



**KING JAMES'S SCHOOL,
KNARESBOROUGH**

External Examinations

**Information for
Students &
Parents**

INTRODUCTION

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The centre will make every effort to ensure that students receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This information is intended to help clarify examination procedures and to answer some of the most frequently asked questions in order to help, guide and support students and parents through the examination process.

It also contains the formal notices that are required by regulation to be given to each candidate.

An edited copy of this information in booklet form is distributed to students in Year 11 and again in Year 12

If you have any other questions please contact the Exams Office.

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A BRIEF GUIDE TO EXAMINATION COURSES

Y9 First Certificate in ICT is a National Vocational Qualification. Assignments are completed and marked by teachers in Y9 and are moderated by a visiting external examiner during Y10. There are no timetabled external exams.

Y10 & 11 BTEC First Certificate: Travel & Tourism & Performing Arts and Art & Design are vocational courses, which are assessed through coursework assignments. There are no timetabled assessments.

Y10 & 11 GCSE Courses: are usually started in Y10 and completed in Y11. Some subjects are available to other students if they are involved in a twilight course (Expressive Arts & Astronomy). These are normally completed in a single year.

GCSE Science: All Y11 students will be entered for either two or three separate science subjects each worth the equivalent of a single GCSE. The options are:

Modern Science and Additional Science

Modern Science and Additional Applied Science

Biology, Chemistry and Physics

Triple Science: is made up of individual GCSE awards in Biology, Chemistry and Physics

Short Course GCSEs: Citizenship, is worth half of the value of an ordinary GCSE. Some Y10 students have the opportunity to do a short course in PE which is completed in one year.

Linear Awards: (most subjects) all assessment is made at the end of the course.

Modular GCSEs: offer the opportunity for units to be assessed throughout the course and allow for re-sits to be taken. Science has unit(s) taken in the January and summer of Y10, Business Studies and some science combinations have units in the January of Y11. Citizenship, RS, ICT and PE are modular courses with all assessment at the end of the course.

Tiers of Entry: Some subjects have a choice of tiers, each of which has a different target range of grades. Exams are structured like this to make sure that everyone has the opportunity to show what they are capable of without being thrown off course by questions that are too hard or too easy. In the majority of tiered subjects the Foundation Tier assesses grades G to C and the Higher D to A*

Twilight Courses

Twilight courses in GCSE Expressive Arts, Astronomy, Spanish and A/AS Archaeology are held after the end of the school day to cater for subjects for which there is a demand but cannot be accommodated within the timetable.

Y12 Intermediate Courses

The Y12 intermediate course is made up of a combination of BTEC, CIDA, and Applied GCSE subjects along with the opportunity to re-sit GCSE English and Maths. All have the equivalent value of a traditional GCSE.

BTEC First Certificate in Business: is a vocational course, which is assessed through three coursework assignments.

CIDA – Certificate in Digital Applications for IT Users: assessment is online using e-portfolios.

GCSE Applied Science Double Award: consists of two coursework units and one written exam, which are assessed at the end of the course.

GCSE English and Maths: can be taken by those who have not yet achieved at least a C grade.

Y12 & 13 A & AS Courses

All GCE and AVCE qualifications are modular and are divided into separate units which can be assessed in either the January, or summer exam seasons. Students have the opportunity to retake certain units on the advice of their subject teachers but the centre only pays the re-sit entry fee if the original examination was missed through illness and a medical certificate was produced.

AS Awards currently consists of three separate units which are taken and claimed as a qualification in their own right at the end of Y12.

A2 awards are achieved by adding a further three units during Y13 when all six modules will then count towards the final grade.

Double Award subjects consist of twelve units, taken over two years, which are the equivalent of two A level awards.

Coursework

In some subjects coursework and portfolios are free-standing components entered in their own right. In others, an element of coursework may be linked to a practical and/or written component. Subject departments will set their own deadlines that will allow for the marking and moderation of work before it is sent to the examiner. Coursework marks can be carried forward in the event of re-sitting a unit or the coursework can be re-submitted.

For courses beginning in September 2008 most AS awards will be reduced to two units and A2 to four.

ENTRIES

Who is responsible for the examinations?

- i. The awarding bodies or examination boards set down strict criteria which must be followed for the conduct of exams, and the centre is required to follow them precisely.
- ii. The school Examinations Manager, Mr David Lloyd is responsible for administering all public examination arrangements and for oversight of students during exams, under direct responsibility from the Head teacher.
- iii. A team of adult invigilators is present at all times during each exam session.

Who is entered for external exams?

- i. The policy at King James's is to enter every student at the most appropriate level in each of their timetabled subjects including some twilight subjects.
- ii. Students will only be withdrawn from exams for which they have been entered after consultation with parents and with the written consent of the Head of Year, or Key Stage Manager.

When are entries made?

- i. Each department works to its own subject model and utilises the available exam seasons to best effect when planning entries.
- ii. Entries are made in October, for January exams, and in February for the summer season. Internal deadlines are set for those intending to make (and pay for) re-sit entries.

Do all subjects have January exams?

- i. No most GCSEs are completed at the end of Year 11. The exceptions being some Science subjects, which may have unit(s) during January and June in both y10 & y11 and Business Studies which has a unit in January Y11.
- ii. At Sixth Form level some subjects choose to enter all candidates for exams in the summer season.
- iii. Certain units in some A/AS subjects are not available in January

What information will I receive about examination entries?

When initial entries have been completed students receive a statement detailing the component and certification entries for which they have been entered. This should be checked carefully, before being signed and returned to the exams office.

This statement serves two purposes:

- 1) to check that all entries have been made and are correct;
- 2) to display entry fees payable by students/parents should an exam be missed without good reason.

Upon receipt of this signed statement students are issued with a skeleton exam timetable showing the date and session (a.m. or p.m.) for each timetabled component.

Who is entered for General Studies?

In Y12 all students who are following AS courses are entered for General Studies. In Y13 all those who achieved grades A-D at AS level are automatically entered for the A2 examination. Those who achieved an E have the option to go on to A2 or drop the subject if they wish.

The statement of entry shows more entries than are shown on the timetable.

- i. Statements of entry show all entries including certification entries that are required to claim the award for modular subjects. They also list entries for coursework units that do not have a written exam and any speaking or practical exams, which will be arranged by subject departments.
- ii. Timetables only show written units that have a fixed examination date

What if something seems to be wrong with the statement of entry?

- i. If a subject or unit is missing or a subject not taken is listed the statement should be taken directly to Mr Lloyd as soon as possible.
- ii. If the tier of entry at GCSE level appears to be wrong clarification should be first sought from the subject teacher who should verify the correct tier and endorse any change with a signature before the form is taken to Mr Lloyd.

Can entries be changed once they have been made?

- i. There is a short period after entries have been made when tiers of entry can be changed. This may be necessary if there is a noticeable change in the expected final grade, often after the marking of coursework. If this happens parents will be informed by the subject department
- ii. Late re-sit entries or the request of a change of tier made after the final deadline will incur penalty fees imposed by the exam boards.

Can a unit be retaken in order to improve the overall grade?

- i. In all A/AS subjects and in modular GCSE subjects units can be re-taken. However school will only pay for the first attempt.
- ii. Not all units are available in the January season.

Who pays for exams?

- i. School pays for the first sitting of each unit or subject in a timetabled subject including twilight courses.
- ii. Once entries have been agreed, we would expect to be reimbursed for any exams that are not completed due to absence (unless a medical certificate is provided) or because a subject has been "dropped" after the entry has been made.
- iii. Costs vary. GCSE's are between £22 and £25 per subject while the cost of individual AS and A2 units can range between £12 and £24 each.
- iv. Students (or their parents) are responsible for re-sit fees.

PRE-EXAM PREPARATION

Coursework deadlines

Most subjects have an element of coursework included that must be completed, marked, moderated internally and externally well before the written exams take place. Subject departments set deadlines that allow for this process and to meet those set by the awarding bodies. These deadlines cannot be changed except in exceptional circumstances. Students who do not submit coursework on time will be allocated a zero mark for the missing component and their overall grade will suffer accordingly.

How is it best to organise revision during the examination period?

Examinations are inevitably a stressful time for some students and support from both the school and parents can be helpful. At King James's we will provide advice about revision programmes and examination techniques as the examination period approaches, and if this is followed it should not be necessary to work abnormally long hours during the revision period. It is probably helpful for students to discuss the organisation of revision and to talk through any anxieties about particular techniques or subject matters with subject teachers. The testing of factual material can be beneficial in some cases, but often all that is needed is a quiet place to work, plenty of sleep and some opportunities for relaxation.

What arrangements are made for Study Leave?

Study Leave begins on a date agreed by school, usually in the week before written exams begin in May. After that date students are only required to be present when they actually have examinations. Study leave is generally not given for January or internal exams.

DATES, AND TIMES VENUES

When will the exams take place?

- i. Most exams are taken in January or in May and June. The exam boards rigidly fix the actual dates for each written paper. A provisional timetable is published on the school website and displayed on the examinations notice-boards in the 6th Form Centre and outside of the Y11 year office as soon the dates are known at the start of the academic year.
- ii. Once provisional entries have been made, all students are issued with a statement of entry to check, in October (for January) and/or February (for summer). Once this has been returned skeleton individual timetables (pink) are issued. Two copies of a more detailed timetable are issued immediately prior to the start of the exam season. One of these copies (white) should be displayed at home where others can see it. I suggest the fridge door or the outside of a bedroom door. The other copy (green) should be taken to each exam session.
- iii. Coursework deadlines are set by departments well in advance of these dates to allow for marking and moderation.
- iv. Practical, performance and speaking examinations will all take place before the start of the exam season proper and may take place over a number of school days. Subject departments will inform students of specific arrangements.

What times do the exams start?

- i. The exam boards dictate the permissible start times for exams. Students are asked to report no later than 08:45 for morning examinations starting at 09:00 and 13:15 for those in the afternoon starting at 13:30.
- ii. If two exams are timetabled for the same session one of the start times will be changed, in most cases the exams will simply follow on from each other. See Exam Clashes and Timetable Modifications for more complex cases.
- iii. Please ensure that exam commitments for each day are checked and confirmed on the previous evening.

What time will exams finish?

- i. The length of examination papers varies and they will frequently not finish until after the usual end of the school day. Appropriate alternative transport arrangements may need to be arranged.
- ii. In addition, students in receipt of access arrangements may receive an extra time allowance and their finishing times will be even later.
- iii. Students are expected to use the full time allowance and will not be dismissed early from an exam for any reason.

Where will the examinations be held?

- i. The main locations for written papers are in Chaloner Hall, and S1 some small groups or individuals may be accommodated in other rooms or offices throughout the school
- ii. Students are asked to be outside of the exam room 15 minutes before the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen problems. They are asked to wait quietly until invited to enter.
- iii. The seating plan for a particular exam is displayed outside of each exam room. The actual seat allocated is determined by candidate number and is shown on the final (green) version of timetables, which should be taken to each exam. Students should know exactly which seat they have been allocated before they enter the exam room.

EXAM CLASHES AND TIMETABLE MODIFICATIONS

What happens if two subjects or units are timetabled in the same session?

- i. If a student is timetabled to sit two or more exams at the same time this is known as a clash. If the clash involves units in the same subject this is intentional on the part of the board and the exams are meant to run one after another.
- ii. If there is a clash of two different subjects which have a total time of more than 3 hours in the same session one of the subjects may be moved into a different session on the same day. If this happens the student(s) concerned will need to be isolated and supervised between the two exams. See below.
- iii. If a unit has to be moved from one session to another all students concerned will receive a letter from the exams office outlining details of the change(s) and regulations regarding supervision between sessions

Will there be a break between exams in the same session?

Students must be continually supervised throughout all exams taken in the same session. A short supervised break will only be possible if all candidates in the exam room finish at the same time and no other candidates are still working. Candidates will not be able to leave the room unless accompanied by an invigilator.

How is supervision arranged between exam sessions?

- i. If an exam is moved from one session to another an invigilator will supervise the students over lunchtime.
- ii. School catering facilities will not be available to students under supervision who should provide their own packed lunch and a drink.
- iii. Revision or reading is permitted but possession of a mobile phone or any other communication device will not be allowed as attempting to communicate with any other candidate will invariably result in the loss of all those exams for all of the candidates involved.

What if more than 6 ½ hours of are timetabled in one day?

- i. School can arrange a third (evening) session for the completion of one of the papers. Those involved will need to be continually supervised between the end of the afternoon session and the start of the final session. If this option is chosen an application for special consideration for the final exam will be made.
- ii. An application to sit one exam the following day can be made, but only if overnight supervision is arranged. This usually means supervision by a member of staff. An exam can not be taken a day early under any circumstances.

Can the date of an exam be moved to another day?

No except in the situation outlined above.

EQUIPMENT AND UNIFORM

What equipment is needed for examinations?

- i. Students should bring all writing equipment, in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. Calculators can be used in all exams except when specifically disallowed.
- ii. All exams should be completed in **black ink**. Some papers specifically require the use of an **HB pencil**.
- iii. The invigilators will provide clean copies of pre-release material when necessary.
- iv. Students are responsible for ensuring that they bring everything they need to the examination. A small amount of equipment will be available in each exam room for problems that occur after the start of the exam.
- v. Students will be advised by their subject teachers if papers require the use of set texts, notes or specialist equipment,

What cannot be taken into an exam?

- i. Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances.
- ii. The exam boards treat mere possession of the following items as an infringement. - mobile phones, personal CD/tape/minidisk players - unless permitted for individual language exams. These should be left in lockers before the start of the exam as the school cannot be responsible for the security of these items while the exam is in progress.
- iii. The use of tippex or correction pens is not permitted. Students should cross through work they do not wish to be marked.
- iv. Highlighter pens and gel pens cannot be used on written answers but may be used on the question papers
- v. Notes, papers and text books etc are only allowed in certain exams and students will be informed by the subject teachers in advance
- vi. Students should not take lucky mascots etc. into the examination room.
- vii. No food items or chewing gum are allowed but a small bottle of water preferably in a sport cap or valve sealed bottle is permitted.

What about rough work?

All rough work should be shown on the exam paper provided and crossed out if it is not to be marked.

What should students wear for examinations?

- i. Examinations are a school activity and students must wear normal uniform.
- ii. We do ask for the co-operation of parents in ensuring that students are correctly dressed. All students know the uniform rules and it is their responsibility to ensure to observe them.
- iii. Students not dressed properly may not be allowed into the examination room.

EXAM PROCEDURES

How are exams started?

- i. Students are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other students and does help to maintain a calm atmosphere for those students who are nervous about their exams.
- ii. A senior member of staff supported by a team of invigilators will oversee the entry of students and the start of each examination session.
- iii. Coats and baggage should be left in lockers they will not be allowed into examination rooms and, because of reasons of safety and security, should not be left outside.
- iv. Students will be warned that they are subject to exam board regulations and any specific instructions will be read out. On some occasions papers will be already on exam desks; these must not be opened until students are advised to do so.
- v. Students will then be asked to complete the details, including their four-digit candidate number, on the front of their answer papers before starting.

How are students supervised?

- i. Once students enter the exam room they are under exam conditions and must follow instructions at all times.
- ii. Inside of the examination room external invigilators will supervise students under the direct management of Mr Lloyd.
- iii. The invigilators are experienced in examination procedures and subject to strict regulation and police checks. They usually work in teams and may contact the exams manager or a member of staff to resolve any issues.

What do students do if they finish early?

- i. Because external exams are taken at the same time throughout the country there are strict rules about the times that students can leave.
- ii. Students should use all of the available time on their exams and spend any time at the end checking their answers.
- iii. Those who do finish early you should sit quietly so as not to disturb others.

EXAM REGULATIONS

Regulations governing the use of calculators

- i. A basic calculator can be used in any exam unless explicitly prohibited e.g. GCSE maths paper 1
- ii. Calculators with any of the following facilities are prohibited:
 - Data banks
 - Dictionaries
 - Language translators
 - Retrieval of text or formulae
 - QWERTY keyboards
 - Built-in symbolic algebra manipulations
 - Symbolic differentiation or integration
 - Capability of remote communication with other machinesThe use or attempted use of any such calculators will be recorded as malpractice
- iii. Calculators with graphic displays and programmable calculators are permitted if the calculator's memory is cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Students are responsible for clearing any information and/or program before the examination. Random checks of calculators may be made before the start or during exams.

Regulations regarding mobile phones

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances, even if switched off. This applies to all public and school examinations including mocks. They cause disturbance to other students if they ring and can present opportunities for malpractice. Any student found to have a phone in the exam room will be reported to the appropriate examination board. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject. It is a very serious offence and our advice is that the phone should not be brought to centre. Invigilators will not take responsibility for the security of mobile phones. They should be left at home or in lockers.

What is meant by Malpractice?

Malpractice is the term that the exam boards use for any irregularity, or breach of the regulations of any form. The Exams Manager is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of penalties linked to levels of malpractice. Some infringements carry automatic loss of marks or disqualification as a minimum penalty.

What standards of behaviour are expected during examinations?

- i. The awarding bodies or examination boards set down strict criteria which must be followed for the conduct of exams, and the centre is required to follow them precisely.
- ii. Students who try to communicate with other students inside the venue, or who create a disturbance in the examination room may be asked to leave, and the circumstances reported to the examination board. This may result in the candidate not receiving a grade for the whole of that examination.
- iii. Copies of the documents 'Notice to Candidates' and 'Warning to Candidates' are included at the back of this booklet. These give general guidelines for conduct, which must be observed.
- iv. The school and the examination boards regard breaches of examination regulations very seriously and any activities that may disturb or upset other students will not be tolerated. The head of centre, senior members of staff and the exams manager have the power to remove disruptive students.
- v. Remember, when you leave at the end of your exam other students may still be working.

LATENESS, ILLNESS & ABSENCE

What happens if a student is late?

- i. If a student knows that they are going to be unavoidably late, school reception should be informed as soon as possible (01423 866061) giving exam details and an estimated time of arrival. Depending on how long the exam has been in progress, it may be possible to be admitted. However, we are bound by examination board regulations on this matter. Normally students with a genuine reason and who are brought straight to centre may be admitted within the first 30 minutes of the start time, after this time the board will decide whether to accept any work submitted.
- ii. Students who arrive after 09:30 or 14:00 will be reported to the exam board who will make a decision regarding the marking of their exam.
- iii. Students who arrive after 10:00am or 14:30 or after the end of the exam will not be admitted.
- iv. Persistent latecomers will be cautioned.

What happens if a student does not turn up for an examination?

- i. If a student is missing at the start of an exam the centre will attempt to contact the student or their parents. For that reason it is important that all contact numbers held at school are up to date.
- ii. Parents should be aware that school will seek to recover the exam fees if a student does not turn up for an exam without a medical reason

What if a student is unwell at the time of one of the examinations?

- i. Anyone who is unwell prior to an exam should visit a doctor who will decide whether or not it is advisable to attend. A letter outlining any symptoms or prescribed medication that may affect performance should be requested. Medical centres may make a charge for this service.
- ii. Any student who feels unwell at the start of a session, but goes ahead with the exam, should let the invigilators know and then report to the exams office as soon as possible afterwards.
- iii. If a student becomes ill during an exam, steps will be taken within school to ensure their wellbeing. This may result in a temporary (supervised) removal from the exam room to allow recovery. If this is the case the student will be able to continue and be allowed any time missed.
- iv. Steps will be taken to safeguard the comfort and wellbeing of any student who becomes unwell during an examination. Parents may be contacted but please note those who have started an exam must remain fully supervised until 10:00 or 14:30 regardless of their situation.
- v. In all situations it is important that any cases of illness are reported to the exams manager along with any documentation as soon as possible, and within seven days of the affected exam, so that an application for special consideration can be made.

What happens if an exam is missed due to illness?

- i. If any student cannot attend an examination due to illness they should complete form (JCQ/ME Form 14) which is available from the exams office. This is a three-part self-certification form that has sections to be completed by the candidate, a doctor or medical receptionist and the school. This should be returned to the exams office within seven days of the exam/
- ii. If a Y13 candidate is unable to sit a unit due to illness application for a final grade can be made as long as at least 50% of the work required has been completed in the form of other papers or coursework and medical evidence is provided.
- iii. A Y12 student who misses an AS examination will be expected to re-sit the unit at the next available opportunity.
- iv. A GCSE student who misses a component due to illness may be awarded a final grade as long as they have completed at least 35% of the work required and provide medical evidence of their illness. See above.
- v. It is essential that a doctor is consulted on the day of the examination or as soon as possible afterwards. Any application must be made within deadlines set by the boards.
- vi. Please telephone school to alert us of non-attendance so that we do not try to contact you unnecessarily.
- vii. Form (JCQ/ME Form14) is available from the Exams Office.
- viii. Please note some doctors will make a charge for letters and form filling.

What if injury prevents a student from writing?

In cases such as these an emergency scribe and separate accommodation can be arranged. It helps if school can be notified as soon as possible in order to make the necessary arrangements.

What about other problems that may affect examination performance?

The Exams Manager should be notified of any circumstances which may affect examination performance which arise shortly before or during the exam season as soon as possible, so that an application for special consideration can be made. Parents should be aware that any adjustment is likely to be small and that the exam board provides no feedback.

ACCESS ARRANGEMENTS

What are access arrangements?

- i. Access agreements allow some students special examination arrangements, such as the use of a scribe, word processors or reader, because of prescribed educational reasons or medical conditions.
- ii. Students eligible are normally identified upon entry to the school, and the application for access arrangements is begun in Year 9. An educational statement of special need, psychologist's report, or a medical report must support all applications. Arrangements are not automatically transferred from GCSE to A/AS level. The report must be renewed every two years.
- iii. In addition, the Exams Manager and Head of Centre are empowered to grant extra time, rest breaks, the provision of a prompter, use of a bi-lingual dictionary or similar arrangements, but only if the correct evidence is supplied.

Where will students with access arrangements take their exams?

- i. Students who are allocated the use of a scribe will be accommodated separately so as not to disturb others.
- ii. Those who have access to the use of a reader will be accommodated together, in a smaller exam room.
- iii. Other students with access arrangements, including those using word processors will be accommodated along with other students in the main examination rooms.

Who is eligible for access arrangements?

Students eligible for access arrangements will have been assessed through the Learning Support Department and should be aware of their particular circumstances. In addition parents of those students eligible for access arrangements will be informed of any agreed arrangements by letter.

Will arrangements granted at a previous school be permitted here?

If the documentation has been received from a previous school and is up to date the arrangements will continue. If any further arrangements are required the Pupil Support Department will arrange for a re-assessment of needs.

How will invigilators identify those who are eligible for access arrangements?

Invigilators have a list of all students who eligible for access arrangements and are made aware of their seating arrangements.

Does extra time have to be taken?

No. Students who have been granted extra time may leave at the scheduled finishing time along with the rest of the students if they are finished.

RESULTS AND POST EXAM SERVICES

When and how are results distributed?

- i. A/AS results arrive in school on the **Third Thursday in August**. The actual date will be confirmed prior to the commencement of study leave. Y13 statements will normally be available for collection from the 6th Form Centre from 9:00am. Y12 can collect their statements from 12:30pm.
- ii. GCSE results are available on the **Fourth Thursday in August**. The actual date will be confirmed prior to the commencement of study leave.
- iii. Students not intending to collect in person but wishing their results to be posted should leave a stamped addressed envelope with the Exams Manager.
- iv. Students wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector. Results will not be given over the telephone under any circumstances.
- v. Result statements not collected on results day will be retained in school and will be available for collection during normal opening hours.

What can be done if results are substantially different from what was anticipated?

- i. It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. However, if there is have a genuine concern it is possible to order a re-check, (which looks for human error in adding up marks allocated for each section) or a complete re-mark of a script by a senior examiner.
- ii. Applications must be made through the Exams Office within the deadlines set by the exam boards and accompanied by the relevant fee.
- iii. A full list of Post Exam services is given in appendix A6.
- iv. If the results have serious implications for the student's future plans then advice should be sought from the Careers Service.

What if a University place is dependent upon the result of a re-mark?

In this situation a priority re-mark can be ordered, this will be processed and the result returned as soon as possible. The University should also be informed that a re-mark has been ordered.

Is it possible to see marked scripts?

- i. It is possible to have access to either a photocopy or the original script for most externally marked papers.
- ii. Applications must be made through the Exams Office within the deadlines set by the boards.
- iii. Correct payment should accompany each application. A mark scheme is usually supplied with each script.

Is it possible to see a paper before deciding whether to apply for a re-mark

- i. If a photocopy can be ordered it will be returned via the Exams Office in time for a re-mark to be ordered before the deadline has passed.
- ii. This is not possible if a priority re-mark is required.

Can anyone else gain access to exam scripts?

- i. Teaching staff can order photocopies if they have reason to question the marking of a particular paper.
- ii. Teaching staff can also order the return of scripts for internal training purposes. These can not be used with other students unless written permission by the owner has been sought and given

What happens if the marks change after a re-mark?

- i. The result of any re-mark will be communicated to the student via the Exams Office. If this change leads to a different grade a replacement statement of results will be issued.
- ii. If there is a change in the published grade the enquiry fee will be refunded.
- iii. Please be aware that results can go up or down.

What if all of the results in a subject are below expectation?

If there are serious grounds for concern about a batch of result then the centre may initiate an enquiry in which case all of the students concerned will be contacted. Please note that results can go down following an enquiry.

How should fees for post results services be paid?

- i. The correct fee should accompany any request for a chargeable service, at the time of the application. Cheques should be made payable to KJS BAFS A/c.
- ii. An up to date list of fees and deadlines relating to post examination services will be displayed on the Examinations notice board in the 6th Form workroom

What happens about the return of centre books and equipment at the end of the examination period?

Students will have been informed by subject departments, of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to centre.

A Guide to Post Results Services

Service 1- Clerical Check

Checks:

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks
- The application of any adjustments
- The application of grade thresholds
- The application of any special consideration (if applied for)
- Photocopy available if requested (additional fee)

Priority Service 2 – Re-mark GCE VCE or AEA only

Only available when a place in higher education is at risk. UCAS number and course details are required.

- Clerical re-check as detailed in service 1
- The review of marking of units/components by a senior examiner
- Photocopy available if requested (additional fee)

Candidates' grades or uniform mark scores (UMS) can go up or down

Service 2 – Re-mark

- Clerical re-check as detailed in service 1
- The review of marking of units/components by a senior examiner
- Photocopy available if requested (additional fee)

Candidates' grades or uniform mark scores (UMS) can go up or down

Photocopy of Script GCE VCE or AEA only

Not available if requesting Priority Service 2

Will be back in centres in time to apply for Service 2

Original Script

Once returned no further action can be requested.

Fees

An up to date list of Post Results Service fees will be displayed on the Exams notice board in the 6form workroom when results are published

RE - SITS

How do students apply to re-sit?

- i. It is possible to re-sit modules in a later exam season in order to attempt to improve the final grade. Requests to re-sit units must be made on the correct form, via the exams office and accompanied by the appropriate examination fees.
- ii. Students should discuss their decision to re-sit with their subject teacher or head of year.
- iii. Fees may vary depending on the subject and must be paid by the deadlines set.
- iv. All re-sit entry fees include a contribution towards the cost of invigilation.

CERTIFICATES

When will certificates be received?

- i. Certificates are not sent to schools until late in the autumn term after any enquiries or re-marks have been completed. All students who left school in the summer are invited to collect their certificates along with any prizes awarded at Senior Prize-giving, which is held just before the end of the Christmas term.
- ii. Those who know that they will not be able to attend the ceremony can arrange for their certificates to be sent to their home address by registered post when they reply to their invite and enclose a cheque for the required amount. Please note that certificates sent in the post must be sent by recorded delivery and must be signed for.
- iii. Unclaimed certificates can be collected from reception for the twelve months following prize giving. Some form of identity is required when certificates are collected in person. A friend or family member bearing a letter of request signed by the candidate and some form of ID may also collect certificates.

What happens to certificates that are not collected?

Up to and including November 2005

Any certificates not collected before October 2006 were either returned to the Awarding Bodies or destroyed according to instruction. It is the responsibility of the (ex) student to request a replacement directly from each awarding Body, which will make a substantial charge for each certificate.

From June 2006


Certificates will be retained in school for a period of four years after which they will be destroyed. Please phone in advance so that certificates can be made available in reception for collection.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Notice to Candidates

For written examinations held in the period 1 September 2008 to 31 August 2009

This notice has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your examinations. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the examination.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic or radio communication devices, including mobile telephones , iPods, MP3 players and pagers. Any pencil cases taken into the examination room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification. 
6	Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
7	Do not talk to or try to communicate with or disturb other candidates once the examination has started.
8	If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the examination.
B Information – Make sure you attend and bring what you need	
1	Know the dates and times of all your examinations.
2	Arrive at least ten minutes before the start of each examination.
3	If you arrive late for an examination, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the examination, you will not normally be allowed to take it.
5	Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Examination Instructions	
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.
E Advice and Assistance	
1	If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the examination if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F The end of the Examination	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
2	Do not leave the examination room until told to do so by the invigilator.
3	Do not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.
You must stay in the examination room until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.	

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Notice to Candidates

For on-screen tests held in the period 1 September 2008 to 31 August 2009

**This notice has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.**

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	<p>You must not take into the examination room the following items which might give you an unfair advantage:</p> <ul style="list-style-type: none"> • notes; • calculator cases/instruction leaflets; • bags; • personal TVs/stereos, reading pens and electronic or radio communication devices, including mobile telephones, iPods, MP3 players, pagers or any other products with text/digital facilities. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the examination room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend and bring what you need	
1	Know the date and time of your on-screen test (s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the on-screen test, you will not normally be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Examination Instructions	
1	Listen to the invigilator and follow their instructions at all times.
2	<p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> • if you have been entered for the wrong on-screen test; • if you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and Assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F The end of the Examination	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your printout(s).
3	Do not leave the examination room until told to do so by the invigilator.
4	Do not take from the examination room any examination stationery, used or unused, rough work, printouts or any other materials provided for the examination.
You must stay in the examination room until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.	

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

For written examinations held in the period 1 September 2008 to 31 August 2009

1. You **must** be on time for all your examinations. You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. Remember: you **must not** become involved in any unfair or dishonest practice in any part of the examination.
 - Sitting an examination in the name of another candidate or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.
 - You **must not** have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, reading pens and electronic or radio communication devices, including mobile telephones, iPods, MP3 players and pagers. You **must not** have in your possession any instrument which can capture a digital image. Any pencil cases taken into the examination room must be see-through.
 - If you have any unauthorised items that need to be stored during the examination, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the examination starts.
 - Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
 - You **must not** talk to, attempt to communicate with or disturb other candidates once the examination has started.



3. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct connected with the submission of coursework or with occurrences in the examination room.
4. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

Copies of this poster must be displayed in a prominent place both inside and outside each examination room.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

For on-screen tests held in the period 1 September 2008 to 31 August 2009

1. You **must** be on time for your on-screen test(s). You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. **Remember:** you **must not** become involved in any unfair or dishonest practice in any part of the examination; providing your ID and password to another candidate and allowing that person to sit the on-screen test under your name is gross misconduct and may amount to a criminal offence.
3. You **must not** have in your possession the following items which might give you an unfair advantage:
 - notes;
 - calculator cases/instruction leaflets;
 - bags;
 - personal TVs/stereos, reading pens, and electronic or radio communication devices, including mobile telephones, iPods, MP3 players, pagers or any other products with text/digital facilities.

Any pencil cases taken into the examination room **must** be see-through.

4. If you have any unauthorised items that need to be stored during the on-screen test, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the on-screen test starts.
5. Unless you are told otherwise, you **must not** have access to:
 - the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
 - pre-prepared templates.
6. Possession of unauthorised items is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once the on-screen test has started.
8. At the end of the on-screen test you **must not** remove any examination material, such as printouts or question papers, from the examination room.
9. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct in the examination room.
10. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

Copies of this poster must be displayed in a prominent place both inside and outside each examination room.



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Notice to Candidates

GCSE, GCE, ELC, Functional Skills, Principal Learning in the Diploma and Project Qualifications: Coursework Assessments

This leaflet tells you about some things that you must, and must not, do when you are completing coursework.

Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and the world wide web.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29.)

For material taken from the internet, your reference must show the date when the material was downloaded and the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2009.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK