



Leigh Academy Tonbridge
GCSE GCE A Level Vocational Examination
Frequently Asked Questions

Academic Year: September 2024 to August 2025

1. What is the process for mock examinations?

Mock examinations provide students with a formal opportunity to prepare for public examinations under Awarding Body (exam board) regulations.

- **Arrival:** Students must arrive at least 15 minutes before the exam starts.
 - **Equipment:** The school provides all the equipment needed for the exam. You may bring your own stationeries but it must be in a **transparent pencil case**.
 - **During the mocks:** Students will attend school as usual. If not in an exam, they should be in their timetabled lesson doing independent revision.
We encourage students to treat this as an important assessment opportunity and to prepare thoroughly.
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2. I have a diagnosed additional need – is this taken into account?

Yes, the school supports students with special educational needs or disabilities. If applicable, the school will have applied for 'Access Arrangements' on your behalf. These may include:

- Extra time, a word processor, coloured exam papers, etc.
- Arrangements are based on the student's usual way of working and supported by a specialist assessment.
- Access Arrangements are typically applied for by the end of Year 10 and cannot be requested after the mock exams.

Note: The SENCO will confirm approved Access Arrangements in writing. If a student has an Access Arrangement but it is not implemented during an exam, they should immediately report it to an invigilator.

3. What happens if I have two exams at the same time?

If there is an exam clash, the school will reschedule one exam for later that day.

- **Supervision:** Students with exam clashes must remain under supervision during the gap. They cannot use mobile phones or access the internet, and will not be allowed to communicate with other students unless they are in the same supervision group.
- **Multiple Exams:** If a student has three or more exams scheduled on the same day, totaling more than 5 hours and 30 minutes, an exam may be moved to the following day. This is a rare circumstance and requires supervision overnight by a parent/guardian.

4. When and where should I arrive for my exams?

- **Morning exams:** Arrive at least 15 minutes before the 9:00 AM start time.
- **Afternoon exams:** Arrive at least 15 minutes before the 1:30 PM start time.

(Mock starts at 1:00 PM)

We begin exams exactly on time, so please ensure you are punctual. Any changes due to exam clashes will be listed on your individual timetable.

5. What should I bring to the examination?

The school provides all the equipment needed for the exam. You may bring your own stationeries but it must be in a **transparent pencil case**.

- **Transparent pencil case** containing: pens, pencils, eraser, pencil sharpener, long and short ruler, protractor, and compass.
- **Calculator** (ensure it works and has no cases with printed instructions or formulas if you bring your own calculator).
- **Water** in a clear plastic bottle (no labels). **Important:** Do not bring phones, smartwatches, or other unnecessary items. These may result in disqualification.

Full school uniform must be worn

6. What pens/pencils can I use?

- **Pen:** Only black pens are allowed. No gel pens, erasable pens, or highlighters.
 - **Pencils:** Use for diagrams, maps, and charts (unless the exam instructions state otherwise). For example, in Maths, use a pencil for graphs unless told to use a pen.
 - **Highlighters:** Can be used on the question paper but **NOT** on your answers.
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7. What should I do with my bag?

Bags are not permitted in the exam room. Please leave them in the designated area, maintaining silence to avoid disturbing others. If you require a bag due to medical reasons (e.g., diabetes), it must be checked before entering the exam room, and a clear bag is recommended.

8. What do I need to be aware of in the examination hall/room?

Entering the Hall:

- Check the seating plan outside the exam room for your name and seat number.
- Enter the hall silently and without communication with other students.

Taking the Exam:

- Ensure you have the correct question paper.
- Listen carefully to invigilator instructions.
- Raise your hand if you need assistance.
- Do not write on the desk.

Leaving the Hall:

- Stay in the room until instructed to leave.
- Do not remove any items from the exam room.
- Leave quietly and avoid talking near the hall.

9. What is our Centre Number?

Our Centre Number is **61663**

10. Will I be able to have extra paper in the exam?

If additional paper is needed, raise your hand, and an invigilator will provide it. Any extra paper should be clearly named and organized by question number. Rough work should only be done on official exam stationery and crossed out clearly.

11. What happens if there is a fire alarm during an exam?

The Lead Invigilator will provide clear instructions:

- If the alarm is intermittent, stay in the exam room.
 - If continuous, evacuate under supervision, maintaining silence and not communicating with others.
 - The Examinations Officer will notify the Awarding Body.
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12. What should I do if I am late?

If you're running late, contact the school immediately at **01732 500 600**. Depending on your arrival time, you may be allowed the full exam duration, but this is at the discretion of the school. If you are more than an hour late, the Awarding Body may not accept your script.

13. What should I do if I am ill or have an issue on the day?

If you feel unwell during an exam, inform the invigilator. After the exam, speak with the Examinations Officer to arrange for 'special consideration.' If absent, inform the school immediately, and submit a letter from your doctor along with any relevant medical evidence.

14. What is 'special consideration'?

Special consideration is applied if illness or an emergency affects your exam performance. The Examinations Officer will apply on your behalf, with supporting medical evidence. Adjustments to marks are typically minor (from 1% to 5%) depending on the situation.

15. What is the process for Controlled Assessments and Non-Exam Assessments?

The school follows strict procedures for Controlled and Non-Exam Assessments, adhering to Awarding Body regulations. Marks and samples are submitted to the relevant exam boards. Please refer to the school's policies on the Portal for further details.

16. When will I receive my exam results?

Results for Summer 2025 will be available on

GCE/A Level/Vocational – Thursday 14th August 2025 (9am – 10am)
GCSE – Thursday 21st August 2025 (9am – 11am)

17. When will I receive my certificate?

Certificates will be available for collection in December. Details will be announced in the Autumn. Certificates may be collected by a third party with written authorization and identification.

18. Can I request a review of marking?

The school can apply for the following post-results services:

- **Enquiries about Results:** A review of marking.
- **Access to Scripts:** Requesting the return of your script.

These services involve fees, and a Consent Form must be completed. Detailed information will be provided on results day.

19. Important Documents to Review Before Exams:

- Warning to Candidates
- Information for Candidates – Written Exams
- Information for Candidates – Privacy Notice
- Information for Candidates – Social Media
- Information for Candidates – Controlled Assessments
- Information for Candidates – Non-examination Assessments
- Unauthorised items

These documents are available on the school website:

<https://leighacademytonbridge.org.uk/academy-life/exams/>

All candidates must read them carefully, as any breach of regulations may lead to disqualification.

20. Dispelling Common Myths:

- You must sit at least 25% of the examination to receive a grade.
- 'Special consideration' applies to issues occurring **at the time** of the exam, not long-term illness.
- Anxiety not directly related to the exam is **not** considered for 'special consideration.'