



Sixth Form Examination information and guidance Academic year 2018-19

INTRODUCTION

It is the aim of Christopher Whitehead Language College to make the examination experience as stress-free and successful as possible for all candidates. This booklet will provide important information regarding the examination regulations and the procedures to follow that you must be aware of. Please read it carefully.

The Joint Council for Qualifications (JCQ), on behalf of the awarding exam organisations, set down strict criteria which must be followed for the conduct of examinations and Christopher Whitehead Language College & Sixth Form (CWLC) is required to follow them precisely. You should also therefore, pay particular attention to the '**Information for Candidates**' documents, which are displayed outside the exam hall on the day and available on our website.

All rules apply for external examinations **as well as** internal examinations, as internal examinations are held to give you a chance of experiencing the 'real' thing and get used to the set-up and format.

We hope most of the questions you may have are answered in this booklet. Should you still feel something is unclear or you or your parents have queries, need help or advice at any time before, during or after the examinations please contact:

Mrs N Bourne, Examinations Officer (in the school Exams Office)

Ms Bytheway, Sixth Form Administrator (in the Sixth Form)

The school telephone number is: **01905 423906**

GOOD LUCK!

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BEFORE THE EXAMINATIONS

You must check your individual timetable and see the Examinations Officer if you are unsure or think there is a mistake or an unresolved problem.

Candidate name: You will be entered for your exams under the name format using **Legal** names; First name, one middle initial and surname. You must write your legal name on your examination papers.

Candidate number: You write your four-digit candidate number on all your examination papers. The numbers mainly follow the alphabetical order of your surname, unless you joined in the Sixth Form. Please note for Btec exams you have a different number.

If you have access arrangements in place, i.e. extra time or word processor the timings on your timetable will reflect potential extra time.

If you experience difficulties leading up to or during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible time. We can help or advise you of what you need to do and how we can support you.

A copy of the full timetable will be posted on our school website at the earliest opportunity.

ON EXAM DAYS

Attendance at exams is your responsibility. Make sure that you know exactly when your exams are - especially whether they are mornings or afternoons. You are responsible for arriving at school on the correct day and time. We recommend that you aim to arrive **20 minutes prior** to the start time of your exam, so you can be in the exam room/hall and settled in your seat **before** the exam is due to start!

If you cannot attend your scheduled exam **due to illness**, you **MUST** telephone the school immediately and get a message to the Examinations Officer or Ms Bytheway. You will have to **provide medical evidence (a doctor's note)** stating the reason for your absence.

If you have an **accident prior to the exam** which means you are **unable to write** it may be possible to provide you with a scribe to write your answers. Please give as much notice as possible. You will also have to **provide medical evidence (a doctor's note)**.

Any candidate who **arrives late** for an examination must speak to the Examinations Officer before entering the exam room. You may still be admitted.

- If you know you are going to be late, i.e. if you are stuck in traffic due to exceptional circumstances, you must contact the school to let us know as soon as possible.
- You will **not** be entitled to any extra time, should you arrive late for any of your examinations.
- If you **arrive more than 30 minutes** after the start of any exam, the examinations officer will have to contact the individual examination organisation, who will have to decide if your paper will be accepted.
- If you miss an exam you will **NOT** be able to take it another day.

CARS and PARKING

If you drive to college, it is your responsibility to park safely and sensibly. You will **NOT** be able to leave the exam room in order to move your car if you have double parked or blocked someone in, as **you will NOT be allowed back in the exam room.**

ROOM & SEATING

The exam room and your seat will be shown on your individual timetable. Most exams will take place in **St John's Sports Centre (SCH)**. You must walk across to the SCH by yourselves. If you have access arrangements in place, you may be seated in a different room or in the main hall. Other rooms used **S205 and S111**. Please check your timetable. Your timetable will also show the correct duration of your exam if you i.e. have extra time. Seating plans will be on display outside the room/hall on the day of the exam.

Before entering the exam room your phone **MUST** be turned **OFF!** Bag, coat, etc. will be stored away safely. Please find your seat as quickly as possible and remain silent. Do not start writing on any papers that may be on the desk before asked to do so. Please make sure you have read and understood the *Information to Candidates* regarding rules of items allowed in the exam room.

EQUIPMENT

Having the correct equipment is your responsibility. We do provide the following equipment:

2 black pens, 2 pencils, ruler, rubber
Compasses & Protractors (for mathematics only)
Coloured pencil crayons (for geography & DT only)

You will need to bring a calculator to the following exams:

Mathematics, sciences, psychology & business studies, etc
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- For mathematics and science exams, you should make sure your calculators conform to the examination regulations and that they are scientific calculators. Remove any covers or instructions and make sure batteries are new **and the memory is cleared**.
- Make sure you have all the correct equipment before the exam starts.
- Borrowing from other candidates is NOT allowed under any circumstances.
- If you bring your own pencil case, it must be clear / see through!

DURING THE EXAMS

Please check you have the correct (expected) question paper before you start – check the subject and paper number. If in doubt, please ask!

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. **Highlighter pens** must not be used in answer booklets but you are allowed to highlight parts of the printed questions if you wish to. You are not allowed to use: GEL PENS, CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS. This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.

INVIGILATORS

The school employs external invigilators to supervise examinations. You are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the exam rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, i.e. if you are feeling ill.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exams Officer or members of the Senior Management Team.

ELECTRONIC DEVICES

Mobile Phones, 'Smart'/internet watches, Electronic Organisers, Music Players, headphones and any type of electronic communication or storage devices **are not allowed in the examination room**. You are strongly advised not to bring any unnecessary items with you to exams. Mobile phones and all watches should be left in your bag or can be handed in to invigilators for safe keeping during the exam. Please make sure that any watch alarms are turned off. All watches must be removed and if not handed in, they must be put on the desk in front of you. The 'bag room' will be locked during the examination.

If a Mobile Phone, 'smart' watch or other electronic communication device is found in your possession during an examination, **EVEN IF IT IS TURNED OFF**, the device will be taken from you and a report made to the appropriate awarding body. **NO EXCEPTIONS WILL BE MADE.**

BEHAVIOUR & CONDUCT

- **Do not attempt to communicate with or distract other candidates.**
- **Only water in clear sports bottles (with sports cap/non-spill) is allowed.** Any other bottle will be removed from you.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. Remember we hold a seating plan and will be able to identify who sat at which desk!
- Do not draw graffiti or write offensive comments on examination papers – if you do this the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out at the beginning of an exam – there may be amendments to the exam paper that you need to know about.
- Read all instructions carefully and number your answers clearly.
- If you feel ill during the exam put your hand up and an invigilator will assist you. If you feel ill before starting the exam inform the exams officer or an invigilator and we may be able to seat you away from other candidates.
- You may use the toilet during an exam if it is absolutely necessary! Put up your hand and an invigilator will escort you. You will not be allowed extra time.

CHEATING

If you are caught cheating (committing malpractice) in any way in an exam, you **WILL** be reported to the examination organisations. 'Cheating' means doing anything against the rules stated on the *Information to Candidates* and includes:

- Being in possession of a mobile phone
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates

<p>PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAMINATIONS FOR UP TO FIVE YEARS.</p>
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FIRE ALARM

If the **fire alarm** sounds during an exam the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence**. You will be escorted to a designated assembly point – away from other students. **You must stay with the invigilator!**

- Leave everything on your desk.
- You must not attempt to communicate with anyone else during the evacuation.

- When you return to the exam room do not start writing until the invigilator tells you to.
- You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

THE END OF THE EXAM

There will often be more than one exam in the same room. This means that exams will finish at different times and candidates will be leaving at different times! Please show **respect** for those still working when you leave the room/hall!

You will not be allowed to leave an examination room early! If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. You must remain silent.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book, or loose sheets of paper, remember to number them and put your name and candidate number on each page.

Invigilators will collect your examination papers before you leave the room. **Absolute silence** must be maintained during this time. Remember you are still under examination conditions until you have left the room. Question papers, answer booklets or additional paper must NOT be taken from the exam room.

Clash of exams in one session: If you have more than one exam in one session it is called a 'clash'. The examinations officer will solve the clash with your agreement. You must be in isolation between the two exams and will not have access to phone, notes or allowed to talk to other candidates. You will be given a short break and can have access to food, drinks or snack. An invigilator will look after you.

ABSENCE & SPECIAL CIRCUMSTANCES

You and your parents are reminded that the school will require payment of entry fees (usually £50.00-£90.00 per subject) should you fail to attend an examination without good reason and without informing the school.

If you miss part of an examination through illness or personal misfortune, a minimum of **25%** of the full award (including coursework) must be completed for special consideration to be considered as an option to complete an award. Medical or other appropriate evidence must be provided by you or your parents and given to the Examinations Officer without delay. You are reminded that it is **not** CWLC

that make a decision on a special consideration case. It is the examination organisation that will make this decision.

Special Consideration is an adjustment to the marks or grades of an individual unit. The allowance for special consideration is from 0-5%. You and your parents should be aware that **any adjustment is likely to be small and no feedback is ever provided from the awarding bodies**. You will only be eligible for special consideration if you have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond your control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately and the necessary paperwork completed.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

EXAM RESULTS

Results from the summer exams are published nationally in August.

- **A-level (AS&A2) results can be collected on Thursday 15th August** between 9-12am from the Sixth Form Centre.
- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school **before the end of the summer term**. The '3rd party collection form' is available from the Exams Office.
- No results will be given out by telephone.
- Results not collected on results day can be collected when school re-opens in September!

If you have applied to a university through UCAS, make sure you look at the UCAS website beforehand so that you know exactly what to expect.

In the week before Results Day, double check that your contact details are up to date. (You can change them via Track if you need to.)

- On the day, have your Track sign in details handy. You can check Track from 8am on Results Day, and should be able to see whether you have been accepted onto your Firm or Insurance choice course. You will not be able to see your actual grades and results, however, so you will still need to come into Sixth Form to collect those.
- If you can see that you have secured your place, then it's just a case of going to Sixth Form to collect the details of your results.
- If, however, Track is still saying that your offer firm choice is conditional, and is not confirming a place, then it may mean that you will have to contact the university directly once you get your results.

- If you have missed your grade by just a few UMS marks, it may be that the university will still accept you, but you will need to contact the Admissions Department straight away to politely and calmly put forward your case.
- It is a good idea to make the phone calls whilst still in the Sixth Form building, as your teacher can verify your position if necessary.

Some practicalities

- Make sure that your phone is charged and ready to use if necessary.
- You should also have your UCAS details accessible with the exact wording and grades for your firm choice and your insurance offer.
- **You will also need contact details for your firm and insurance universities i.e. telephone numbers and email addresses for the main admissions office. This will allow you to get straight on the phone to the appropriate people.**
- From the above advice, you can see why it's a good idea to make sure you're available on results day. Remember, UCAS advisors and/or University Admissions Tutors cannot speak to anyone else about your application unless you have already nominated someone on your UCAS application form to speak on your behalf.

Other options:

Changed Course Offer

- You might be offered an alternative by the university/college – a 'changed course offer' (which you'll need to accept or decline). This is usually (but not always) because you have not met the conditions for your chosen course but the university want to give you a chance on another related course.

Clearing

- You might not get a place, but you can search through the UCAS Clearing service to see what courses still have vacancies.

Adjustment

- If you have exceeded your predicted grades, you will have an Adjustment option appear on Track. If you are offered a place by your firm choice/ have exceeded the entry requirements for your choices, you will be able to use Adjustment to search for courses with higher entry requirements. There is no guarantee of places being available, as the places will be highly competitive. You will not lose the course that you have been offered, until you decide to decline it.

Please see the UCAS website for full details of the above.

If no decisions are showing, **give your universities or colleges a call immediately to find out more.**

The Sixth Form team will be available on Results Day to help you with any aspect of the above. The UCAS website is also very detailed and full of excellent, clear advice to guide you through the process. Do familiarise yourself with all the options before the day.

POST RESULTS SERVICES (PRS)

Ofqual has tightened the rules on enquiries about results in the last few years. An enquiry will only result in a change to marks/grades if there is a clear error in applying the mark scheme! Different interpretations will not result in a change in marks and hence grades.

If it becomes clear that your results are on a grade boundary and if your results impact on your university place you may want to explore the option of an enquiry of result. If so you will need to choose a **priority review service**. **Deadline** for this is **22nd August**.

All PRS services have a fee attached to them depending on the option chosen. Average cost is £40-£70. Please see Ms Bytheway or Mrs Bourne. For all other PRS services the deadline is **20th September**.

There are **3 possible outcomes** of a re-view of marking:

- Your original mark will be confirmed as correct and there will be no change to your grade.
- Your original mark may be raised and this may or may not result in a change of grade.
- Your original mark may be lowered and this may or may not result in a change of grade.

You must fill out and sign the 'PRS request and consent form'. This is to ensure that you have understood what the outcomes could be and that you are happy to proceed.

CERTIFICATES

Certificates arrive at CWLC in the beginning of November. Normally there will be a small gathering around Christmas to hand out your certificates, but you will get more information on that at a later date.

We will only keep your certificates for up to two years. If you have not collected your certificates within this time, they will be destroyed. We **strongly** urge you to collect your certificates as soon as possible and keep them safe for future use. Certificates are costly to replace (about £45 per certificate).