

**Shenley Brook End School**

**Examination information for  
GCE candidates**

**Academic Year 2013/14**

Further information is available on either Moodle or the school's website, [www.sbeschool.org.uk](http://www.sbeschool.org.uk), in the School Information / Exams section

**PLEASE ...** read this information carefully and then keep it safely so that you can refer to it during examinations. The forthcoming examination periods are important to you. If you have any questions that are not answered here, please speak to Mrs Bayliss, in the Examinations Office, or your form tutor **now** – do not leave it until the last moment!

## **CODE OF CONDUCT**

- It is **your** responsibility to get to your examinations on the correct day and at the correct time; a timetable will be issued to you ahead of the relevant examination series. If you miss an examination, you will not be awarded a mark for the paper.
- ***Please use your rooming/seating timetable (landscape view) to ensure that you are in school and on time for all your examinations.***
- Check your timetable carefully and place it where you can see it so that you can be aware of the date and time of each examination. Read through the Joint Council for Qualifications documents issued to you so that you are aware of the regulations.
- **Most** examinations will take place in the sports hall; your rooming/seating timetable will show the venue. In the November series, enter the sports hall via the entry doors leading into the hall from the street; in the Summer series, please wait outside by the entry doors closest to the sports hall. Prior to each examination, you will be able to look at the seating plan outside the examination room to check where you are sitting for that session.
- You must be outside the venue for your examination by 8.40am for morning examinations and by 1.10pm for afternoon examinations.
- Be sure that you get to the examination venue in time each day with appropriate stationery, e.g. pen/biro with black ink, pencil, ruler, eraser, calculator (**without** lid), etc in a **clear** pencil case or plastic bag.
- Students must wear the normal Sixth Form dress code (smart office wear) to all exams; entry may be refused if attire is not appropriate.
- Sixth Form candidates should store their bag in their locker. However, you must not have mobile phones, iPods, MP3/4 players, a wrist watch which has a data storage device or any other product with text/digital facilities on your person in the examination room; **mobile phones must not be stored in bags at the back of the examination room even if the mobile phone is switched off and/or the battery has been removed.** Ideally, you will leave your mobile phone at home on examination days, however, if you must bring your phone with you please leave this in your locker, or with a brother/sister, or make some other arrangement for storage of your phone during the examination. If you cannot do this you **must** hand in your phone to an invigilator before the examination starts. Your mobile will be removed from the examination venue and may be reclaimed at the end of the examination. If you have a mobile phone in the room which sounds during an examination, this will be reported to the awarding body and you will be subject to awarding body sanctions and penalties.

- You must not have any unauthorised items with you as you enter the examination room. Make sure your pockets are empty of any paperwork, money, keys or any other items.
- Check that you have no writing/drawing on your hands.
- You must not leave the venue unaccompanied during the exam; if you need to leave the venue for any reason, put your hand up and tell the invigilator why you need to go out and assistance will be sought from the Examinations Office for someone to accompany you during your absence from the room. If you do leave the room unaccompanied, it is likely that the awarding body will not accept your paper.
- You may bring a drink of **water** into the hall in a clear bottle with the label removed. Do not bring any food or soft drinks into the examination hall (unless required for medical reasons).

**COURSEWORK/CONTROLLED ASSESSMENT** work which is internally assessed and moderated externally cannot be remarked. If a candidate feels that there has been a problem in the organisation of assessing the coursework/controlled assessment, an appeal can be made to the school. For further details, please contact Mrs Bayliss in the Examinations Office.

### **IF YOU ARE ILL or IF YOU ARE LATE**

On the day of an examination, if you are unwell, please ring the school (01908 520264) and ask to speak to Mrs Bayliss or Mrs Horton in the Sixth Form Office so that the school knows you will not be attending (leave a message if you are put through to voicemail). You will need to provide supporting documentation regarding your non-attendance at an examination and we will speak to you about this at the time that you notify us of any absence.

If you are not in school for the start of an examination, we will try to contact you to remind you where you should be. Please make your way to school as quickly as possible after receiving such a telephone call. Sometimes, we cannot get hold of either candidates or their parents/guardians but if it is possible to leave a message on a landline or mobile phone, we will do so. If you realise you are late and we have not contacted you, come to school as soon as you can, report to reception and ask them to contact Mrs Bayliss.

**THE GCE RESULTS DATE** for the 2013/14 academic year is 14 August 2014. Results may be collected from the school between 9.15am and 10.15am by Y13 candidates and between 9.45am and 10.15am by other candidates; results envelopes not collected by Y12/13 on that day will be posted to the home address. A third party person may collect your results information but you must provide Mrs Bayliss with a letter authorising this (ideally **prior** to results day). You may make a written request to the Exams Office to email a scanned copy of your results sheet to you if you are away on holiday during the summer break. You should be aware, however that this task may not be carried out until around  
***(please turn over the page!)***

12.30pm on results day. (GCSE results for November resits will available via tutor trays on 9 January 2014 and for Summer exams, may be collected from school on 21 August 2014 between 9.45am and 10.15am.)

### **ENQUIRIES ABOUT RESULTS / ACCESS TO SCRIPTS**

If, when you receive your results, you believe that there has been a mistake then you can make an Enquiry about Results (EAR) request. The examination board will carry out the service requested for an administration charge and if an error is found, the mark/s will be changed which may affect the final grade for the subject. There is a priority remark service for those whose place in further education may depend on a remark but this service is only available in the week immediately following the results day so you must speak to Mrs Bayliss urgently if you wish to pursue this. The charge for this process varies depending on the examination board and level. If a change occurs which results in a **grade** change, the fee is refunded. Please note that marks can go down as well as up as part of the remarking process.

You can request a photocopy script for a GCE module to assist in making a decision about whether a remark is required. This service is only available in the week immediately following the results day so you must speak to Mrs Bayliss urgently if you wish to pursue this. Original scripts may also be requested via the Access to Scripts service (ATS) if you wish to look at your script for study purposes, although once you have done this, you cannot then request an EAR.

Your results envelope will contain an information sheet about EAR and ATS requests. Costs for EAR or ATS requests are payable by you and must be paid prior to any request being made to the relevant examination board. Please see Mrs Bayliss in the Examinations Office promptly after you have received your results if you wish to request either an EAR or ATS service.

**YEAR 13 STUDENTS moving on to higher education ...** a senior member of staff will be in school on the summer results day to assist if you require help regarding your place in higher education. **YEAR 12 STUDENTS** return to Sixth Form on early June to start their new programme of study. Year 12 students should be aware that moving on to Year 13 is not automatic and a Year 13 enrolment form will need to be completed; members of staff will be available to discuss concerns on the summer results day.

**CERTIFICATES will be available in November 2014. Leavers will be notified by post once certificates are ready for collection.**

**Any questions, see Mrs Bayliss in the Examinations Office. *GOOD LUCK!***