:admin@cityofderbyacademy.org)  
Web: [www.cityofderbyacademy.org](http://www.cityofderbyacademy.org)  
Headteacher: Mr P Smith



# **Information for Examination Candidates and Parents**

## **2017-2018**

## **Centre Number 23350**

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## **Introduction**

It is the aim of City of Derby Academy to make the examination experience as stress-free and successful as possible for all candidates.

Each student will receive a copy of this booklet and hopefully it will prove informative and helpful. Please read it carefully as it outlines examination regulations and the procedures to follow in the event of any problems.

The Examination Boards set down strict criteria which must be followed for the conduct of examinations.

## **BEFORE THE EXAMINATIONS**

### **Statements of Entry**

- All candidates receive a statement of entry from the Academy stating subjects and level of entry. Please check carefully that these are correct. If you think these are incorrect please see Mrs Stockley (Examinations Officer)
- The candidates must check carefully everything on the statement of entry. Particularly personal detail.

### **Candidate Number**

- Each candidate has a four digit number which will be shown on their exam timetable and name place paper. This number must be entered on all examination papers.

### **Timetables**



- All candidates will receive an individual timetable showing exams, date and time. Please check these carefully. Any problems see Mrs Stockley (Examinations Officer)
- Some candidates may have a clash where two subjects are timetabled at the same time. If you think you may have a clash please see Mrs Stockley Examinations Officer.

## **DURING THE EXAMINATIONS**

### **Examination Regulations**

- A copy of the “Notice to Candidates”, which is issued by JCQ, is displayed on the Exam Notice Board. All candidates must read this very carefully.

### **Attendance at Examinations**

- Candidates are responsible for checking their own timetable and arriving at the Academy on the correct day and time. Candidate must arrive 15 minutes prior to the start of their examination.
- Candidates who arrive late may still be admitted to the examination but will not receive any additional time.
- Full Academy Uniform must be worn
- Please make sure all mobile phones are turned off and handed in.
- Do not attempt to communicate with or distract other candidates.
- Water is allowed in the Examination room providing it is in a clear bottle without a label and with a sports lid.
- Candidates must check that they have the correct question paper – check subject and tier.
- Please do not write or draw on examination desks.
- Please do not draw graffiti or write offensive comments on the examination papers – the examination board may refuse to accept the paper.
- Candidates must remain seated until told to leave the examination room.

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- If the fire alarm sounds during an examination the invigilators will tell the candidates what to do.
- **You are reminded that the Academy will require payment of entry fees should a candidate fail to attempt an examination without good reason.**

### Equipment and Dress Code

- Please make sure you arrive with all the correct equipment before the examination i.e. black pen, pencil, ruler and mathematical equipment.
- Please make sure you arrive for your exams in fully Academy Uniform.

### Absence from Examinations

- If candidates experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the Examinations Office at the earliest possible opportunity. A Doctors note must be supplied for any absences.

## AFTER THE EXAMINATIONS

### Notification of Results

- Results can be collect on Thursday 23rd August 2018.
- Pupils who are unable to collect results should provide the Academy with a named, stamped addressed envelope.

**Results will not be given out over the telephone, emailed or given to anyone else without a written consent.**