



Exams Handbook

2024-2025

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Exams overview

Students in years 11-13 will be sitting various exams throughout the academic year. Please find below information about the exams process and a timeline of what you can expect. Please note that this timeline is a guide only and may slightly differ depending on various factors.

Year 11	Year 12 & 13
October 2024	
<ul style="list-style-type: none"> October PPE timetables First set of PPE's 	<ul style="list-style-type: none"> November resits timetables
November 2024	
<ul style="list-style-type: none"> October PPE results released Timetables for any January BTEC/Cambridge National exams 	<ul style="list-style-type: none"> Timetables for any January BTEC exams
December 2024	
	<ul style="list-style-type: none"> Timetables for January PPE's
January 2025	
<ul style="list-style-type: none"> BTEC/Cambridge National exams February PPE timetables 	<ul style="list-style-type: none"> BTEC exams January PPE's November resits results released
February 2025	
<ul style="list-style-type: none"> Second set of PPE's 	<ul style="list-style-type: none"> January PPE results released
March 2025	
<ul style="list-style-type: none"> February PPE results released Statement of Entry for summer exams Summer exams information letter to parents/carers January BTEC/Cambridge National exam results released 	<ul style="list-style-type: none"> Statement of Entry for summer exams Summer exams information letter to parents/carers January BTEC exam results released
April 2025	
<ul style="list-style-type: none"> Deadline to return your signed Statement of Entry Summer exams FAQ letter to parents/carers Summer exams timetables 	<ul style="list-style-type: none"> Deadline to return your signed Statement of Entry Summer exams FAQ letter to parents/carers Summer exams timetables Year 12 May PPE timetables

May/June 2025	
<ul style="list-style-type: none"> • Summer exams • Results day information letter to students • Notification of any special consideration applications made for you 	<ul style="list-style-type: none"> • Summer exams • Results day information letter to students • Notification of any special consideration applications made for you • Year 12 PPE's
August 2025	
<ul style="list-style-type: none"> • Summer exams results day on 22nd August • Complete consent form for any post-results service requests 	<ul style="list-style-type: none"> • Summer exams results day on 15th August • Complete consent form for any post-results service requests
September 2025	
<ul style="list-style-type: none"> • Post-results applications will be submitted 	<ul style="list-style-type: none"> • Post-results applications will be submitted
October 2025	
<ul style="list-style-type: none"> • Notification of post-results outcomes 	<ul style="list-style-type: none"> • Notification of post-results outcomes
November 2025	
<ul style="list-style-type: none"> • Certification collection letter to students 	<ul style="list-style-type: none"> • Certification collection letter to students
December 2025/January 2026	
<ul style="list-style-type: none"> • Certificates will be ready for collection 	<ul style="list-style-type: none"> • Certificates will be ready for collection

Qualification Types

Linear Qualifications

GCSE's & GCE's (A Levels) – for these qualifications, you will take all exams at the end of the course which is in the summer series. Depending on the subject, you may have coursework/practical's for these qualifications as well as exams.

Unitised Qualifications

For these qualifications, you will have coursework and exams which are studied in units.

Level 3 BTEC Nationals & Level 3 Applied Certificate/Diploma –You can sit exams in either January or summer, if you have taken exams in January you can resit in summer if you are not happy with your result. Teachers will decide when you take your exams.

BTEC Level 1/2 Tech Awards & Cambridge Nationals Level 1/2 - you must complete all coursework units before you can sit the exam.

PPE's

PPE's are Pre-Public Exams, otherwise known as mock exams. PPE's are important for all students as not only do they prepare you for your official exams but they also serve as evidence for teacher assessed grades (TAGS) if official exams are unable to go ahead as planned. If your exams are cancelled for any reason, your PPE results could be the results that are used for your qualifications.

Timetables

Whenever you sit any exams, you will receive a personal exams timetable telling you where and when each exam is. You will normally receive your timetable 2 -3 weeks in advance. Your timetable will include details of any access arrangements (on a separate page), please be sure to check these carefully and contact the Exams Officer if there is anything missing or incorrect. Contact details are always included with your timetable.

For official exams, you will receive a copy of the **JCQ Information for Candidates-Written Examinations** booklet along with your timetable. This booklet includes important information regarding exams and rules, please be sure to read through it carefully and check you understand it.

Statement of Entry

In March before your main summer exams you will receive a **Statement of Entry (SofE)**. This is a very important document that shows all of the exams you have been entered

for, including any tiers, and your personal details. This document must be checked through, signed by you and a parent/carer and returned by a certain date. If there are any corrections to make you must inform the Exams Officer as soon as possible. The information on this document is what is given to exam boards to produce your certificates, if there are any mistakes on it and you do not notify us by the deadline, your certificates may show incorrect information and you will have to pay for replacements.

Legal and Preferred names

Personal details used for exams must be your legal information. This means that we have to use the name and gender that is on your birth certificate. We realise that this can be upsetting for some of you, however, as certificates are legal documents they must match your legal details. If your details on your exam certificates are different from your registered details, you may have issues with proving your qualifications because your records won't match up. The only way we can use your preferred name/gender is if you change it by deed poll and provide evidence to prove this has been done. Think of your certificates as you would your passport.

We will always use your preferred name on any communications we send out to you. The name on the front of your results envelope, letters and any other information we send to you will show your preferred name. Your timetables, statement of entry and official exam documents will show your legal name.

Access Arrangements

Access arrangements are reasonable adjustments made during exams to ensure every student has an equal opportunity to perform at their best while taking exams. For example, a student might qualify for extra time if they take longer to process what they have been asked to do. This is identified by your teachers and if there is evidence of additional needs, you will be referred to the college's Specialist Intervention Assessor for an assessment for access arrangements. Depending on the needs identified and your assessment scores, you may qualify for reasonable adjustments. Access arrangements must be approved by JCQ (the exams regulator) and the college must follow the regulations to carry these out. Any access arrangements awarded will be discussed with your parents/carers.

We have different rooms in the college for students with different needs; the main venues we use are the Arena, a room for students who require a computer for exams, a room for students with identified medical needs, and in certain cases, 1:1 rooms. Please

note, we cannot provide a 1:1 room for students for anxiety, these are strictly for students who have to work with an adult to take their exams.

Food and Drink

Food is generally not permitted into an exam due to the distraction it can cause. Students who need access to food for medical reasons must only bring it into the exam room in a transparent container with no packaging. Drinks are permitted in transparent bottles only and all labels must be removed before entering the exam room.

Exam times

Late arrival

Exams either start at 9am or 1pm. It is important that you make it to your exam before the start time. If you are late for an acceptable reason, you will still be allowed to sit the exam with your full time. If you are very late, we have to report it to the exam board and they may not accept your paper and you may be awarded a zero. All late students must be escorted into the exam room.

Absence

Please be aware that exams cannot be taken on a different date for any reason. This is to ensure that exam papers are not shared with students who haven't taken them yet. This means that if you miss an exam, you will not have another chance to take it.

Clashes

Some of you may have an exam clash, if this is the case you will receive instructions on your timetable of what will happen. You will most likely have to sit both exams in the same day, one later than the other, and stay isolated from other students until you have completed all exams for the day. You will not be allowed access to your phone until you have finished all exams. If you notice you have a clash but have not received instructions, please contact the Exams Officer and you will be given details of what to do.

Contingency Dates

The summer exam timetable has 3 contingency sessions; on the afternoon of 11th June and all day on 25th June (AM & PM session). These sessions have been agreed by exams boards and will be used to reschedule exams nationally if they cannot go ahead when planned. You must be available for all 3 sessions, even if you do not have exams scheduled on that day. Please note that these sessions cannot be used to reschedule an exam you have missed, they are reserved for national disruption to exams only.

Safety Procedures

Emergency procedures

All students are briefed on emergency procedures at the start of every exam. We have a procedure for Emergency evacuation (fire or other serious threat) and lockdown (internal threat to safety) specifically for exams. If a fire or lockdown alarm sounds, Invigilators are trained to instruct students on what to do and Senior Leaders will be present to ensure everyone's safety.

Candidate identification

Students in years 12 & 13 must wear their lanyard to every exam. If your lanyard does not have a picture of you, you must bring a form of photo ID with you to confirm your identity. This is for the safety of all students in the college and to ensure that the correct person is taking the exam.

Malpractice

Malpractice is the term used when students do not follow the rules during exams. This can include, but is not limited to:

- Causing disruption during exams
- Bringing unauthorised materials (phones, pieces of paper, bottles with labels etc) into the exam room
- Graffiti/writing swear words on exam papers
- Communicating with other students
- Leaving the exam room without permission

If you are found to have committed malpractice during an exam, we have to report it to the exam board who will decide what sanction they wish to impose. The college will have no influence on what decision the exam board makes. Depending on how serious the incident is, sanctions could include:

- A zero mark for the exam affected
- Disqualification from the subject affected
- Disqualification from all subjects with the same exam board
- Disqualification from all qualifications with all exam boards

It is important that you follow all exam rules as you could not only affect your own grades and outcomes, but also that of other students who are taking exams at the same time.

Special Considerations

Special consideration is a post-exam adjustment made to a candidates mark where the candidate is considered disadvantaged or absent for an acceptable reason during an exam. Some reasons for this can include, but is not limited to:

- Recent family bereavement
- Homelessness/domestic reasons
- Serious medical reasons
- Temporary illness
- Serious disruption during an exam

If the college believes you meet the criteria for special considerations, we will contact you by email and ask you to provide evidence. Once exams have finished, we will submit an application to the exam boards for all affected exams. Whether or not an application is accepted is the decision of the exam board and is not something the college have any control over.

Some applications are accepted before results day and in those cases, you will be notified by email that your application has been successful. Some applications, usually in cases of absence from an exam, will not have an outcome until results day and so we will not be able to notify you before. We will be able to tell you on results day if your application was successful, if you ask us to check.

If an application is accepted, the exam board will make an adjustment to the final grade of the qualification(s) affected. This adjustment is calculated based on your performance in the other papers in the same qualification(s).

Results

A Level - Results for A Levels, Level 3 BTEC/Applied Certificates are released to students on **14th August 2025**.

GCSE - Results for GCSE's, BTEC level 1/2 and Functional Skills qualifications are released to students on **21st August 2025**.

You will receive a letter at the end of June to let you know where to collect your results from.

As results are considered the property of the student and strictly confidential, only you can collect them. If you need someone else to collect your results for you, you will need

to provide signed permission before we are able to release them to anyone other than you. Your results day letter will include a permission slip for this. Please note that anyone who has been given permission from you to collect your results will need to bring photo ID with them before we can hand them over.

Results can be emailed to students in exceptional circumstances but this will need to be requested by the deadline stated on your results day letter. We are only able to send results to an email address that belongs to you, **parents/carers email addresses cannot be used under any circumstances**. Electronic results will be sent after 11am on results day.

It is important that you try to make it to your results day in person to give you the opportunity to speak to Senior Leaders and Teachers about your results.

The tables below explain what your results mean

Post Results Services

GCSE 9-1		
Grade	Grade Terms	
9		
8		
7		
6		
5		Strong Pass
4		Standard Pass
3		
2		
1		
U	Ungraded	
X	No Result/Absent	
Q	Grade Pending	

BTEC Level 1/2 Results Key								
Qualification Type	Level 2 Distinction Star	Level 2 Distinction	Level 2 Merit	Level 2 Pass	Level 1 Distinction	Level 1 Merit	Level 1 Pass	Ungraded
BTEC Level 1/2 Tech Awards	L2D*	L2D	L2M	L2P	L1D	L1M	L1P	U
BTEC Level 1/2 Firsts	D*	D	M	P	N/A	N/A	1	U

BTEC Level 3 Results Key							
Qualification Type	Level 3 Distinction Star	Level 3 Distinction	Level 3 Merit	Level 3 Pass	Level 3 Near Pass	Ungraded	
BTEC Level 3 Nationals	D*	D	M	P	N	U	

We hope you are happy with your results when you get them, however, if you're not there are some options for you.

You will need to speak to a Teacher on results day to ask if you were close to the next grade boundary. Every Teacher has information about your results for their subject and how close you are to a higher grade, please ask them for this information if you did not get the result you expected. Please bear in mind that results days are very busy and you may need to be patient.

Services available

Students who are close to a higher grade have the option to apply for a post-results service to check if their marks are accurate. You will need to sign a consent form before

we can proceed with any applications. These forms are available on results day, even if you're not sure if you want a service you can still sign a form and we will only proceed if you want us to.

Services available are below. Fees shown are from summer 2023 and may increase.

SRN	Post-results service	Details of the service	Fees
R1	Clerical re-check	Checks that all parts of the script have been marked and the totalling and recording of marks is accurate	£9.05-£12.50 per paper
R1a	Clerical re-check with a copy of re-checked script		Additional £11 - £15.75
R2	Review of marking	Checks that the mark scheme has been applied correctly. Reviewers will not re-mark the script. Any errors in original marking identified will be corrected	£42 - £65.80 per paper
R2a	Review of marking with a copy of reviewed script		Additional £11 - £15.75
R2P	Priority Review of marking	This is the same as R2 above but the review is conducted as a priority by the awarding body. This service is only available for GCE A-level qualifications	£55 – £75.75 per paper
R2Pa	Priority Review of marking with a copy of reviewed script		Additional £11 - £15.75
A2	Copy of Script	A copy of your script for you to keep	£10 per paper

Please be aware that a review of marking can lead to the **marks being raised, staying the same or being lowered**. Post-results services do not often lead to marks being changed, the majority find that the marking was accurate.

Payment

The college will only pay for a post-results service if it is requested by a teacher, this is usually for students who are 1 or 2 marks away from a grade 4. We will request a copy of your script first and if your teacher believes more marks could be given we will proceed with a review of marking application (with your consent).

If you decide you would like a post-results service but the teacher disagrees, we will submit the application for you but you will need to pay for this yourself. Payment must be made before an application is submitted. Please be aware that there is a charge of

£10 per paper if you request a copy for your own use. Further details on how to request post-results services will be provided along with your results slip.

Any requests for post-results services will be processed once we return for the start of the new academic year, only urgent requests that affect University places will be processed during the summer holidays.

Certificate Collection

Certificates are available for collection from December/January time. You will receive a letter to provide information about how and where you can collect them.

Certificates are legal documents and for this reason, only the student can collect their certificates and they must be signed for. If you need someone else to collect them for you, your letter will include a permission slip for you to sign to give permission for someone else to collect on your behalf. Whoever the person collecting is, they must be named on the permission slip and bring photo ID with them and sign the register.

Certificates are held for one year from the date of the letter, any unclaimed certificates are then destroyed. It is important that you collect your certificates because they are expensive to replace. You will be responsible for paying for replacements if you do not collect them or you lose them. Some exam boards are not able to produce replacements, they can only give you a statement of results instead and this will still cost.

Certificates cannot be posted under any circumstances but we are able to hold them for longer than a year if you contact us to request we hold them.

Resits

Please be aware that only GCSE English Language and GCSE Maths can be taken as a resit in November/summer after your summer exams. You cannot resit any other GCSE exams unless you sit them as a private candidate at a school who provides this, you will also have to pay all exam expenses to do this. Your resits will be taken at whichever sixth form you are attending. You cannot take resits at South Devon UTC unless you are enrolled as a student in our sixth form, even if you took your GCSE's with us.