

September 2016

Dear Parent/Guardian,

Please find enclosed the full school examination timetable for the academic year 2016-17. The school has no choice over the timing of these examinations and I urge you to retain this booklet as a reminder of the dates relevant to your son/daughter.

Clearly it is essential that all pupils are in attendance for all of their examinations. Absentees due to illness will be required to provide a medical note. Any other unauthorised absences may result in the school's exam entry costs being passed on to parents.

Also included in this booklet are copies of the JCQ Regulations for 2016-17. We are obliged to provide you with copies of these documents and it is vital that your son/daughter reads them carefully and is aware of the potential consequences of misconduct. In Summer 2016, two of our pupils were disqualified from two separate subjects due to malpractice in the exam hall – pupils – please don't let this happen to you!

It is very important that all pupils taking part in external examinations this year understand what is expected of them with regards to their conduct both inside and outside the examination hall. All cases of misconduct have to be reported to the awarding body immediately. Misconduct can include talking to, or deliberately disturbing other candidates, or being in possession of unauthorised items such as mobile phones. The full details can be found in Section A of the Notice to Candidates. In serious cases, misconduct can result in a candidate not only being disqualified from the current examination, but also from any future examinations.

I would therefore ask you to read through these notices with your son/daughter and ensure he/she fully understands the regulations.

May I also remind you that all pupils have a responsibility to ensure they come to their exams properly equipped. We have a limited amount of spare exam equipment which is loaned at the discretion of the exam invigilation team. Unfortunately we cannot provide for everyone, and priority would always be given to pupils whose own equipment fails on the day of the exam.

Please return the yellow Parent/Pupil Examination Rules and Regulations Agreement Form (insert at the back of this booklet), to confirm you have received it and that your son/daughter is aware of his/her responsibilities.

Please do not hesitate to contact me if you have any queries, I will be happy to help.

May I take this opportunity to wish all pupils the best of luck in their exams!

Miss C McGovern

Examinations, Data & Cover Manager

TO ALL PUPILS – IMPORTANT INFORMATION

Before the start of the exams...

- You will receive a Statement of Entry and/or an Individual Candidate Timetable
- You MUST check the details carefully and inform me if you think there are any errors:
 - Is your name spelled correctly? Is your date of birth correct?
 - Does the “Name on Certificates” reflect what you actually want to appear on your certificates?
 - Have you been entered for the correct exams? Have you been entered for the correct tier – foundation or higher?

Whilst we make every effort to ensure that everyone is entered for the correct exams, mistakes can happen. It is your responsibility to check your entries and inform me of any errors as soon as possible. Exam entries cost the school money and we have to meet deadlines in order to avoid extra charges for late entries. You will be given the deadline date for amendments when you receive your timetables. Failure to inform me of any changes before that date will result in your parents being asked to pay the extra fees. If you are unsure of anything at all, speak to your teachers or come and see me in the exams office.

Please make sure you come to your exams properly equipped – you will be expected to write in BLACK pen, so make sure you have plenty of these. In some subjects you may need other stationery, pencils, ruler, colouring pencils etc. Your teacher will make you aware of this well in advance.

Calculators: You must provide your own calculator, we can't provide calculators for everyone. If you have a Maths or Science exam you will need a calculator, so please bring it!

Exams Noticeboard

The noticeboard outside the attendance office will be updated regularly – please keep an eye on it, especially when we approach the Summer exams.

Timetable clashes

Some of you may find you have been entered for exams that are scheduled to take place at the same time on the same day. Where the two exams are in the same subject (eg. Spanish Reading & Spanish Writing) you will just take the two papers consecutively. If the two exams are in different subjects, we can make arrangements for you to have a slight timetable variation. This is not a problem at all, however you would have to be supervised in the break between the two exams to ensure you didn't communicate with any other candidates who had already done the exam at the published start time.

Exam start times - It is absolutely essential that you arrive on time for your exams!!!!

The exam boards could refuse to accept your work if you arrive late.

The start time is the time we tell you to start writing, not the time we expect you to be sitting down at your desks! Late-comers not only disturb the concentration of other candidates, but often come badly prepared, badly equipped and stressed, which is bound to affect their performance.

Morning exams start at 9:00am – you should be in school by 8:45am at the latest and ready to come into the exam hall BEFORE 9am.

Afternoon exams start at 1:30pm – this only applies during the Summer exam season – particularly important when you may be on study leave.

Absences – If you are genuinely unable to attend any of your exams, please phone school before 9am on the morning of the exam to let us know.

If you are ill but still able to sit your exams, please let one of the exam team know. In extreme cases we can apply for special consideration, but this would often require medical evidence.

Everyday coughs and colds are not acceptable reasons for absence!

EXAMINATION ENTRY FEES AND OTHER CHARGES

The cost of initial examination entries is borne by the school, the only exception to this being if a pupil is studying a subject outside school and wishes to be entered for the examination in that subject through school. In this instance, the pupil/parents would be asked to pay the entry fee.

Under the new Linear GCSE structure, re-sit opportunities no longer arise and all examinations are taken at the end of Year 11.

Some courses, for example Btec or Level 1/2 Diploma, have numerous examined assessment opportunities throughout the course of Year 10 & Year 11, meaning re-sits are available if pupils don't hit their targets on the first attempt. The school will fund the first re-sit, but any further re-sits beyond that, must be funded by pupils/parents. *There may be individual student exceptions in the case of demonstrable financial hardship.*

If a pupil fails, without good reason, to meet any examination requirement of a syllabus, parents will be charged for the entry cost of that particular subject. An example of this would be a failure to complete coursework that is a requirement for the assessment of that course. This is particularly relevant to Btec subjects which are heavily coursework based. If a pupil registered on a Btec course fails to meet the criteria to pass any unit of the specification by the deadline for submission of marks, meaning the award for which the pupils was originally registered cannot be achieved, parents will be asked to pay the original entry fee. Btec assessment deadlines must be adhered to and work must be submitted on time. Late submissions run the risk of being awarded an automatic "fail", at which point the aforementioned ruling on charges to parents would be applied.

Other charges – Enquiries About Results

It is often the case that pupils do not achieve their target grade in examinations. If parents, pupils or teachers feel that an enquiry into a pupil's mark or grade may result in the grade or mark being increased, a results enquiry can be submitted. These services can include a review of marking, clerical re-check, or access to the original examination scripts.

An enquiry can only be made if all three parties agree and consent forms must be signed. If a parent or pupil is requesting the enquiry, any resulting charges will be passed on to parents. If a member of staff requests an appeal, their department will usually fund any costs. If an enquiry results in the overall mark or grade being increased, there is no charge.

Further information on results enquiries is released to all candidates on GCSE Results Day.

Under Performance in Examinations

If a pupil's performance in an examination could have been affected by factors such as illness at the time of the exam, recent bereavement, family illness, circumstances at home or for any other reason, it is essential that I am informed of this, preferably by the pupil's parent/guardian *at the time of the examination*. In some cases we may be able to apply for Special Consideration. If a pupil is ill, a medical note may be required to support the claim. I cannot emphasise enough, how important it is to inform me *directly and immediately* of any issues arising throughout exam season, no matter how minor you may consider it to be – please do not leave it until after the event, by which time I may not be able to do anything to help. I can be contacted on c.mcgovern@cardinalallen.co.uk or called at school between 8am-4pm Monday to Friday.

Miss C McGovern
Examinations, Data & Cover Manager

