

GCSE/BTEC/GNVQ/DIPLOMA

Exam Work starts in Year 9/10 and is on-going through:

- Coursework/Controlled Assessments
- Modular Test and assessments
- Practical Tests (such as Drama, PE, Art, ICT, D/T, Construction, Engineering, Hair & Beauty, Motor Vehicles and Media Studies)

Remember you will be accumulating marks towards your final exam throughout your 2 year course. It is important to stay on course, meet any deadlines and always try your best. Modular tests are still subject to the same rules and regulations as final written exam papers.

Your subject teachers are there to help and advise you.

Your Examinations Officer is Mrs Jeffrey and any queries or problems regarding your exams can be made to her via the Main School Office.

Please read this booklet carefully, it contains information about:

- The rules and regulations for:
 1. Coursework/Controlled Assessments
 2. Written exams/tests
- Advice to most asked questions
- Information on:
 1. Appeals procedure
 2. Examination results
 3. Certificates
 4. Re-sits

Mock Exams are held in May for Year 10 and November/December for Year 11.

A timetable for end of course summer exams is available on the school website.

Copies of this booklet are available from Mrs Jeffrey in the main office. Your form tutor also has a copy.

Exams – Musts

Equipment

You need the correct equipment.

BLACK ink pens only to be used.

Clear, see through pencil cases can be used in the exam hall. The exam paper will state if calculators or dictionaries are allowed.

Drinks bottles are allowed but labels must be removed.

Bags and coats are not allowed in the exam hall, these must be placed in lockers along with mobile phones/electronic devices prior to the exam.

Exams – What happens if

I am late?

If possible, phone school and let us know you are on your way. You are allowed to start an exam up to 30 mins after the official start time. Go straight to the exam hall and report to the invigilator. If you are missing at the start of an exam, school phone home to let your parents know and to see if there is a problem. If you do not make it on time you will forfeit the exam and may be charged the fee.

I am ill on the day of the exam?

Phone school and let us know. You will need a sick note from your doctor giving the reason for your absence. Sometimes the exam board will give you special consideration, but if you have not completed 50% of the final exam papers you will not get an exam grade.

I am ill in the exam?

An invigilator will help you and may take you outside the room for a while to recover. You will then be allowed to finish the exam in extra time. If you are too ill to continue then we will apply for special consideration for that paper. You will not be allowed to re-sit during that exam period.

I talk in the exam hall?

No talking is allowed at any time in the exam hall.

If you are caught talking certain procedures are followed:

- The exams officer will be informed. They will have to inform the exam board of your misconduct. The exam board may well disqualify you from this exam and any others you may be entered for, you may also have to pay the exam fee (around £25 per exam).
- Usually you will be allowed to continue the exam unless you repeat the offence when you will be removed from the exam hall and the usual practice in these circumstances is to be disqualified from that and other exams.
- Parents are informed and seen by the Head Teacher and Exams Officer.

The school takes its responsibilities as an exam centre very seriously. ***We always report any instance of malpractice.*** Once it has been reported, the exam board takes over the investigation and makes the final decision on action to be taken. We have had pupils disqualified from exams in the past. Once malpractice is reported to the board “I didn’t mean it” or “I’m sorry” will not change the final outcome.

I take my mobile phone into an exam?

The exam regulations make it very clear that mobile phones are NOT allowed in the exam hall. If your phone goes off for any reason it may distract others, interrupt the exam or disturb those nearby. ***The exam board will disqualify anyone from all exams whose mobile phone is discovered in an exam for any reason. There are no exceptions to the rule.*** You may also be charged the exam fees for all exams you are disqualified from. The school will not take responsibility for your phone by looking after it for you. It is not worth taking a risk.

LEAVE YOUR MOBILE PHONES AT HOME.

I listen to music in the exam? I work better listening to something.

The same rule applies to all electronic devices of any kind (MP3s, iPods, etc) as to mobile phones. They are not allowed.

I turn around?

The exam board has a very clear rule that no communication is allowed with another candidate. This includes, turning around, making eye contact with anyone, signing to anyone, smiling, touching anyone else or their desk or chair or in any other way disturbing or distracting anyone else in the exam room. If you turn around you will be asked to face the front and given a formal warning. If you do it again you may be removed or disqualified from the exam. Any of the above actions are counted as malpractice and are reported to the board who will take action.

I forgot equipment?

If you discover this before the exam go and see your teacher. The school is not obliged to lend you equipment. We might not have what you need. Always check that you have everything you need including books, calculators or other specialist equipment before you leave the house on a morning, or else get a friend or a teacher to keep it for you. Remember at the end of the day you are old enough to take responsibility for yourself! If you don’t have what you need it is no-one’s fault but yours!

I finish early?

Expect to stay in the exam hall until the end of an exam. If everyone in the exam hall has finished before the end of the exam, the exams officer may allow you to go early, but only if everyone has finished and if no candidate will be disturbed or disadvantaged. This is to make it fair on everyone. If you finish early always re-check the questions and make sure you have done as much as you can. Look for little mistakes like missing out capital letters and fullstops. Make sure you have numbered your answers and read what you have done several times. If you cannot do any more put your head down. ***Do not turn around*** to check what everyone else is doing. It could get you into real trouble! At all times sit silently in your chair facing the front. Do not leave the exam hall unless you have been told to do so.

BIDDICK SCHOOL SPORTS COLLEGE

EXAMINATION RESULTS

Students will be informed of the date to collect examination results.

On the day, students report to the hall at 10.00am to collect a print of results. If students are unable to attend, they can leave a stamped addressed envelope and results will be posted out that day. Results will not be issued over the telephone.

CERTIFICATES

These will be issued to students from November 1st. a social evening in school is organised for certificates to be collected. Alternatively they may be collected from the main reception during the school day after November 1st.

- No certificates are posted home for security reasons.
- All certificates have to be signed for.
- It is important that certificates are kept in a safe place. Colleges and employers will ask to see them.
- Subsequently if students need evidence of results the exam boards will issue a letter of confirmation - administration charges are made for this service.
- Any uncollected certificates are sent back to the exam board by the following September.
- Duplicate certificates are never issued.

BIDDICK SCHOOL SPORTS COLLEGE

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK INCLUDING CONTROLLED TESTS AND COURSEWORK FOR EXTERNAL QUALIFICATIONS.

Biddick School Sports College is committed to ensuring that whenever its staff assesses student's work for the external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the exam board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students along with examination timetables and rules and regulations.

The procedure is available from the examinations officer, and has been made public to all students.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examination series. (So the appeal must be made before a date in mid-June- for the summer series as presently timetabled).
2. Appeals should be made in writing to the examinations officer, who will investigate the appeal. If the examinations officer was directly involved in the assessment in question, the teacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the examinations officer is not able to conduct the investigation for some other reason.
3. The examination officer or other member of staff will decide whether the process used for the internal assessment confirmed with the requirements of the awarding body and the examinations code of practice of the QCDA. This will be done before the end of the series. (Currently the end of June for the summer series).
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes to the assessment of your work, and any changes made to improve matters in the future.
5. The outcome of the appeal will be made known to the head teacher, and will be logged as a complaint under the complaints procedure. A written record of appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure the consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Biddick School Sports College and is not covered by this procedure. If you have concerns about it, please ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.

BIDDICK SCHOOL SPORTS COLLEGE

ENQUIRIES ABOUT RESULTS FOR EXTERNAL QUALIFICATIONS

Biddick School Sports College is committed to ensuring that as far as possible, students' exam results are a true reflection of performance in accordance with the specification for the qualification concerned.

In September, if a leader of a subject, a parent/carer, or student feels that an exam grade is not inline with expected performance, they may make an enquiry about the result, (EaR). The subject leader will examine the breakdown of marks for each component of the exam. In exceptional cases, the school may make, on behalf of the students, enquiries about results to the exam board.

In this instance, parents/carers and students will be contacted for further discussion and agreement for this to go ahead before an EaR is requested. This usually involves either a clerical check on marks or a remarking of the paper. A charge may be made for this service.

If the school feels that an EaR is not in the best interest of the student because of the real possibility of a grade being put down, this will advise against an EaR being made. Parents/carers may still wish to proceed but will have to sign a disclaimer, absolving the school of any responsibility in this case. A fee will be charged for this service.

Biddick School Sports College does not allow students who have left the school to do any re-sits of exams.

PLEASE NOTE THE FOLLOWING

Requests for EaRs to be made before September 10th.

The outcome of any EaR or appeal will be made known to all parties concerned including any correspondence with the board and any changes made to the exam results.

BIDDICK SCHOOL SPORTS COLLEGE

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Requests for Appeals against final results may be made before October 1st and should be made in writing to the examinations officer, who will investigate the appeal. If the examinations officer is unable to conduct the investigation the head teacher will appoint another member of staff of similar or greater seniority to conduct the investigation.

The examinations officer will decide whether the process used for the external assessment conformed with the requirements of the awarding body and the examinations code of practice of QCA. This will be done before the appeals deadline.

The outcome of any Ear or appeal will be made known to all parties concerned including any correspondence with the board and any changes made to the exam results.

A written record of the appeal will be kept and made available to all parties concerned.

Should the findings bring any significant irregularity to light, the awarding body will be informed.