

CALLINGTON COMMUNITY COLLEGE ACADEMY TRUST

EXAMINATIONS

A GUIDE FOR STUDENTS
starting examination courses in 2017

Candidate Name:

Candidate Number:

Tutor Group:

Centre Number: 53607

College Telephone Number: 01579 383292

Please enter your name, candidate number and tutor group in the box on the front cover of this booklet. Please keep this booklet for reference; it will be relevant until you leave.

Introduction

At Callington Community College, we strive to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents / carers. Please read it carefully and show it to your parents / carers so that they are also aware of the examination rules and regulations and the procedures to follow in the event of problems occurring.

The Awarding Bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Callington Community College is required to follow them precisely. You should pay particular attention to the "Warning to Candidates" notice that is published at the back of this booklet and on the College website.

Some of your courses may include non-examined or controlled assessment. Before you submit these for marking you will be asked to sign an authentication statement confirming that you have read and followed certain regulations and that the work you are submitting is your own. Some of your courses may contain on-screen assessment and there are different rules for this type of examination. The relevant documents are included at the back of this booklet and are also published on the College website; please ensure you are familiar with them.

Included at the back of this booklet are some documents from the awarding bodies: an "Information for Candidates" notice, a "Warning to Candidates" notice, a Privacy Notice and guidelines concerning social media and websites. Please take the time to read them.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Manager – Mrs Jenny Rendle (Data and Assessment Office)
Direct line: 01579 386018
Email: jrendle@callingtoncc.net

Some of the questions you have may be answered within this booklet - **if there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

Remember - we are here to help.

GOOD LUCK!

Things you need to know

Examination seasons are very important times in your life at Callington Community College. The examinations you take and your success in them will influence what you do in the future, so it is very important that they run as smoothly as possible. There are a number of rules and regulations for examinations that you must be aware of (most of these are set by the awarding bodies, not the College!).

There are Information for Candidates notices issued by the awarding bodies concerning Non-Examined and Controlled Assessments and Coursework Assessment. There is also some information for candidates regarding written examinations and on-screen tests. These are included at the back of this booklet and are available on the College website. Please read them carefully and make sure you understand them.

IF YOU DO NOT FOLLOW THE RULES THEN YOU COULD BE DISQUALIFIED FROM YOUR EXAMINATIONS, SO PLEASE MAKE SURE THAT YOU READ ALL THE INFORMATION CAREFULLY. IF THERE IS ANYTHING THAT YOU DO NOT UNDERSTAND, THEN ASK. PLEASE DO NOT LOSE THIS BOOKLET.

Examinations, including Non-Examined and Controlled Assessments, Practicals, Orals etc can take place throughout the year, and your subject teacher will keep you informed of these. The majority of written external examinations take place in May and June and you will be issued with an individual personal examination timetable indicating the subjects you are being entered for and the tier of entry, where applicable. Some subjects have only one tier of entry, some have Higher and Foundation tiers. Please check that these are correct. Any errors or omissions on your timetable must be reported to Mrs Rendle immediately, any delay may incur costs.

You must also check that your personal information (date of birth, spelling of legal names) is accurate as these will appear on certificates and it will be difficult and expensive to change once certificates have been issued. Candidate name appears as First (Legal) Name + Middle Initial(s) + (Legal) Surname, eg John A L Smith. Please ensure that you use your legal name and surname on all examination documents; including your written papers.

Each candidate has a four digit candidate number; this is the number you will enter on all examination scripts, coursework and non-examined and controlled assessments and paperwork. It will appear next to your name on seating plans and examination registers. **Please learn it.**

The College's Centre Number is 53607, and will be displayed in each examination room.

The examination timetable is set by the awarding bodies, and is the same all over the country. It is not possible to move examinations. In the event of a clash, ie where two subjects are timetabled at the same time, you must see Mrs Rendle. Arrangements will need to be made to accommodate both examinations and written confirmation of the arrangements will be sent to you. You may need to spend time under supervision between examination sessions; you will be informed about this.

Candidates are responsible for checking their own timetable and arriving at College on the correct day at the correct time, properly dressed and equipped. Aim to arrive outside the examination room at least ten minutes before the Centre start times, which are usually 9am and 1pm. Please wait quietly outside the examination room until invited to enter by the examination invigilators. Candidates who arrive late (within 1 hour of the published start time) may still be admitted to the examination room, and will normally receive the full time allocation; however local conditions may mean that this is not possible. The circumstances may have to be reported to the awarding body, which reserves the right not to accept a paper from a candidate who arrives more than 1 hour after the published start time.

You must attend all the examinations shown on your timetable; misreading the timetable will not be accepted as a satisfactory reason for absence. You may be billed for any examination missed. If you are ill on the day of an examination, ensure that you telephone the College as early as possible on the day. It may be possible to apply for Special Consideration; this is at the discretion of the College. See the section "Absence from Examinations". If you become ill during an examination, raise your hand and inform an invigilator.

Basic equipment must be provided by the candidate, borrowing from other candidates is not allowed under any circumstances. All items of equipment should be visible to the invigilators at all times; please bring your equipment in a transparent pencil case or clear plastic bag.

The following standard equipment should be brought to every examination:

- 2 pens, black ink or ballpoint pen
- 2 HB pencils
- Ruler, marked with millimetres
- Pencil sharpener
- Eraser

For certain examinations you may also need the following:

- Calculator
- Compass
- Protractor
- Coloured pencils
- Set texts (eg English Literature, Drama)

(The Maths department usually supply compass and protractor for Maths examinations)

You must do all rough work in the answer book provided and cross through anything that you do not wish to be marked. Highlighter and gel pens must not be used in your answers. You are not allowed to use correcting fluid or pens in any form. This is to protect you and your examination; if correction devices were allowed then someone could tamper with your examination paper and it would be undetectable.

Calculators may be used in most examinations; your subject teachers and the invigilators will tell you if it is not allowed for a particular paper. You must bring your own calculator if you need one; you are not allowed to use a mobile phone as a calculator. Your calculator should be of regular hand-held size and no printed instructions or cases are allowed. The awarding bodies will make no allowance for calculator failure or malfunction during an examination – **YOU** are responsible for making sure your calculator works properly. Make sure your batteries are new.

Calculators must not:

- Be dependent on mains supply (ie use a plug)
- Have alphabetic keys
- Be programmable
- Use magnetic card input
- Have a permanent memory

Mobile phones, IPODs, iWATCHES, MP3/4 players or any potential technological / web enabled sources of information must not be brought into the examination room. If a mobile phone (or any other type of electronic device) is found in your possession during an examination, even if it is turned off, it will be taken from you and a report made to the relevant awarding body. No exceptions will be made. If you wear any a wrist watch the invigilator will ask you to remove it and place it on your desk.

Awarding bodies are very strict regarding items that may be taken into the examination room. If you break these rules you risk being disqualified from the examination. If in doubt, ask. A bag room is usually provided for examinations; you should leave coats and bags in it. Please note that although the bag room is locked whilst the exam is in progress, the College accepts no responsibility for items left in it. It is safer to leave valuables at home.

Seating plans are displayed outside the Main Hall before the examination. Please ensure that you know which room and which seat you should occupy. You should then wait quietly outside the appropriate room until you are invited to enter. If you are in the wrong room or the wrong seat you are likely to receive the wrong examination paper.

The College employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Correct College uniform must be worn for all examinations (except Sixth Form).

You must be silent at all times in the examination room, this includes when you enter and leave the room. If you need assistance, put up your hand and wait for an invigilator to attend to you.

Candidates must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). You will not be allowed to leave the examination room early. Make the best use of your time; if you finish early, read through your work again and check you have answered the right questions.

Please make sure any watch alarms are turned off.

Do not attempt to communicate with or distract other candidates.

No foodstuff of any kind is allowed in the examination rooms. Drinking water is allowed but must be in a clear unlabelled bottle. However, please bear in mind that toilet breaks are only in an emergency and will be supervised.

Remember – no chewing gum, College rule!

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on examination papers – the awarding body may refuse to accept your paper.

Examinations will usually finish in time for candidates in Year 11 to use their normal transport home. It is likely that Sixth Form examinations will finish later than 3pm and you will need to make your own transport arrangements.

If you are entitled to Access Arrangements, eg extra time, reader, scribe, this will be communicated to you. If your examination finishes later than 3.10pm, as a result of Access Arrangements, the College will not accept responsibility for your transport home.

In the event of a fire alarm please follow the instructions given by the invigilators. If you have to evacuate the room, leave everything on your desk and exit as directed in silence. You must not attempt to communicate with other candidates during the evacuation. The fire assembly point for any examination candidates is the upper tennis courts.

Absence from Examinations

If you experience difficulties during the examination period, (eg illness, injury, personal problems), please inform the College at the earliest possible point so we can help or advise you.

Only in "exceptional circumstances" are candidates allowed Special Consideration for absence from any part of an examination at the discretion of the awarding body. It is essential that medical or other appropriate evidence is obtained on the day by the candidate or parent/carer and given to the Examinations Manager without delay in all cases where an application is to be made for Special Consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Manager which can be countersigned by your doctor or nurse.

For the award of a grade by Special Consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the qualification must be completed. *Please note that misreading the timetable will not be accepted as a satisfactory reason for Special Consideration.*

Parents / carers are reminded that the College will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the College.

After the examinations

Results are issued about six weeks after the end of the examination session in August. Examination results will be posted to candidates in Years 11–13; you are requested to complete the leaving process correctly and to leave a voluntary contribution to the cost of postage with the Finance Office. Examination results will be available for collection on results days in August but you will still be asked to contribute the correct postage so that we can send certificates to you at a later date.

Result day dates in August are published on the College newsletter, and on the website. If you need post-results advice, staff will be available on results days to answer any queries you may have.

If you wish any other person (including other family members) to collect your results on your behalf, they must bring written permission from you with them on the day. Results will be given by telephone or email directly to the candidate only.

If you feel strongly that you wish to make an enquiry about your results you must let Mrs Rendle know as soon as possible. Students are expected to cover the costs of any enquiries made at their request; a re-mark in 2016 cost approximately £40 per script.

Coursework is returned to College after the issue of results; however it has to remain under secure conditions until all enquiries about results have been completed. Coursework may be collected from the relevant teaching staff by prior agreement, approximately three months after the issue of results.

Certificates are received in College about three months after the issue of results and will be sent to you via Recorded Delivery. You will be required to sign for any certificates not sent via this method.

You are urged to keep your certificates safe. It will be almost impossible to replace them, and will require proof of identity and a substantial fee per awarding body.

Remember - If there is anything that you are unsure about, ASK. Mrs Rendle can be found in the Data and Assessment Office in the Main Admin block.