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Centre Number — 54133

School Telephone Number: 01271 863427

School Website: www.ilfracombeacademy.org.uk

Deputy Headteacher Student Outcomes:

Mr J Twomey (office on Level E opposite Science 7)

Examination Officer:

Mr B Waghorn (office on Level D opposite Maths 1)

Access Co-ordinator:

Mrs F Broxholme (office on Level C opposite First Aid)

Main Examination Period

START	FINISH
9th May 2024	21st June 2024

The dates above are for the main examinations, but you will all be involved in some form of exam, practical, coursework or spoken endorsement between March and May. Please examine the examination calendar found later in this book or on our website to give yourself a good idea of when your assessments will be.

Well before your exams

Study your exam timetable so that you know when you have each paper. Make sure you have identified the correct time of every paper you are sitting. Some afternoon exams may start before 1.35pm — **CHECK**

If you are not sure how many papers you will sit in each subject, please ask your subject teacher. Check where you are sitting for each or your exams by looking on the far right column of your personalised timetable which will look like the image below. A copy of the seating plan will be displayed in St Christopher's Hall and by the entrance to the Sports Hall before every exam. It is worth checking the seating plans in case you have been moved for some reason.

Individual Candidate Timetable

Season : Y11 + 13 December Exams 2018
 Name : Human, Alan
 Candidate Number : 1234
 UCI : 541330123456A

Centre Number : 54133
 Year : 11
 Reg Group : AAA
 ULN : 0123456789

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Mon 03 Dec	9:00AM	AQA	GCSE/9FC	8700	English Language	8700/1	English Language Paper 1	1h 45m	Sports Hall	J11
Wed 05 Dec	9:00AM	Edexcel	GCSE/9FC	1H0	History	H0P	History Paper	1h 10m	PCRE 1	A4

Printed On: 01/11/2018

Arrival at exams

You must take responsibility for getting yourself to and from your examinations. Make sure that during exam time you have a back-up plan in case your bus does not arrive. In the event of a situation where you are experiencing real difficulties getting into school, please contact student services immediately. You must arrive by 9.00am for morning exams and 1.15pm for most afternoon exams.

Late arrival to an exam

Even if you arrive after the start of an exam, you will be allowed to sit the exam and have the full time allocation. The exam board will need to be informed. The sooner you make the school aware of any reasons why you might be late, the more sympathetic the exam boards are likely to be.

What happens if I miss an exam?

Do not miss any exams without a very good reason such as serious illness or injury. In these cases obtain a Doctors' note and return it to the Exams Officer as soon as possible. All cases of missed exams are reported to the relevant exam board and they make a decision as to whether to award special consideration. If an exam is missed without good reason, you will be expected to pay the cost (£40 per subject) and you will fail the exam.

Bag drop off

Upon arrival for your exams you will need to drop your bag off. **MOBILE PHONES** and **WATCHES** must be put in your bag and not be taken into the exam room.

The drop off point for bags is in St Christopher's Hall before the exam, or alternatively please put your bag in a locker if you have one.

Information for candidates for written examinations

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations—Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. **DO NOT** become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You **MUST NOT** take into the exam room:
 - a) notes
 - b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

Any pencil cases taken into the exam room **MUST** be see-through.

Remember: 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.

5. If you have a watch, the invigilator will ask you to hand it to them.
6. **DO NOT** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. **DO NOT** talk to or try to communicate with, or disturb other candidates once the exam has started.
8. You **MUST NOT** write inappropriate, obscene or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **WILL NOT** be allowed to return.
10. **DO NOT** borrow anything from another candidate during the exam.

Information for candidates for written examinations

B. Information—Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. You **MUST** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
 - a) make sure it works properly; check that the batteries are working properly;
 - b) clear anything stored in it;
 - c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - d) **DO NOT** bring into the exam room any operating instructions or prepared programs.
3. **DO NOT** use a dictionary or computer spell checker unless you are told otherwise.

Information for candidates for written examinations

D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
 - a) you think you have not been given the right question paper or all of the material listed on the front of the paper;
 - b) the question paper is incomplete or badly printed
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. **DO NOT** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **DO NOT** open the question paper until you are instructed that the exam has begun.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationary. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

1. If on the day of the exam you feel that your work may be affected by ill health or any reason, tell the invigilator.
2. Put up your hand during the exam if:
 - a) you have a problem and are in doubt about what you should do;
 - b) you do not feel well;
 - c) you need more paper.
3. You **MUST NOT** ask for, and will not be given, any explanation of the questions.

Information for candidates for written examinations

F. At the end of the exam

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2. **DO NOT** leave the exam room until told to do so by the invigilator.
3. **DO NOT** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

These rules are for all candidates taking examinations in England, and put together by JCQ with help of the exam boards. The Ilfracombe Academy has a legal obligation to make sure these rules are adhered to and report any suspected malpractice.

Mobile Phones



- **Mobile phones are not allowed in the exam room.**
- **They are to be turned off and put in your bag or handed in before the exam starts.**
- **If you are caught with a mobile phone, it will be reported to the exam board. You will get zero for that paper and the board will make a decision about whether to accept any of your papers.**
- **Even if your mobile is switched off, or is on silent, having it in your possession is seen as malpractice, will be reported, and you will get zero for that paper.**

- **Watches and AirPods/earbuds are not allowed in the exam room.**
- **Due to the rise in smart watches, the exam boards have taken the decision to ban all watches from exam rooms.**
- **They are to be put in your bag or handed in before the exam starts.**
- **If you are caught with a watch or AirPods, it will be reported to the exam board. You will get zero for that paper and the board will make a decision about whether to accept any of your papers.**



Bring the right equipment

You must write in **BLACK PEN**, unless specifically told differently. All exam papers are scanned into a computer upon arrival at the exam board. Any paper written in a colour other than black may be hard to read and affect the marks an examiner gives.

Please also bring spare pens. Invigilators will provide additional equipment if needed, but this may eat into your exam time or ruin your train of thought, should your pen run out mid exam.

You need to make sure you have the correct equipment for the exam you are taking. If in any doubt, please speak to your subject teacher.

You may bug the paper with a highlighter, but **DO NOT** use a highlighter in any of your answers.

For all exams

-  Black Pens 
-  Pencils 
-  Eraser 
-  Clear Pencil Case 
-  Highlighter 

Additional items for certain exams

-  Compass 
-  Protractor 
-  Calculator 

Food

You are **NOT** allowed to bring any food into the exam hall.

Drink

You may bring in **WATER ONLY** to the exam room, but this **MUST** be in a clear bottle with no writing on it.

Please **DO NOT** bring in squash, juice or fizzy drinks.



The only exceptions to this rule is under medical grounds and must be approved by the Head of Year and Examination Officer before your exams start.

Access Arrangements

All access arrangements will be formally confirmed by the end of March 2024. You will get your access arrangements in all externally accessed examinations, but if you have an examination in before Easter and are unsure of your arrangements, please visit Mrs Broxholme in the office opposite First Aid on Level C.

Access arrangements are put in place to make sure everyone in the country is given a fair opportunity to show what they can do in an examination environment. We strongly encourage you to use these arrangements. If you are not entirely sure how best to use your arrangement, please speak with your teacher, Mrs Broxholme or Mr Waghorn who will be happy to talk you through them.

AS-Level, A-Level & Level 3 Vocational Results Day



Thursday 15th August 2024

Results will be available for collection between 9am & 11am in the school library.

Mr Beesly and Mrs Shobbrook along with a number of teachers and SLT will there to celebrate with you.

They will also be available for help and support should you need it finalising your next steps.

Certificates will be posted home recorded delivery from early December.

GCSE & Level 2 Vocational Results Day



Thursday 22nd August 2024

Results will be available for collection between 9am & 11am in St Christopher's Hall.

Mr McDonald along with a number of teachers and SLT will be there to celebrate with you.

They will also be available for help and support should you need it finalising your next steps. Mr Beesly and Mrs Shobbrook will be on hand to discuss any entries into our 6th form. Please refer to the 6th form prospectus for our entry requirements.

Certificates will be posted home recorded delivery or handed to any 6th form students from early December.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 ALL DAY Y11 GCSE Food Preparation: Practical	2	3
4	5 PERIOD 2 Y12 & Y13 BTEC Nat Performing Arts: Unit 1 (MILESTONE 2) 1h00	6	7	8	9	10
11	12 PERIOD 1 & 5 Y11 BTEC Tech Performing Arts: Component 3 (SKILLS) 1h00	13	14	15 PERIOD 2 Y12 & Y13 BTEC Nat Performing Arts: Unit 1 (MILESTONE 3) 1h00	16	17
18	19 ALL DAY Y12 & Y13 BTEC Nat Performing Arts: Unit 1 (PERFORMANCE)	20	21 ALL DAY Y11 BTEC Tech Performing Arts: Component 3 (PERFORMANCE)	22	23	24
25 ALL DAY Y11 French: Speaking (MOCK) Y11 Spanish: Speaking (MOCK) PERIOD 0-3 Y11 Geography: Paper 3 Pre-Release (11A) 3h00	26 PERIOD 0-3 Y11 Geography: Paper 3 Pre-Release (11C) 3h00 PERIOD 1 & 5 Y11 BTEC Tech Performing Arts: Component 3 (EVALUATION) 1h00 PERIOD 2 Y12 & Y13 BTEC Nat Performing Arts: Unit 1 (MILESTONE 4) 1h00	27 ALL DAY Y11 French: Speaking (MOCK) Y11 Spanish: Speaking (MOCK)	28	29	30	31

BLACK—KS4 EXAMS

BLUE—KS5 EXAMS

Exam Timetable

MARCH 2024



Timetable

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 EASTER HOLIDAY	2 EASTER HOLIDAY	3 EASTER HOLIDAY	4 EASTER HOLIDAY	5 EASTER HOLIDAY	6	7
8 EASTER HOLIDAY	9 EASTER HOLIDAY	10 EASTER HOLIDAY	11 EASTER HOLIDAY	12 EASTER HOLIDAY	13	14
15 EASTER HOLIDAY	16 EASTER HOLIDAY	17 PERIOD 5 & 6 Y11 GCSE Art & Photography: Practical CATCH UP LESSON (11C ONLY)	18	19	20	21
22 ALL DAY Y11 GCSE Art: Practical 5h00 Y11 GCSE Photography: Practical (11C) 5h00	23 ALL DAY Y11 GCSE Art: Practical 5h00 Y11 GCSE Photography: Practical (11C) 5h00	24 ALL DAY Y11 GCSE Photography: Practical (11B) 5h00	25 ALL DAY Y11 GCSE Photography: Practical (11B) 5h00 AM Y12 BTEC Nat Sport: Unit 2 (PART A) 4h00	26 ALL DAY Y13 A-Level Photography: Practical 5h00 AM Y13 BTEC Nat Art & Design: Unit 1 (PART B) 3h00	27	28
29 ALL DAY Y11 GCSE French: Speaking Y11 GCSE Spanish: Speaking Y13 A-Level Art: Practical 5h00 Y13 A-Level Photography: Practical 5h00	30 ALL DAY Y11 GCSE French: Speaking Y11 GCSE Spanish: Speaking Y13 A-Level Art: Practical 5h00 Y13 A-Level Photography: Practical 5h00					

BLACK—KS4 EXAMS

BLUE—KS5 EXAMS

Exam Timetable

APRIL 2024



Timetable

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 ALL DAY Y11 GCSE Spanish: Speaking Y13 A-Level Art: Practical 5h00 AM Y11 BTEC Tech Creative Media: Component 3 (ACTIVITY 2 (PART 1)) 2h00	2 ALL DAY Y11 GCSE Spanish: Speaking AM Y12 BTEC Nat Sport: Unit 2 (PART B) 2h30 PM Y11 BTEC Tech Information Technology: Component 3 Paper (RESIT ONLY) 1h30	3 AM Y11 BTEC Tech Creative Media: Component 3 (ACTIVITY 2 (PART 2)) 2h00	4	5
6	7 AM Y11 BTEC Tech Creative Media: Component 3 (ACTIVITY 2 (PART 3)) 1h00	8 AM Y11 BTEC Tech Creative Media: Component 3 (ACTIVITY 2 (CATCH UP)) 2h00	9 AM Y11 GCSE Religious Studies: Paper 1 1h45 Y11 BTEC Tech Sport: Component 3 Paper 1h30	10 AM Y11 GCSE Biology: Paper 1 1h10/1h45	11	12

BLACK—KS4 EXAMS

BLUE—KS5 EXAMS

Exam Timetable

MAY 2024

PART 1



Mon	Tue	Wed	Thu	Fri	Sat	Sun
<p>13 AM Y11 GCSE English Literature: Paper 1 1h45</p> <p>PM Y13 AS-Level Psychology: Paper 1 1h30</p>	<p>14 AM Y11 GCSE French: Listening & Reading Paper 1h20/1h45</p> <p>PM Y12 Camb Tech Health & Social Care: Unit 2 Paper 1h30</p>	<p>15 AM Y11 GCSE History: Paper 1 1h15</p> <p>PM Y12 BTEC Nat Sport: Unit 1 Paper 1h30</p>	<p>16 AM Y11 GCSE Mathematics: Paper 1 1h30 Y13 A-Level Geography: Paper 1 2h15</p> <p>PM Y11 GCSE Religious Studies: Paper 2 1h45 Y12 Camb Tech Health & Social Care: Unit 3 Paper 1h30 Y12 BTEC Nat Business: Unit 3 Paper 2h00</p>	<p>17 AM Y11 GCSE Chemistry: Paper 1 1h10/1h45 Y13 A-Level Psychology: Paper 1 2h00</p> <p>PM Y11 GCSE Geography: Paper 1 1h30</p>	18	19
<p>20 AM Y11 GCSE English Literature: Paper 2 2h15 Y13 A-Level Sociology: Paper 1 2h00</p>	<p>21 AM</p> <p>PM Y13 AS-Level Psychology: Paper 2 1h30</p>	<p>22 AM Y11 GCSE Physics: Paper 1 1h10/1h45 Y13 A-Level Psychology: Paper 2 2h00</p>	<p>23 AM Y11 GCSE English Language: Paper 1 1h45 Y13 A-Level History: Paper 1 2h30</p>	<p>24 AM Y11 GCSE French: Writing Paper 1h15 Y13 A-Level English: Paper 1 3h00 Y13 A-Level Physics: Paper 1 2h15</p>	25	26
27 HALF TERM	28 HALF TERM	29 HALF TERM	30 HALF TERM	31 HALF TERM		

BLACK—KS4 EXAMS
BLUE—KS5 EXAMS

Exam Timetable
MAY 2024
PART 2



Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 AM Y11 GCSE Mathematics: Paper 2 1h30 Y13 A-Level Geography: Paper 2 2h15 PM Y13 A-Level Psychology: Paper 3 2h00	4 AM Y11 GCSE Spanish: Listening & Reading Paper 1h20/1h45 Y13 A-Level Sociology: Paper 2 2h00 PM Y11 GCSE History: Paper 2 1h45 Y13 A-Level Mathematics: Paper 1 2h00	5 AM Y11 GCSE Geography: Paper 2 1h30 Y13 A-Level English: Paper 2 2h30 PM Y11 Cam Nat Health & Social Care: Paper 1h15 Y13 A-Level Biology: Paper 1 2h15	6 AM Y11 GCSE English Language: Paper 2 1h45 Y13 A-Level Physics: Paper 2 2h15 PM CONTINGENCY SLOT	7 PM Y11 GCSE Biology: Paper 2 1h10/1h45 Y13 A-Level History: Paper 2 1h30		
10 AM Y11 GCSE Mathematics: Paper 3 1h30 Y13 A-Level Chemistry: Paper 1 2h15 Y13 A-Level Philosophy & Ethics: Paper 1 2h00 PM Y11 GCSE Spanish: Writing Paper 1h15/1h25 Y13 A-Level Geography: Paper 3 2h15 Y13 A-Level Music: Paper 2h30	11 AM Y11 GCSE Chemistry: Paper 2 1h10/1h45 Y13 A-Level History: Paper 3 1h00 PM Y11 GCSE History: Paper 3 1h20 Y13 A-Level Sociology: Paper 3 2h00 Y13 A-Level Mathematics: Paper 2 2h00	12	13 PM CONTINGENCY SLOT	14 AM Y11 GCSE Geography: Paper 3 1h30 Y13 A-Level Biology: Paper 2 2h15 PM Y11 GCSE Physics: Paper 2 1h10/1h45	15	16

BLACK—KS4 EXAMS

BLUE—KS5 EXAMS

Exam Timetable

JUNE 2024

PART 1



Timetable

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<p>17 AM Y13 A-Level Physics: Paper 3 1h30</p> <p>Y10 Maths: non-calc Paper (MOCK) Y12 Biology: Paper (MOCK) Y12 Politics: Paper (MOCK)</p> <p>PM Y11 GCSE Music: Paper 1h15 Y13 A-Level Philosophy & Ethics: Paper 2 2h00</p>	<p>18 AM Y11 GCSE Design & Technology: Paper 2h00 Y13 A-Level Chemistry: Paper 2 2h15</p> <p>PM Y10 Biology: Paper (MOCK)</p>	<p>19 AM Y11 GCSE Food Preparation: Paper 1h45 Y13 A-Level Biology: Paper 3 1h30</p> <p>PM Y10 Chemistry: Paper (MOCK)</p>	<p>20 AM Y13 A-Level Philosophy & Ethics: Paper 3 2h00</p> <p>Y10 English Language: Paper (MOCK) Y12 History: Paper (MOCK) Y12 Mathematics: Paper (MOCK)</p> <p>PM Y13 A-Level Mathematics: Paper 3 2h00</p>	<p>21 AM Y13 A-Level Chemistry: Paper 3 1h30</p> <p>Y10 Maths: calc Paper (MOCK) Y12 Chemistry: Paper (MOCK) Y12 Sociology: Paper (MOCK) Y12 Performing Arts: Paper (MOCK)</p>	22	23
<p>24 AM Y10 Physics: Paper (MOCK) Y12 Religious Studies: Paper (MOCK) Y12 English: Paper (MOCK) Y12 Music: Paper (MOCK)</p>	<p>25 AM Y10 English Literature: Paper (MOCK) Y12 Geography: Paper (MOCK) Y12 Physics: Paper (MOCK) Y12 Psychology: Paper (MOCK)</p>	<p>26 AM CONTINGENCY SLOT</p> <p>PM CONTINGENCY SLOT</p>	27	28	29	30

BLACK—KS4 EXAMS

BLUE—KS5 EXAMS

Exam Timetable

JUNE 2024

PART 2



Timetable

Students have the opportunity to appeal internally marked Non-Examination Assessment, Coursework and Controlled Assessment. If such an appeal is requested, it must conform to our Internal Appeals procedure. Students must have proven grounds for the appeal, and not been requested on the basis they simply want a higher mark. Any processed appeals are still subject to external moderation.

Internal appeals procedure

The Ilfracombe Academy is committed to ensuring that whenever their staffs marks candidates' work this is done fairly, consistently and in accordance with the awarding body's specification. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure to consider whether to request a review of the centre's marking. Reviews cannot be requested by a candidate if they simply want an improvement of mark.

- Candidates will be informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
- Having received a request for copies of material, The Ilfracombe Academy will make these available to the candidate.
- Candidates will be given sufficient time in order to allow them to review copies of material and reach a decision.
- Upon handing the candidate copies of material, the subject teacher will give the candidate a clear deadline to submit a request for a review of marking.
- Requests must be made in writing and clearly state the reason for wanting a review. Requests must be made with regards to believed errors in the procedure.
- Reviews will be carried out to allow sufficient time to make any necessary changes to marks and to inform the candidate of the outcome, before the awarding body's deadline.
- Reviews of marking will be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- The reviewer will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre.
- The review of the centre's marking will be communicated to the candidate in writing.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.





