

# **Shenley Brook End School**

## **Examination information for GCSE 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 full school uniform to all examinations. After the half term break in the summer term, students may wear either the standard school uniform or the summer uniform. The rules for the wearing of jewellery should be maintained. Any candidate who is not correctly dressed may be refused entry to the examination hall.
- 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** which is internally assessed and then moderated externally cannot be remarked. However, if a candidate feels that there has been a problem in the organisation of assessing the 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 (leave a message if you are put through to voicemail) so that the school knows you will not be attending. 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 your 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.

**Y11 STUDENTS are advised that there will be a resources return session** prior to the finish of the summer exam period. Y11 students will be provided with a sheet prior to the start of the examination period advising full details of the return and detailing resources due. All Year 11 students must attend the resource return session to return resources and complete a Leavers' Form.

**RESULTS DATES** for the 2013/14 academic year for GCSE exams are: 9 January 2014 (November exams); (6 March 2014 (January exams) – limited entries); 21 August 2014 (summer exams). November and January results will be distributed via tutor trays. Summer results may be collected from the school between 9.15am and 10.15am for Y11 candidates and between 9.45am and

10.15am for candidates from any other year group. (Results envelopes for Y11 candidates not collected on results day will be posted to the home address; results envelopes for candidates from all other year groups will be available via the tutor tray on return to school in September.) 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 12.30pm on results day.

### **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 remark the paper/s 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. 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 your original script through the Access to Scripts service (ATS) if you wish to look at this 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 without delay after you have received your results if you wish to request either an EAR or ATS service.

### **SIXTH FORM INFORMATION**

Y11 students continuing into Sixth Form at Shenley Brook End School should be aware that a bridging week will be held during the week 30 June-4 July 2014; specific details to be confirmed by the Sixth Form Office. A Sixth Form results information and enrolment day will be held on 21 August 2014 and members of staff will be available to discuss candidate concerns arising from their GCSE results. Final confirmation of acceptance, by completing a Sixth Form enrolment form will be required.

### **CERTIFICATES**

Certificates for any examinations taken during the 2013/14 academic year will be available in November 2014. If you have continued on to SBE Sixth Form, you will be advised that these may be collected. Leavers will be advised, by post, that certificates are ready for collection.

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