



Year 13 BTEC Examinations 2025

Year 13 BTEC students will be completing two examinations in January 2025. This letter contains important information about examination and non-examination assessments. Please read it carefully and keep it for future reference.

Please find links below for:

- Joint Council for Qualifications (JCQ) Information for Candidates for
 - [Written exams](#)
 - [Non-examination assessments](#)
 - [Warning to candidates](#)
 - [Social media warning](#)

Please ensure that your child:

- Is aware of the date and times of their examinations. Personal examination timetables will be dispatched by the Exams Office.
- Revises thoroughly before the exams. We recommend that they start their revision as soon as possible. You can help by providing a quiet place for study at home.
- JCQ guidance to help prepare students is available [here](#).

ACCESS ARRANGEMENTS

Some students are entitled to extra help, known as *Access Arrangements*.

Most *Access Arrangements* need to be approved by Examination Boards several months in advance, supported by evidence. Examination Boards rarely approve arrangements which differ from the candidate's normal way of working.

It is very important that you contact Mrs Cleaver (in the Additional Intervention Team), or Mrs Spencer (SENDCo) as soon as possible if you think your child may be entitled to Access Arrangements and is not already being given extra help. *Emergency Access Arrangements*, would be made if a significant change in the way your child worked immediately before the examination. This covers injuries.

SPECIAL CONSIDERATION

Special consideration can be granted where some problem occurs **just before or during examinations** which prevents a candidate from performing to their full potential, or in exceptional circumstances from taking an examination. Special consideration is intended to compensate candidates who are unable to fully demonstrate their knowledge and skills. It is not intended to compensate candidates who have been unable to acquire the necessary knowledge and skills and therefore is not appropriate for students suffering from long term problems.

If a problem occurs **just before or during** an examination, then you should contact the Exams Office immediately after the examination. You will need to provide us with any supporting documents that you may have. Examination Boards will only accept requests for special consideration submitted by the School.

INTERNAL ASSESSMENT APPEALS PROCEDURE

Headteacher Mr R Bernard MA

Billing Road Northampton NN1 5RT T 01604 230240

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If you wish to appeal against the assessment process used for your child's non-examination assessment, then please contact Mrs Round, the Exams Officer who will provide you with a copy of our Appeals Procedure.

JANUARY 2025 EXAMINATIONS

Year 13 Examinations will take place on Monday 13th January 2024 and Thursday 16th January 2025 in T3.

They will start promptly at 09:00am. Students should arrive 15 minutes before the start of the examination.

CONDUCT DURING EXAMINATIONS

Students will not be allowed to take an examination unless they are dressed in office dress in accordance with normal school rules. Mobile phones, watches of all types and any devices capable of storing data or receiving messages are not allowed in the examination room, this now includes airpods/headphone. These devices **must** be handed in to Student Services before the examination starts.

Possession of a mobile phone or other prohibited device during a A-Level examination, even if switched off with no evidence of any attempt to use it, must be reported to the Examination Board. The usual outcome is for the student to receive zero marks for that particular paper.

Students are encouraged to bring water, but it must be in a small clear plastic bottle with all labels removed. No other food or drink is allowed except by prior arrangement. Pencil cases must be transparent; a clear plastic bag is acceptable.

Students must bring essential equipment such as a black pen, a pencil and ruler. They must also bring specialist equipment such as protractors/calculators/colouring pencils if required.

Examinations are supervised by external invigilators. We expect all students to conduct themselves appropriately before, during and after their examinations. Any inappropriate behaviour will be reported, and appropriate action taken.

PLAGIARISM – Non-Examined Assessments

The Information to Candidates regulations state that:

“The work which you submit for assessment must be your own”.

“You must not copy from someone else or allow another candidate to copy from you”.

Teachers will issue guidance to students on the nature of plagiarised work and how to avoid copying and cheating.

If plagiarised work is discovered penalties as detailed in the attached JCQ notice will be applied to the work.

PUNCTUALITY

Students should arrive 15 minutes before the scheduled start examination. This allows for all students to be seated, for instructions to be given out, for students to read the instructions on the front of the paper and for them to write their names and other details on the answer booklet or examination paper before the schedules start.

LEAVING EARLY

Students are not allowed to leave before the end of an examination. Candidates with extra time do not have to take the extra time but are encouraged to do so.

EXAM RESULTS

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Results will be issued to students by secure email.

Results are the property of the student and as such cannot be given to family or friends without the student's permission.

REQUESTS FOR REVIEW OF MARKING

If there is reason to believe an error was made in the marking of examinations script, the student can apply for a review of marking. There is a fee per paper/unit requested, but if the review is recommended by the School, then such fees are usually waived.

The student will have to sign a consent form stating that they understand that their grade could be reduced following a re-mark. This will be available on results day.

There will be a letter enclosed with the examination results explaining this procedure.

ASSEMBLY INFORMATION

I will visit BTEC lessons over the coming weeks to relay the information above, and to address any common questions and concerns. Should there be any issues following this, students should speak to me, Mr Beaumont, or Mrs Round (Exams Officer).

Mr J Marshall

Assistant Head Teacher (Examinations)

All information regarding Examinations can be found [here](#)

Headteacher [Mr R Bernard MA](#)

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