



SOUTH AXHOLME ACADEMY



EXAMINATION HANDBOOK
GUIDANCE FOR PARENTS/CARERS
AND STUDENTS
SUMMER 2025

Examinations

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

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and procedures to follow in the event of any problems occurring.

The Awarding Bodies (or Examining Boards) set down strict criteria which must be followed for the conduct of examinations, and South Axholme Academy is required to follow them precisely. You should therefore, pay particular attention to all the Information for Candidates that is printed in this booklet and in the JCQ Information for Candidates booklet.



If you or your parents / carers have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – Mrs D Lowry
Telephone number: 01427 872121

INFORMATION

Your candidate name must be your legal forename and surname.

Your candidate number is a four-digit number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and on examination registers - **please learn it.**

Contact Numbers

Please ensure that the Academy has up-to-date contact numbers for you.

Attendance at Examinations

You must attend normal registration before all morning examinations that start at 9.10am. For afternoon examinations you will be registered in the examination room.

If you are in the GYM, please first go to room M20 where you must leave your bags and coats.

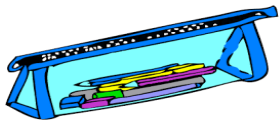
Candidates **must** arrive at the examination room 10 minutes prior to the start of the examination. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination **must** sign in at Student Reception and speak to the Examinations Officer before entering their examination room. If you arrive more than an hour after the published start time, you may not be able to take it.

Equipment

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules, you will be disqualified from the examination.

All items of equipment, pens, pencils, mathematical instruments etc should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag to store them in on your examination desk.



Pens must be black ballpoint. No correction fluid/pens/tape, erasable pens, highlighters or gel pens are allowed.

You may use a calculator unless you are told otherwise.

If you use a calculator:

- make sure it works properly; check that the batteries are working properly;
- clear anything stored in it;
- remove any parts such as cases, lids or covers which have printed instructions or formulae;
- do not bring into the exam room any operating instructions or prepared programs.



You **MUST NOT** take into the exam room:

- Notes
- AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- You are under examination conditions from entering until leaving the room. Do not attempt to communicate or distract other candidates. Face forward at all times.
- You may have water in a clear plastic bottle with no labels. Food is not allowed in the examination room of any kind (unless for medical reasons).
- Do not draw graffiti or write offensive comments on examination papers – if you do the Examination Board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry if there is one.
- Do not write on your paper until you are told to do so.
- Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room until the end of the examination. You will not be allowed to leave any examination room early unless there is a medical emergency. If you have finished the paper, use any remaining time to check over your answers and that you have completed your details correctly. If you leave the room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

At the end of the examination all work must be handed in – *remember to cross out any work that you do not want to be marked.*

Please do not write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.

Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. You are still under examination conditions until you have left the room.

If the fire alarm sounds during an examination, the invigilator will tell you what to do. **DO NOT PANIC.** If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point.

Leave everything on your desk. **You must not attempt to communicate with anyone else during the evacuation.** When you return to the examination room, do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Invigilators

The Academy employs external invigilators to conduct the examinations. **Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.**

Invigilators are in the examination rooms to supervise the conduct of candidates in the examination room. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination.

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room. The Academy has a duty to report any incident in a public examination to the Awarding Body. It will be for them to decide what action, if any should be taken. Awarding Bodies have the power to disqualify candidates from one or all of their examinations should they see fit.

Contingency Days/sessions

Contingency days are set by JCO. If for any reason a subject nationally has to be moved to a different date, then the contingency dates will be used. This is set by JCO nationally and not by the school. Students MUST be available for all contingency sessions/days

Easter Revision Sessions

Date	Subject	Time	Location
Monday 7 April	Geography This session is for any students whose normal Geography teacher is Miss Woods or Miss Witty. The focus of the session will be Rivers, Changing Economic World & Resources	09:30 – 11:30	In School Session S13
	Geography This session is for any students whose normal Geography teacher is Mr Barlow. The focus of the session will be Natural Hazards, Living World & Coasts.	09:30 – 11:30	In School Session S2
	History This session is for any students who study History. The focus of the session will be Anglo Saxons.	09:30 – 11:30	In School Session Main Hall
Tuesday 8 April	Computer Science This session is for any students who study Computer Science. The focus of the session will be going over questions 5 & 6 on the Python paper to gain higher marks.	09:30 – 11:30	In school Session M5
	Geography This session is for any students who study Geography. The focus of the session will be Fieldwork.	09:30 – 11:30	In School Session S2
	Music This session is for any students who study Music. The focus of the session will be exam essay technique and the set works	13:00 – 15:00	In School Session M11
Wednesday 9 April	English This session is for any students who study English. The focus of the session will be 'A Christmas Carol'.	09:30 – 10:30	MS Teams Session
	English This session is for any students who study English. The focus of the session will be 'Macbeth'.	10:30 – 11:30	MS Teams Session
Friday 11 April	Science This session is for any students who study Science – either Combined or Triple. Content will cover Biology, Chemistry & Physics.	09:30 – 11:30	In School Session Main Hall
Tuesday 15 April	Spanish This session will be for any students who study Spanish (Higher). The focus of the session will be listening skills.	09:30 – 10:30	MS Teams Session
	Spanish This session will be for any students who study Spanish (foundation). The focus of the session will be listening skills.	10:30 – 11:30	MS Teams Session

SUMMER EXAMINATION TIMETABLE 2025

Date	AM	PM
Monday 5th May 2025	BANK HOLIDAY	
Tuesday 6th May 2025		
Wednesday 7th May 2025		
Thursday 8th May 2025		
Friday 9th May 2025		GCSE Business Paper 1
Monday 12th May 2025	GCSE English Literature Paper 1	GCSE Computer Science Paper 1
Tuesday 13th May 2025		GCSE Biology Paper 1
		GCSE Combined Science Trilogy Biology Paper 1
Wednesday 14th May 2025	GCSE Geography Paper 1	
Thursday 15th May 2025	GCSE Maths Paper 1	
Friday 16th May 2025	GCSE History Paper 1	GCSE Business Paper 2
Monday 19th May 2025	GCSE Chemistry Paper 1	GCSE PE Paper 1
	GCSE Combined Science Trilogy Chemistry Paper 1	
Tuesday 20th May 2025	GCSE English Literature Paper 2	CNAT Child Development
		GCSE Computer Science Paper 2
Wednesday 21st May 2025		CNAT Enterprise & Marketing
Thursday 22nd May 2025	GCSE Physics Paper 1	CNAT Sports Science
	GCSE Combined Science Trilogy Physics Paper 1	Level 1/2 Engineering
Friday 23rd May 2025	GCSE English Language Paper 1	
HALF TERM		
Monday 2nd June 2025	GCSE Statistics Paper 1	
Tuesday 3rd June 2025		
Wednesday 4th June 2025	GCSE Maths Paper 2	CNAT Health & Social
Thursday 5th June 2025	GCSE History Paper 2	
Friday 6th June 2025	GCSE English Language Paper 2	GCSE Geography Paper 2
Monday 9th June 2025	GCSE Biology Paper 2	Level 1/2 Construction
	GCSE Combined Science Trilogy Biology Paper 2	CNAT Creative iMedia GCSE PE Paper 2
Tuesday 10th June 2025	GCSE Spanish Listening & Reading	GCSE History Paper 3
Wednesday 11th June 2025	GCSE Maths Paper 3	Contingency Session
Thursday 12th June 2025	GCSE Geography Paper 3	Level 1/2 Hospitality & Catering
		Level 2 Further Maths Paper 1

Friday 13th June 2025	GCSE Chemistry Paper 2	
	GCSE Combined Science Trilogy Chemistry Paper 2	GCSE Statistics Paper 2
Monday 16th June 2025	GCSE Physics Paper 2	GCSE Music
	GCSE Combined Science Trilogy Physics Paper 2	
Tuesday 17th June 2025	GCSE Spanish Writing	GCSE Food
Wednesday 18th June 2025		Level 2 Further Maths Paper 2
Thursday 19th June 2025		

Wednesday 25th June 2025	CONTINGENCY DAY
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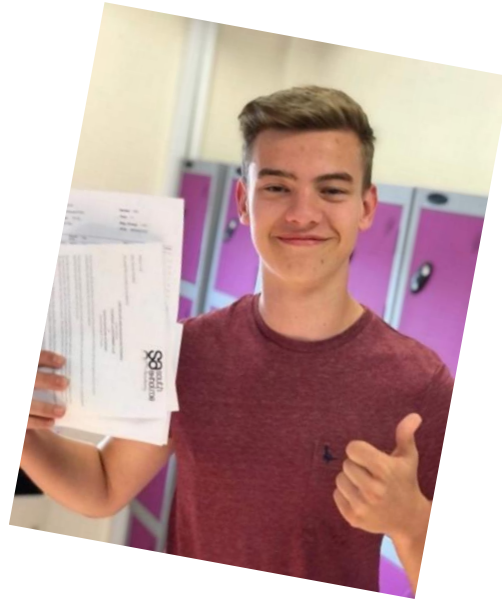
STUDENTS MUST BE AVAILABLE FOR BOTH THE CONTINGENCY SESSION ON 11TH JUNE AND THE CONTINGENCY DAY ON 25TH JUNE

Results Day 2025

You can collect your examination results from the Academy on:

Year 11 - Thursday 21 August 2025 from 9.00am onwards.

You are welcome to bring parents and carers along, so they can share the experience with you while you collect your results.



What should I do if I can't collect my results?

If you are unable to collect your results in person you can:

- Bring a stamped addressed envelope to the Main Office before the end of the school term (18 July), and have your results posted to you
- Alternatively, you can write a letter authorising someone to collect results on your behalf. This letter must be received in school before the end of term (18 July). The letter must be signed by you, and the person collecting results must have a form of **photo** identification e.g. – a driving licence or passport
- Uncollected results will be emailed to student's school email accounts at 2pm on results day. Make sure that you can log on to your school email account.