

PORTHCAWL COMPREHENSIVE SCHOOL

NAME:.....FORM.....

EXTERNAL EXAMINATIONS

['A' level , AS level , GCSE, etc]

INFORMATION BOOKLET FOR CANDIDATES AND PARENTS

JUNE 2009/ JANUARY 2010

Examinations Officer :

Mr C WILLIAMS

Examinations Secretary :

Mrs A ROBERTS

Examinations SMT Link :

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GENERAL INFORMATION

- External examinations are carried out according to instructions issued by the EXAMINATION BOARDS.
The school is regularly inspected (without prior notification) to ensure that these regulations are being implemented.
- **All candidates are expected to turn up to all parts of an examination .**
Absences due to illness will require a **doctor's note**, otherwise a *payment* to cover the cost of the examination entry fee will be requested from the candidate..
- **All candidates will be expected to turn up to the examinations wearing full school uniform.**
The school reserves the right to exclude a pupil from the examination room until properly dressed. This includes the policy on no jewellery or make up.
- **It is the responsibility of each candidate to turn up on the correct day at the correct time for the correct examination!**
It may not be possible to phone the homes of missing candidates.
- **Candidates are not allowed to leave the examination room until the end of the examination.**
Do not make doctor/dentist/hospital appointments etc before the finishing time of your examination.
Afternoon examinations will often finish well after the school ends and buses have gone. It is your responsibility to arrange your own transport home.
- Please note that any form of **disruptive behaviour** will not be tolerated and the school reserves the right to **exclude** any candidate whose behaviour is considered unsatisfactory.

Talking or turning around could be considered as '**unfair practice**' as defined by the Exam Boards and could result in the **cancellation** of the candidate's examination paper.

CANDIDATES CAUGHT IN ANY UNFAIR PRACTICE MAY NOT BE AWARDED A CERTIFICATE IN ANY SUBJECT - EVEN FOR THOSE SUBJECTS WHICH HAVE ALREADY BEEN COMPLETED.

- **Candidates must sit at the desk allocated to them for that exam and not simply sit where they wish.**
Seating plans will be displayed inside or outside the venue.
It is extremely important that candidates sit in the correct place .
We are required by the Examination Boards to provide them with seating plans and it also ensures that candidates receive the correct examination paper.
- **Each candidate is responsible for bringing pens , pencils , rulers , protractors *English texts or calculators to the exam..***

The school will **not** guarantee to provide such equipment to candidates who turn up without them.

Also, the Examination Boards **do not allow borrowing** of such items during the exam so candidates must ensure they bring all required items .

[Remember that calculators are also required for Science exams as well as Maths!]

- **Candidates must not bring mobile phones , Ipods or MP3 players etc., pencil cases (unless of the clear type) , calculator CASES , personal tape/cd players or any **drinks, food or sweets** into the examination room.**

Please note that all the Examinations Boards have banned the presence of MOBILE PHONES, Ipods and MP3 players in the examination room EVEN IF SWITCHED OFF. Candidates caught in possession of the above will have their paper cancelled. The school will not provide storage for mobile phones during examinations , or accept any responsibility – candidates should make their own arrangements. Candidates should not bring such items to school.

- **Answers should be written in black ink only and **not** in any other colour or **pencil** unless specifically told to do so.**

Coloured inks should never be used as examiners use these to mark scripts.
[Do not even underline headings in red]

- **All Examination Boards have banned the use of any form of correcting fluid or tape . (e.g Tippex)**
Any mistakes should simply be crossed out.
- **All candidates will be issued with personal timetables**

These must be checked very carefully [See later]

All morning examinations will start at 9.00 a.m
Afternoon exams will start at 1.20 p.m

- **Candidates must be outside their examination venue at least 30 minutes before the scheduled start of their exam in the case of GCSE's, and 15 minutes in the case of A Level examinations. This allows time for all candidates to look for their seat number, proceed into the exam room in an orderly manner, and be seated at least 10 minutes before the start of their examination.**

The exam will be started on time We will **not** wait for candidates who are late.

CALCULATORS: The Examination Boards issue the following instructions about calculators -

Calculator cases ,instruction leaflets or instructions and formulae printed on the lid or cover must not be brought into the examination room.

Calculators having **data banks, dictionaries , language translations , ability to retrieve written material** (text) ,**QWERTY keyboards** , built – in **symbolic algebra manipulations** , symbolic **differentiation** or **integration** , or having a capability of **remote communication** with other machines are **NOT ALLOWED.**

Their use will be regarded as **malpractice.**

IMPORTANT POINTS TO NOTE

PERSONAL TIMETABLES

These must be checked very carefully for

- ***mistakes in the spelling of the candidates names and /or date of birth.***
This information will appear on the Examination Certificate(s) awarded by the Examination Boards and is difficult to get altered afterwards.
- ***clashes between subjects. i.e. having more than one exam at the same time!***
Any such clashes **must** be reported to the Examinations Officer **immediately** - do not wait until the day of the examinations to tell us!
We may have to ask the Exam Boards **in advance** before making any alternative arrangements to remedy such clashes.
- ***the LEVEL or TIER of the examination .***
It will not be possible to change the entry on the day of the examination. Any changes to the level or Tier of the examination **must** be agreed with the Head of Department before final entries are made in March.
- ***the day and time of the examination.***
The Examination Boards' rules will not allow candidates who turn up in the afternoon , for an examination which took place in the morning , to sit the exam..
Candidates who arrive late - after the examination has started - may ,or may not , be given extra time .However the Examination Boards do reserve the right to refuse to accept or mark answers written after the official finishing time of the paper.

INSTRUCTIONS FOR THE DAY

- Examinations will be held in the **Sports Hall (P24) , Jubilee Theatre (JB) A6 Library , and Sandwich room** as necessary.
Actual venues for specific examinations will be published at a later date and will be found on the Examinations notice board outside the canteen.
At certain times it may be necessary to use other venues from those mentioned above.

Check carefully, to make sure you are outside the correct venue

- Instructions concerning the venue , times , seating arrangements etc for any examination on a given day are generally displayed outside the *main examination room (Sports Hall/Jubilee Theatre)* and candidates **MUST** check for instructions well before the examination is due to start.

ILLNESS

- If a candidate is too ill to attend an examination please phone the school as soon as possible [Tel 774100] .Then obtain a **sickness certificate** for that day from your doctor and **send it into school** . We MAY then be able to ask the Examination Board for Special Consideration when the grades are awarded.
Please note that without a medical certificate we cannot do anything to assist candidates and you may well be charged the entry fee for the examination.

WHAT DO I DO IF THE FIRE ALARM RINGS DURING AN EXAMINATION

We do hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You may be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. If you leave the room you **MUST NOT TALK** to any other candidate in front or behind you.
4. When you return to your exam room, do not start writing until the invigilator tells you to do so.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

Mobile Phones in Public Examinations

MOBILE PHONES ARE BANNED FROM PUBLIC EXAMINATIONS

If you have a phone within your reach, **even if it switched off** you risk losing **all** the results for the exam you are in, and you could lose the results for **all** your other subjects as well



IF YOU HAVE A MOBILE PHONE WITH YOU - HAND IT IN
This regulation also applies to ipods, MP3 players, or any other device that communicates by radio, connects to the internet or records files and information

Notice to Candidates

Examinations held in the period 1 September 2009 to 31 August 2010

This notice has been written to help you. Read it carefully and do what you are asked. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations

MAKE SURE YOU KNOW THE RULES

- You must be on time for all examinations. If you are late, your work might not be accepted.
- You must not become involved in any unfair or dishonest practice in any part of the examination.
- If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.
- You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage such as **notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, electronic or radio communication devices, including mobile telephones, iPods and MP3 players**. Any pencil cases taken into the room must be see-through. 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 must not use correcting pens, fluid or tape, highlighters or pale-coloured gel pens in your answers.
- You must not talk to or otherwise communicate with or disturb other candidates once the examination has started.
- If you leave unsupervised before the end of the examination, you will not be allowed to return.
- You must not borrow anything from another candidate during the examination.

B. Information

MAKE SURE YOU ATTEND

- Know the dates and times of your examinations.
- Arrive at least thirty minutes before the start of each examination.
- If you arrive late for an examination, report to the invigilator running the examination.
- If you arrive more than one hour after the published start time for the examination, you will not normally be allowed to take it.

BRING WHAT YOU NEED

- Take into the examination room the pens, pencils, erasers and any instruments which you need for the examination.
- You must write in black ink only. Coloured pencils or inks may be used only 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

- You may use a calculator, unless you are told otherwise.
- If you use a calculator:
 - ✎ make sure it works properly, and that any batteries required are working;
 - ✎ clear anything stored in it;
 - ✎ remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - ✎ do not bring into the examination room any operating instructions or prepared programs;
- You must not use a dictionary or computer spell-checker unless you are told that you may do so.

D. Examination Instructions

- Listen to the invigilator and do what you are asked to do.
- Tell the invigilator at once:
 - ✎ if you think you have not been given the right question paper or all the materials listed on the front of the paper;
 - ✎ if the question paper is incomplete or badly printed.
- Read and carefully follow the instructions printed on the question paper and/or on the answer
- Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.
- Do your rough work only on the proper examination stationery. Cross it through and hand it in with your answers.

E. Advice and Assistance

- If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- Put up your hand during the examination if:
 - ✎ you have a problem and are in doubt about what you should do;
 - ✎ you feel ill;
 - ✎ you need more paper.
- You must not ask for, and will not be given, any explanation of the questions.

F. The end of the Examination

- If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together with a treasury tag before you leave.
- You must not leave the examination room until the invigilator tells you to do so.
- You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.

REMARKS and ACCESS to EXAMINATION SCRIPTS

ALL REQUESTS FOR REMARKS AND/OR PAPERS MUST BE MADE THROUGH THE SCHOOL

The dates and prices in the following information are based on last year and are, therefore, only approximate. Actual deadline dates can be obtained on results day.

G.C.S.E Level

- All requests for remarks should be made by about **19th September**
- Remark services available:-
 - Service 1 : Clerical check only.
 - Service 2 : Remark of all externally marked components. No report issued.

Costs vary according to Examination Board , but are around £14 for clerical checking and £41 for service 2. Components are charged at half the subject rate.

Access to Original Examination Scripts.

- You may request the return of your **ORIGINAL** scripts up to about **2nd October** . However, scripts will **not** be released by the Examination Boards until after **19th September** . Cost will be about £6 per paper.
- The scripts must not be removed from school until after **22nd November** as the Examination Board may request their return up to that date. **Original scripts should not be tampered with or altered in any way until after 22nd November** . Doing so incurs **severe** penalties if Examination Board should wish for them to be returned
- The school may request original scripts for its own educational use e.g for assisting future candidates.

Please note - It is **your responsibility** to inform the school , ***in writing*** , if you do not wish for your scripts to be requested.

If the school wishes to use your scripts for teaching purposes , then your permission will be asked for prior to its use.

G.C.E 'A' Level , AS Level

The dates and prices in the following information are based on last year and are, therefore, only approximate. Actual deadline dates can be obtained on results day.

Remarks of Examination Papers

- You may request **Photocopied** scripts **before 25th August** to help you decide whether to request a remark.
Photocopies will be received at school by **10th September**
Cost will be about **£8 per paper**.
- Remark services available:-

Service 1 : Clerical check only.

Service 2 : Remark of all externally marked components. No report issued.

Costs vary according to Examination Board but are between £5 and £15 for service 1 and between £21 and £ 46 for service 2. Modular components are charged at half the full rate.
- All requests for remarks must be received by about **20th September**.

Access to Original Examination Scripts.

- You may request the return of your **ORIGINAL** scripts up to about **2nd October** .
However, scripts will **not** be released by the Examination Boards until after **20th September**

Cost will be about £5.50 per paper but Examination Boards costs do differ.
- The scripts must not be removed from school until after **22nd November** as the Examination Board may request their return up to that date.
Original scripts should not be tampered with or altered in any way until after 22nd November .
Doing so incurs **severe** penalties if Examination Board should wish for them to be returned
- The school may request original scripts for its own educational use e.g for assisting future candidates.

Please note - It is your responsibility to inform the school , **in writing** , if you do not wish for your scripts to be requested.

If the school wishes to use your scripts for teaching purposes , then your permission will be asked for prior to its use.

IMPORTANT DATES

A Level / VCE Results Day	Thursday 20 th August
GCSE / GNVQ Results Day	Thursday 27 th August
Deadline for Photocopied scripts (A2 Examinations only)	Friday 24 th August
Deadline for return of original scripts	Friday 14 th September
Deadline for a Re - mark	Friday 14 th September
Deadline for declining a grade (AS/A2 only)	Thursday 20 th September
Date of First AS examination	Monday 11th May
Date of Last AS examination	Wednesday 3 rd June
Date of return to school for AS students	Monday 8 th June
Date of First A2 examination	Thursday 4 th June
Date of Last A2 examination	Friday 19 th June

COSTS : These may change by the time of the examinations but will give you an idea .

Missing a GCSE examination	£ 23.00
Missing an AS /A2 examination	£ 12.00 / £25.00 <i>depending on subject</i>
*Cost of Photocopied script (GCE only)	£ 8 - £12
*Cost of Original script	£ 5.50 <i>(depending on Board)</i>
**Cost of GCE re-mark	£ 31
**Cost of GCSE re-mark	£ 41

* If you request an **original** script , you **cannot** then request a re-mark .
If you request a **photocopied** script you may request a re-mark

** Please note that your marks/ grades can go down , up , or stay the same.

INTERNAL ASSESSMENTS IN EXTERNAL EXAMINATIONS

APPEALS PROCEDURE RELATING TO INTERNAL ASSESSMENT

PORTHCAWL COMPREHENSIVE SCHOOL is committed to ensuring that all staff involved in the assessment of candidates' work for external examinations will carry out this task fairly, consistently and in accordance with the specifications for the qualification concerned.

The assessments will be carried out by staff who have the required knowledge, understanding and skills relevant to the assessment. If the assessment needs to be divided among several members of staff, then internal moderation and standardisation will take place to ensure the consistency of the marking. Pupils' work must be authenticated according to the requirements of the Awarding Examination Board.

If a candidate feels these procedures have not been carried out with respect to his or her work they should first discuss the matter with the Subject Co-ordinator. If a satisfactory outcome cannot be obtained then the candidate may use the formal appeals procedure as outlined below.

WRITTEN APPEALS PROCEDURE

Appeals may be made to the school regarding the **procedure** used in internal assessment but **not** the actual marks or grades submitted by the school for moderation by the Examination Board.

A **written** appeal must come from the **parent/guardian** of the candidate. **The candidate may not appeal on his or her own.** This appeal must be received by the Examinations Officer as soon as the circumstances become known and before the start of the main written exams. The appeals procedure also applies to any internal assessments undertaken at any time during the course, eg. BTEC courses.

An **Assistant Headteacher, Examinations Officer** and another experienced member of the **teaching staff**, not involved in the assessment, will conduct the appeal and will decide whether the prescribed procedures used in the assessment conform to those laid down by the Examination Board.

The outcome of the appeal will be reported **in writing** to the parents/guardians of the candidate by the second week in June. Any changes made to the assessment of the work, any changes needed to improve the school's implementation of the procedures and any correspondence with the Examination Board will also be reported.

The parents/guardians and the candidate have the right to a **personal hearing** if they are not satisfied with the written response. The hearing will be conducted by a **senior member of staff** and a second **independent person** such as a governor. The date of the hearing and any relevant documents will be made available to the candidate in advance of the meeting. The hearing should take place before the end of June. If there are difficulties in meeting this deadline, the school will inform the Examination Board.

The written copy of any appeal will be stored at the school and will be available to the Examination Board on request.

A copy will be sent to the candidate/parent/guardian within 2 weeks of the hearing.

The school will inform the Examination Board of any outcome from an appeal which would alter either the conduct of the examination or the issue of the results.

Appeals against the marking of externally assessed examination components are dealt with after the publication of results according to procedures published by the Examination Boards.

Policy on External Assessments for External Qualifications
[Enquiries about Results - EARs]

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a. The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- b. A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.
 - c. If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.
- IV. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

--This policy will be kept under review and revised as necessary--