



WOLLASTON SCHOOL

EXAMINATIONS

GUIDANCE FOR STUDENTS AND PARENTS

Centre Number: 27172

Centre Name: Wollaston School

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Introduction

This booklet is intended to inform you about

1. exam procedures,
2. outline the rules and regulations and
3. answer some of the most frequently asked questions.

A copy of the **Appeals Policy** is appended.

Who is responsible for the examinations?

Exam Boards set down strict criteria which must be followed for the conduct of exams. The Exam Officer and invigilators are responsible for ensuring that the school adheres to these rules and regulations.

Who is entered for exams?

It is School policy to enter **every student** who is being taught a subject, for the most appropriate level of exam. Only by exception, and after consultation with parents and the Deputy Head, will students not be entered.

Who pays for the exams?

The school pays for the registration and initial entry for any exam. Candidates may be asked to pay for subsequent entries for the same exam (re-sits) depending on the reason for it being re-sat. Candidates who miss exams for unacceptable reasons (see below) will be expected to reimburse the school.

Can students take holidays during term time?

Dates for exams are rigidly fixed by the Exam Boards and are subject to change until close to the time that students start study leave. Parents are reminded that they require the permission of the school to take students out of school and **no time out will be authorised during the exam season, May and June.**

Coursework deadlines Controlled Assessments

The school will set deadlines for this work to be completed; if students do not submit coursework or Controlled Assessments by the deadlines set they will not be allocated a mark for this portion and the overall grade will suffer. **Dates of Controlled Assessments may not be included in the Exam Timetable. Refer to the subject teacher**

Appeals – Coursework/controlled assessments

Enclosed is a copy of the schools 'Internal Appeals Policy and Procedure' for your information.

Study leave

Study leave begins in May for Year 11 and 13 students on dates notified by the school. After those dates students are only required to be in school when they actually have exams.

Exam Entries – Provisional Timetable

All students will be able to view via the school website and 'Insight' a **draft timetable** from the end of February before their first exam date. This will NOT have the finalised start times or location of exams on it, but WILL give the date and session (AM or PM). This must be checked by students and parents, to confirm:

- that all entries have been made and are correct;
- that parents will undertake to pay the entry fees should their son/daughter fail to take the exam **without good reason (see below)**.

Exam Venues, Dates and Times – Final Timetable

All students will be able to view an Individual exam timetable via Insight on the Website from Easter before their first scheduled exam. This is **VERY IMPORTANT**. It will tell students the

- date, time and length of each exam as well as telling them
- venue
- seat in that room they have been allocated.

However, as last minute changes sometimes happen it is important that **students check** the venue and seat number **the day before**. Students should check their timetable on Insight for any updates.

Candidates are required to be at the correct venue **10 minutes before** the published start time to ensure that all candidates are seated promptly. This is very important to ensure a prompt start so that the finish time is adhered to, allowing a reasonable break before afternoon exams begin or, in the afternoon, to ensure that students can catch buses home.

The main period for exams is from the start of May until the end of June, but some **oral and practical exams will take place earlier** and are **not always indicated on the provisional timetable. Check with subject teachers.**

The length of exam papers varies and they may not finish until after school. Students and parents should be aware of this and make appropriate arrangements for getting home.

Some students may also receive an allowance of extra time for the exam and so their finishing times may be even later. Students entitled to this extra time will be aware as applications for this are made to the Exam Boards in advance of the exam season in conjunction with the Head of Special Needs.

Exam clashes

If a candidate is timetabled to sit two or more exams at the same time this is known as a clash. If you notice a clash on your individual timetable you should notify the Exam Office immediately.

Access Arrangements

Students who qualify for Special Arrangements for exams must ensure that the special needs department is aware of this and ensure that all the necessary documentary evidence is submitted and up to date.

Exam invigilation

Adult external invigilators will supervise students under the direct management of the Exams Office. Once candidates enter the venue they must follow the instruction of the invigilators at all times; failure to do so may mean the student is removed from the venue, prevented from sitting the exam or disqualified.

Invigilators are trained and experienced in exam procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Exams Office by radio at any time during an exam.

What happens if there is an emergency during an exam?

Listen to and follow the instructions from the invigilator. If an exam is disrupted and stopped for any reason (evacuation, candidate being sick etc.) you will be told to stop writing and the time will be noted. Once the exam restarts the missed time will be added to the end. The exam board will also be asked to give **all affected candidates special consideration**.

Arriving late for exams

If you realise you will be late for an exam, you should telephone the school immediately and get a message to the Exams Office. It may still be possible for the candidate to be admitted if there is a genuine reason for the lateness. However, exam regulations on this matter are strict. **Any candidate arriving**

more than one hour after the start of the exam will not be admitted. If the exam has finished, late candidates will not be allowed to sit the paper under any circumstances.

Missing an exam

A student who does not turn up for an exam without presenting a doctor's note, or giving evidence of another satisfactory reason for a request for special consideration will receive a grade based only on those elements of the exam which have been marked.

Parents should be aware that if a student does not sit an exam for which they have been entered without having very good reason (see below) for being absent, **they will be invoiced for the entrance fee for that exam.**

Materials and Equipment

Candidates should bring all their own equipment to exams, including

- **black biros**, (blue biros and any kind of gel pens are not permitted), coloured pencils, erasers etc in a
- **transparent pencil case or bag**. Non-transparent pencil cases or bags will not be permitted in the exam room. All calculators should be named, as these have to be collected in for some mathematics papers which are non-calculator.
- **Clear plastic bottle** with a drink of water or dilute squash is allowed into the exam venue.

Candidates are responsible for ensuring that they bring everything they need to the exam.

What is NOT allowed into the Exam venue

Mobile phones and MP3 players must be turned off and left outside the exam venue. If you wish to leave any such device with the invigilators they will give you a numbered card which you must produce at the end of the exam for the item to be returned. The school cannot be responsible for the security of them while the examination is in progress.

It is a very serious offence to be found with a mobile phone or MP3 player on your person during an exam. It is considered as cheating.

- If it is **turned off** you could be **disqualified** from that paper.
- If it is found **turned on** then you **will be disqualified** from **all exams** done in that series.

Our advice is that it should not be brought into school.

- **Tippex and correction pens** are not allowed – candidates should cross through any work they do not wish to be marked.
- **Lucky mascots, food and chewing gum** are not permitted in the exam venue.

Malpractice/ Cheating

Malpractice is the term that Exam Boards use for Cheating. The Exams Officer will report all infringements to the Exam Boards who will decide on what action to take. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks and/or **disqualification from ALL papers (even those already done)** as a minimum penalty (see above).

The Exam Boards take the integrity of exams very seriously and it is important that candidates heed the Exam Officers instructions carefully.

Behaviour and Dress Code during exams

The Exam Boards issue a 'Notice to Candidates' and a 'Warning to Candidates', copies of which are available on the website. These guidelines need to be read carefully and observed.

Bad or disruptive behaviour will not be tolerated.

The Head Teacher and Exams Officer have the power to remove disruptive candidates.

Candidates who try to communicate with other candidates inside the venue or who create a disturbance in the exam room will be asked to leave and the circumstances will be reported to the Exam Board. **This may result in the candidate not receiving a grade for the whole exam.**

Exams are a school activity and students below the 6th Form must wear normal uniform. Students not dressed properly or modestly will not be permitted to sit exams and will be charged for the entry. Items of jewellery such as bracelets should not be worn as they may make a noise on the desk and would be deemed as a disruption to other candidates.

Illness during exams and 'Special Consideration'

On the first day of illness or other difficulty please notify the Exams Officer who will be able to give clear guidance on the best course of action.

If a student is ill in the weeks leading up to the exam season, thus affecting revision time, it is essential that you let the school know by letter detailing the nature of the illness. If hospital admission is required then letters from the hospital are desirable. With this information the Exams Officer may be able to ask the Exam Boards to consider your exam papers in the light of this.

If a student is unable to attend an exam due to ill health or extreme circumstances (eg bereavement, family circumstances) the Exams Officer must be notified on the day of the exam and medical certification or other proof is required within 72 hours if an application is to be made to the Exam Boards.

Unacceptable reasons for absence include (but are not confined to) overslept, forgot, missed the bus, mis-read my timetable, didn't realise I had an exam, treatable illness such as headache, period pains, hay fever, cough, colds, tummy ache, slight temperature, hangover, etc.

Parents and students should be aware that **any adjustment in marks will be small** and exam boards will only give a **maximum of 5% extra marks** in the most extreme circumstances; special consideration is not an 'easy option' to gain better grades!

Results

Results will be available from school on results day (check website for date) from 9.00AM and also to view on Insight for those students unable to get to school

No results will be posted.

Unexpected results and Enquiries About Results/Access to Scripts

If students or parents are concerned about a particular result an enquiry can be requested. **If a University place** is at stake a **priority review of marking** can be requested but this **can be very expensive and the cost will not be borne by the school**. For other results it is advisable to obtain a copy of the script and mark scheme before proceeding to an enquiry. This is less expensive. The Exams Officer is available to students and parents on the day results are published and can advise on costs. The process should be started as soon as possible, after consultation with the subject teacher as there are **very tight deadlines**.

Re-sits

It is not possible to re-sit an exam more than once.

Requests from students in the 6th form to re-sit must be made on the correct form, available from the Exam Office and must be authorised by subject teachers. **The cost of all re-sits** (except in exceptional circumstances, and in agreement with the Exams Office) **is to be borne by the student** and are payable when the form is submitted. Non-payment of the fees may result in a student being prevented from sitting an exam.

It is not possible for a student to return just to re-sit an exam once they have left school.

Certificates

Certificates are sent to the school during the term following exams and may be handed out at Certificate evenings or are available for collection from the School Reception. **Certificates must be signed for.**

School is not obliged to store certificates beyond a year. Please ensure they are collected from school promptly.

Appendix

1. School Policy on internal Assessments for External Qualification
2. JCQ Information for Candidates – Coursework Assessments
3. JCQ Information for Candidates - Controlled Assessments
4. JCQ Information for Candidates – Written examinations



POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

In accordance with the Code of Practice for the conduct of external qualifications by QCA, Wollaston School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of the internal assessment is secured through internal standardisation as necessary.
- Staff responsible for internal standardisation attend any compulsory training sessions.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used.
- The parent or guardian must make the appeal in writing to the School's Examinations Officer:

Appeals should normally be made by 30th April for examination in the summer series. This deadline may be extended in exceptional circumstances in situation where the coursework marking and moderation schedule extends beyond this time;

- The enquiry into the internal process will normally be led by the Examinations Officer and the Head of Upper School (for GCSE's) or Head of Sixth Form (for GCE, GNVQ) provided that they have not played any part in the original internal assessment process
- The teacher making the assessment will be able to respond to the appeal in writing and a copy will be sent to the appellant
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The appellant will be informed in writing of the outcome of the appeal, including:

- Relevant communications with the Awarding Body
- Any steps taken to further protect the interests of the candidates

If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Head Teacher and a member of the Governing body

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and final judgement on marks awarded is that of the awarding body. Appeals against matters outside the Schools control will not be considered in the School's Appeals Procedure.

Enquiries about Results:

In cases of EARs where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out.

Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.