

HEANOR GATE SCIENCE COLLEGE



“Develop all learners to achieve their full potential”

“Create a culture of aspiration”



Exam Information Booklet For Students and Parents Summer 2017 GCSE and GCE

Who to contact in school about your exams:

Mrs Devins – Exams Officer

Mrs Wilson – Exams Assistant

Mr D Bradshaw – SLT Exams

Post-16

Mr Jones – Vice Principal and Head of Post 16

Mrs Dobrzycki - Assistant Head of Post 16

Mrs Burrows – P16 Admin

Year 11

Miss Tyers – Achievement Leader

Mr Barker– Assistant Achievement Leader

This booklet contains important information about GCSE and GCE exams at Hearon Gate Science College:

- ❖ Advice for students.
- ❖ Instructions for students.
- ❖ What to do if you are ill on the day of your exam.
- ❖ Rules and regulations.
- ❖ Internal Appeals procedure.
- ❖ Exam Results, Dates and Information
- ❖ Post Results information.

Advice for Students

You will already have received your exam timetable stating the times and dates of all of your exams that are set by the exam boards.

If there is a problem with your timetable, make sure you contact the exams officer urgently.

All exam information will be on the exams board near the Hall. - timetables, seating plans and details for PEF classes. Seating plans will also be near both the gyms, and the common room.

PEF Class details will be displayed on the doors to F Block.

Make sure you know if, and where, PEF classes are taking place.

It is essential that you have a good revision plan to help you through your exams.

Black ball point pens, pencils, rulers, erasers, sharpeners, compasses and angle measures are all provided in clear plastic wallets for all students.

Students may use their own equipment, but this must be in a clear plastic wallet, or clear pencil case.

A bottle of water will also be provided for each student for each exam.

Students need to bring a scientific calculator for any exams that require a calculator.

If you have an exam finishing later than 14.55/14.35, it is your responsibility to make arrangements for getting home.

Most problems can be solved if we know about them early enough, and although there are deadlines, these can be avoided if you ask early enough.

Year 11 - Phones will be collected from F Block prior to going to your PEF classes. Phones will be given back after the exam under the New Gym.

Year 12/13 – Phones will be stored with bags in S2, and securely locked away during the exam.

These can be collected once the exam has finished.

Exams will generally take place in the Old Gym, New Gym, Common Room, C and T Block.

Students with access arrangements will be informed where their exams will take place.

Instructions for students

Make sure you know when your exams are, and whether they are morning or afternoon.

Be on time for all of your exams.

Try to remember your 4 digit candidate number. This number will be required for each exam paper.

If you are going to be late for the exam, you must contact the school and explain the situation.

When you arrive in school you must report to main reception.

If you are late you cannot have any contact with other students.

Be aware that if you are very late, the exam board may not accept your paper for marking.

Wear full school uniform.

Follow all instructions from the exams officer, exams assistant and invigilator(s) at all times.

If you do not follow these instructions and/or behave badly you can expect to be disqualified.

If you have any further questions you must see the exams officer, as soon as you can.

What to do if you are ill on the day of your exam

If you are ill on the day, you must call first thing in the morning on 01773 716396. You will be advised what to do.

You will need a Doctor's note detailing why you are absent.

If you are just feeling unwell, you should come in and we can assess the situation when you arrive.

If you fail to attend an exam, with no valid reason, you will be charged the full exam fee. Failure to pay may result in your results being withheld. This may cost up to £50.

Be aware that missed exams cannot be sat at another time, as dates are externally set and assessed.

Rules and Regulations

You must not take any unauthorised electronic equipment into the exam room, e.g. mobile phones, i-pods, i-watches.

(If you break this exam regulation you will be disqualified for all of your exams with the exam board. It makes no difference if the equipment is switched on or off. If you bring a mobile phone or electronic equipment with you, you must hand these in prior to going into the exam.)

There is no talking or communicating at all in the exam.

(If you have any questions/concerns during the exam raise your hand and wait for an invigilator to come to you. Remember they cannot help you with any of the questions.)

You must remain in the exam room for the full duration of the exam.

You are not allowed to leave the exam early.

If there is an emergency during the exam, for example a fire alarm, you will be asked to stop writing. A decision will be made as to whether you need to leave the exam room.

(Should an emergency happen and you have to leave the exam room, you would still be under exam conditions and may not communicate with other students. Listen to instructions from the person in authority. When you return to the exam room, you will be able to complete the exam taking the full remaining time of the exam.)

You must not sit the exam in the name of another candidate.

You must not have in your possession any unauthorised material or equipment that might give you an unfair advantage.

You must not become involved in any unfair or dishonest practice in any part of the examination.

Internal Appeals Procedure

We are committed to ensure that assessment evidence provided by students is produced and authenticated according the requirements of the relevant specifications for each subject. Where lessons are shared between staff, internal moderation and standardisation will mean that marking is fair across the teaching groups.

If you feel that this may not have happened in relation to your work, you may make use of the appeals procedure. Please note that appeals may only be made against the process that led to the assessment, and not against the mark, or grade submitted by the centre for moderation by the awarding body.

Exam Results, Dates and Information

GCE – Year 12/13 - Thursday 17 August

Year 13 – Collect between 8.00am-2.00pm

Year 12 - Collect between 10.00am-2.00pm

GCSE – Year 11 – Thursday 24 August

Collect between 9.00am-12.30pm

You can collect your results slip during the times stated above. If you cannot collect the results yourself and someone else is collecting the results for you they need a letter of authority from you. Any results that have not been collected will be posted to your home address.

Please note that the results slip is not your Exam Certificate.

Post Results Information

If you need to make an enquiry about one of your results you will need to complete a consent form before the enquiry can be made.

The cost can be up to £70 per component depending on what you are asking for.

Post result services are as follows:

Clerical check of a paper.

Priority script return.

Priority review of marking/review of marking.

Please talk to the exams officer if you feel you may need to make an enquiry.

Information, details and deadlines can then be explained.