

Shenley Brook End School



Examination information for candidates Academic year 2018/19

PLEASE ... read this information carefully and then keep it safely so that you can refer to it during the examination period. If you have any questions that are not answered here, please speak to Mrs Bayliss, the Examinations Officer, 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 seating timetable will be issued to you ahead of the relevant examination series. Check the entries and speak to Mrs Bayliss if you feel there are any problems.
- The Contingency Day is set down for 26 June 2019 and you should ensure that you are available on all dates up to and including the Contingency Day in case any exams need to be rescheduled by any awarding body.
- Please use your rooming/seating timetable (landscape view) to ensure that you are in school and on time for all your examinations. If you miss an examination, you will not usually be awarded a mark for the paper.
- Check your timetable carefully and place it where you can check it regularly so that you are aware of the date and time of each examination. Read through the Joint Council for Qualifications documents already issued to you so that you are aware of the regulations.
- **Most** examinations will take place in the Sports Hall/Sports Hall 2; your rooming/seating timetable will show the venue and seating arrangement for all examinations. In the Summer series, please wait outside by the entry doors closest to the Sports Hall if your examination is in the main Sports Hall or Sports Hall 2; if elsewhere, wait outside the venue. Prior to each examination, you will be able to look at a list 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 IN YEARS 7-11** 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 room.
- **STUDENTS IN YEARS 12 and 13** must meet the normal Sixth Form dress code (smart office wear); entry may be refused if attire is not appropriate. Sixth Form candidates should store their bags in their lockers.

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- You must not have any unauthorised items in your pockets during an exam; this includes notes; potential technological/web enabled sources of information such as an iPod, a mobile phone, an MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. **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, smartwatches or any other form of potential technological/ web enabled sources of information must be handed in.** Ideally, you will leave any prohibited items at home, however, if you must bring such items into school on an examination day, leave them in your locker, with a sibling, make some other arrangement for storage of your phone or similar prohibited item during the examination. If you cannot do this, you must hand in prohibited items to an invigilator before the examination starts. Prohibited items that have been handed in will be removed from the examination venue and may be reclaimed at the end of the examination. If you retain a mobile phone (or other item of potential technological/web enabled source of information) about your person during an examination and we become aware of this, the matter will be reported to the awarding body and you may be subject to awarding body sanctions and penalties.
- Check before every examination that your pockets are empty of prohibited items. Watches must be placed on your desk; mobile phones, smartwatches, etc., must be handed in.
- Make sure that you have no writing/drawing on your hands **before or during** an examination.
- You must not leave the venue unaccompanied during the examination; 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 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 room (unless required for medical reasons).

COURSEWORK/NON-EXAMINATION ASSESSMENTS which are internally assessed (and subsequently externally moderated) cannot be remarked. If, however, a candidate feels that there has been a problem in the organisation of assessing any such work, a review of marking request may be made. For further details, please speak to Mrs Bayliss in the Examinations Office. In relation to a review of marking request in relation to such work, you must adhere strictly to the deadline information already issued to you.

IF YOU ARE ILL or IF YOU ARE LATE

On the day of an examination, if you are unwell, ring the school (01908 520264) and ask to speak to Mrs Bayliss (or for sixth form students, speak to Mrs Pryde/Miss Harley in the Sixth Form Office) so that the school knows you will

be absent; leave a message if you are put through to voicemail. Supporting documentation regarding your non-attendance at an examination will be required if special consideration for you as an absent candidate is to be requested.

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.

YEAR 11 STUDENTS are advised that there will be a resource return session prior to the finish of the academic year; further details about this event will be provided.

THE GCE RESULTS DATE for the 2018/19 academic year is 15 August 2019. Results may be collected from the school between 8.45am and 10.00am by Year 13 candidates and between 9.15am and 10.00am by other candidates. GCE results envelopes not collected by Year 12/13 on that day will be posted to the home address. Someone else may collect your results envelope or you may request an email to be sent with a scanned copy of your results; **prior** to results day, collect the appropriate form from the Exams Office to authorise either of these services. Please be aware that the sending of an email with a scanned copy of your results may not be carried out until around 12.30pm on results day.

THE GCSE RESULTS DATE for the 2018/19 academic year is 22 August 2019. Results may be collected from the school between 9.00am and 10.00am for Year 11 candidates and between 9.30am and 10.00am for candidates from any other year group. GCSE results envelopes for Year 11/12/13 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. Someone else may collect your results envelope (all year groups) or you may request an email to be sent with a scanned copy of your results (Year 11 only); collect the appropriate form from the Exams Office to authorise either of these services (ideally **prior** to results day). Please be aware that the sending of an email with a scanned copy of your results may not be carried out until around 12.30pm on results day.

POST RESULTS SERVICES (PRS) / ACCESS TO SCRIPTS (ATS)

Once you receive your results, if you believe that there has been a mistake (in terms of the mark awarded), you may make a Post Results Service (PRS) request. The awarding body will carry out the service requested for an administration charge and if an error is found, mark/s may be changed and this may affect the final grade for the subject. There is a priority review of marking service for A Level candidates whose place in higher education may depend on the outcome of such a review but this service is only available in the week

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immediately following the results day so you must speak to Mrs Bayliss urgently if you wish to pursue this. The charges for PRS requests vary depending on the examination board and level. If a PRS request results in a grade change, the fee is refunded. Remember, marks can go down as well as up as part of the review of marking process.

You may request a photocopy script to assist in making a decision about whether a review of marking is required. This service is offered by all awarding bodies at GCE; at GCSE, Pearson Edexcel and OCR are currently the only awarding bodies to offer photocopies. Requests for photocopy scripts are only accepted in the week following the relevant 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; once you have done this, you cannot then request any other PRS offered.

Costs for PRS 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 in early June to start their new programme of study. Year 12 students should be aware that moving into 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.

YEAR 11 STUDENTS continuing into Sixth Form at Shenley Brook End School are reminded that sixth form taster days will be held after the external examination period has finished; specific details will be confirmed by the Sixth Form Office. Sixth Form enrolment days will be held following the issue of GCSE results and members of staff will be available to discuss candidate concerns arising from their results. Final confirmation of acceptance, by completing a Sixth Form enrolment form, will be required.

CERTIFICATES

Certificates for any examinations taken during the 2018/19 academic year will be available in late November/early December 2019. Students remaining at Shenley Brook End School will usually receive their certificates during form time. Leavers will be notified by post once certificates are ready for collection.

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