



Corby Business Academy

Academy Way  
Gretton Road  
Corby  
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Tel: 01536 303120

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Web: [www.corbybusinessacademy.org](http://www.corbybusinessacademy.org)

Principal: Simon Underwood

30<sup>th</sup> April 2024

### Summer Exam Series, 2024 - Formal information

Dear Parents/Carers,

As we prepare for the forthcoming exam series, we would like to share some important formal information with you regarding exam administration and protocols. We will also outline the process for the collection of results and the guidance that will be available on the day regarding next steps for your child.

#### Exam timetables, venues and times

Students, parents and carers will have received an updated exam timetable this week which included exact timings, locations and seat numbers. As with all schools, these are possibly subject to change and students should check their exam details each morning, these will be displayed outside the exam venues.

All **morning exams** will begin promptly at **9.00 a.m.** - **therefore, students should be ready to enter their venue by 8.50 a.m. at the latest.**

All **afternoon exams** will begin promptly at **1.00 p.m.** - **therefore, students should be ready to enter their venue by 12.50 p.m. at the latest.**

Lunch breaks for students will commence slightly earlier, so students can line up at 12.50 p.m. in order to begin the afternoon exams on time.

There may be occasions when an afternoon exam finishes later than the usual school day. If this is the case, then we have made arrangements for students to access the late bus if required.

#### Uniform and equipment

Students are expected to adhere to full school uniform for their exams.

No mobile phones, smart watches or other electronic devices capable of communication are allowed in the exam venues. These should be placed in bag or coats, which will then be stored securely for the duration of the exam. **If students are found in possession of unauthorised equipment then this will most likely result in disqualification from the exam and/or overall qualification.**

Please ensure that students bring the correct equipment, including 2 pens – black ink only, HB pencils, ruler, pencil sharpener, eraser. For specific exams, students will need compasses, protractor, calculator, coloured pencils and/or dictionaries. All equipment should be carried in a see-through pencil case/container. Students are not allowed to use correcting fluid or tape, gel pens or blue ink. Candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.



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### Punctuality and attendance to exams

As mentioned above, students are expected to arrive in good time for each exam. If, however, students arrive late to school they must be report straight to reception where a member of staff will take them to their exam venue.

It is important to note that each exam has a cut-off point, where a late arrival will mean that the student will not be able to sit the exam - this is not negotiable and is externally regulated.

In the event of illness, the school reception should be contacted as soon as possible, with the details and reasoning for the absence. You will then be contacted by a member of the Academy's Senior Leadership Team to clarify the protocols around specific types of absence from exams. Full details of how student illness or personal concerns will be considered by exam boards can be found on our website or by accessing the following link:

[JCQ - A guide to the special consideration process](#)

### Contingency days

For the Summer 2024 exam series, contingency exam days have been arranged by the examination awarding bodies. This contingency days for GCSE and/or A Level (or equivalent) examinations have been put in place *"in the event of widespread, sustained national or local disruption to examinations during the June 2024 examination series."*

The Joint Council for Qualifications have decided that they need the option to postpone an exam in the event of an incident and rearrange for a later date to allow all students a fair and equal chance. The dates that have been set aside as the contingency days are **Thursday 6 June 2024, Thursday 13 June 2024 and Wednesday 26 June 2024**. This means that all exam candidates must be available to sit exams from the date of their first exam up to and including Wednesday 26 June 2024. This decision is not a school decision and applies to all candidates in all schools nationally.

### Results days

#### Year 13

A/AS Level, BTEC/WJEC Level 3 results will be available to collect from school on:

**Thursday 15th August 2024.**

#### Year 11

GCSE, Cambridge National, WJEC and BTEC Level 1 & 2 results will be available to collect from school on:

**Thursday 22nd August 2024.**

### Collecting Results

Students will be able to collect their results between 9.00am and 11.00am.

Students will enter the building via the main entrance and collect their results from members of the examinations team in the main theatre. Once students have collected their results, students will have the opportunity to speak to subject teachers if they have any concerns.



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**Those students who have applied for sixth form automatically have a conditional place following the interviews which took place earlier in the year as long as entry requirements have been met.**

Students will have an interview with a member of the Senior Leadership Team to finalise their subject choices based on entry requirements and the results they have received. A member of the careers team will also be available to help those students who may not have met the required entry requirements for CBA sixth form to ensure that they have appropriate provision for their next steps.

During the process, parents will be allowed to accompany their children into the building but not into the main theatre. We appreciate that there might be some students who do not receive the results that they may have been expecting and parents will obviously have concerns that they may wish to discuss. To facilitate this, a separate meeting area will be in operation which will be available on request.

If students are unable to collect their exam results in person on results day they can either:

- View their results on Edulink on the afternoon of results day; or
- Nominate a person to pick up exam results on their behalf. If they wish to do this, they should complete and email the form below and remind the person they have nominated to collect their results that they must present photo ID upon collection. We must be made aware of this in advance of the results day.
- Uncollected results will be sent out by post to the home address held on the school system. Any change of address should be notified in advance of results day. CBA does not take any responsibility for results information sent out to addresses where this process has not been followed.

### Edulink

Results on Edulink will be available to all students after midday on results day and can be accessed via the blue Exams button on the Edulink main menu. In line with JCQ regulations, only the student will have access; parent logins will not show exam results. Results will not be given out over the telephone under any circumstances.

### Nominate someone to collect results on your behalf

Please provide the information below if you would like to nominate a person to collect exam results on your behalf:

**CANDIDATE NAME:**

**CANDIDATE NO or YEAR GROUP:**

I give permission for my representative: ..... to collect my results on my behalf.

**I confirm that my representative will provide photographic ID on collection.**

**Candidate Signature:**

**Date:**

Information should be returned by email to [dataexams@corbybusinessacademy.org](mailto:dataexams@corbybusinessacademy.org)

The student must send it from their school email address.



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### Concerns about results

Details of the post-results services to obtain a review of marking from the exam boards will be enclosed in the results envelope. Information will include the services offered, deadlines to apply, and charges made by the exam boards.

### Certificates

Certificates are issued by the exam boards and sent to schools in November. Details of the exact date will appear nearer the time and also be on the school website.

Students will need to collect and sign for their certificates from the school Reception. Schools and colleges must destroy any uncollected certificates. It will be costly and time consuming (approx. £50 per certificate) for students to obtain duplicates from the exam boards.

### JCQ Information

Please take note of the following 'Information for Candidates' notices from JCQ (Joint Council for Qualifications), available here:

#### [JCQ Exams Information](#)

- Coursework 2023-24
- Non-Examination Assessments 2023-24
- On-Screen Tests 2023-24
- Privacy Notice 2023-24
- Social Media 2023-24
- Written Exams 2023-24

It is important you familiarise yourself with these notices before any public exams.

All official information regarding the exams process is also available on our website.

This documentation can be found using the below link:

#### [CBA Exams Information](#)

We hope you are looking forward, as we are, to welcoming the students back into the academy this summer to collect and celebrate their results. Should you have any questions regarding these notifications, please do not hesitate to contact us at the following email addresses;

[ralph.franklin@corbybusinessacademy.org](mailto:ralph.franklin@corbybusinessacademy.org)

[laurence.woodcock@corbybusinessacademy.org](mailto:laurence.woodcock@corbybusinessacademy.org)

Yours sincerely,

Mr R. Franklin

Vice Principal

Mr L. Woodcock

Assistant Principal