

**Centre Name: Bournville School
and Sixth Form**

**EXAMINATIONS
2009-2010**

**GUIDANCE FOR
STUDENTS & PARENTS**

**IMPORTANT GUIDANCE ON YOUR SCHOOL EXAMS TO BE READ IN
CONJUNCTION WITH THE EXAM BOARD RULES ON THE BOURNVILLE SCHOOL
WEBSITE IN THE EXAMS SECTION**

Candidate Name:

Candidate No:

Reg Group:

Centre Number: 20037

School Telephone No: 0121 475 3881

CONTENTS

	Page
Introduction	3
Before the Examinations:	
Statements of Entry	4
Examination Boards	4
Candidate Name	4
Candidate Number	4
Timetables	4
Contact Numbers	4
Equipment	4
During the Examinations:	
Examination Regulations	5
Attendance at Examinations	5-6
Invigilators	6
Absence from Examinations	7
Bad Weather Procedure	7
Appeals Against Internal Assessment	8
After the Examinations:	
Notification of Results	9
Post Results (Appeals against results)	9
Presentation of Certificates	9
Frequently Asked Questions	10-12

INTRODUCTION

It is the aim of Bournville School and Sixth Form is 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. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Bournville School and Sixth Form is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following 2 pages.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

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 Officer - **Mrs Sarah Pinfield** (Elgar Office)

The school telephone number is: **0121 475 3881 then press 3 for the examinations office.**

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All Candidates will receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

EXAMINATION BOARDS

- The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

CANDIDATE NAME:

- Candidates are entered under the name format of First Name + (Legal) Surname, e.g. Adam Smith.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet. **Please learn it.**

TIMETABLES

- A copy of the school's external and internal examination timetable is on the school website www.bournvilleschool.org in the exams area. You will also receive an individual timetable for external examinations showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Mrs Pinfield in the Elgar Office immediately.
- A few candidates have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. This may involve you taking one exam straight after the other or it may be that you are taken at the end of the first exam session to a room where you must stay in isolation to sit the second exam later that day. You must check your individual timetable and if you see that you have two exams timetabled for the same time please see Mrs Pinfield immediately.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notices to Candidates and the information on the following pages.

EXAM RULES

- The school follows the examining board rules for exams and is instructed to ensure all candidates follow these rules. Any student not following the rules will be reported to the exam board and may be disqualified from the exam where the rule was broken or all their exams in

that subject or even in some cases all their exams that they have taken so far. In extreme cases such as violent behaviour, students have been banned from taking any further exams that year.

- Copies of the exam board rules for exams, coursework and controlled assessment are available on the school website. If you wish to receive a printed copy of these please contact Mrs Pinfield in the exams office. **It is very important that you read these rules. Not knowing the rules is not an excuse when a student is considered to have cheated/not followed the rules.**

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is available on the school website. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body. Students may be charged the entry fee for any exam that the student is disqualified from.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all students attending school for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage 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 appropriate exam board. No exceptions can be made. If a student is disqualified they may be charged the entry fee for the examination.

- Only drinks in clear plastic bottles are allowed in the examination rooms.
- 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 – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. Do not draw on any additional paper as all papers that you have written/drawn on have to be returned with your exam paper.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are employed to ensure that the strict rules of the exam boards are followed. If they suspect a breach of the rules this will be reported to the exam board who may disqualify your paper.
- Subject specialist teachers will normally be present at the start of an examination only.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the

examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Management Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school 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. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer 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 Officer 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 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (approximately £23.00 per examination) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.
- If the Student Progress Leader and Attendance Manager decide that a candidate's attendance has been poor prior to the exam period the school may require the deposit of a cheque to cover the cost of the candidate's examinations. The cheque would be returned to Parents after completion of the exams if the candidate has attended all the exams entered for.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

BAD WEATHER PROCEDURE

- As you know, the weather can be very unpredictable. To avoid any possible confusion as to whether an exam will take place in the event of bad weather we would like to remind you of the procedures.
- The only occasion where an external examination will not take place is if the school is deemed closed by the authority because of "bad weather".
- Information about this will be given on local radio stations early in the morning on the day of the exams. If you have any doubt tune in the BRMB/Radio WM as early as possible on the day in question.

APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS eg CONTROLLED ASSESSMENT AND COURSEWORK

Bournville School and Sixth Form College is committed to ensuring that whenever its staff assess students work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have the 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 examinations board. Where a set of work is divided between staff, consistently will be assured by internal moderation and standardisation.

Very occasionally a candidate does not agree with the coursework marks awarded by a teacher. If the disagreement cannot be resolved by discussion between the teacher and the candidate concerned then the candidate may appeal to the Examinations Manager, who will put into action the agreed appeals process. This will be the final stage in the normal process of considering and resolving appeals. It is expected that it will be used only on exceptional circumstances. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

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.
2. Appeals should be made in writing to the Examinations Manager who will investigate the appeal.
3. The Examinations Manager will decide whether the process used for the internal assessment confirmed in the requirements of the awarding body and the examinations code of practice of the QCA.
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made 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 Headteacher and will be logged as a complaint under the complaints procedure. A written record of the 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 the work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Bournville School and Sixth Form Centre and is not covered by this procedure. If you have concerns about it, please ask the Examinations Manager for a copy of the appeals procedures of the relevant examinations board.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection on at 10am on

November examinations –	14 th January 2008
January examinations –	11 th March 2008
March examinations -	15 th April 2008
Summer examinations –	GCE 19 August 2008 *** GCSE 24 August 2008

*** The times for collection of results to be notified in summer term for students who are applying for universities.

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.
- Candidates who do not collect their results on results day will receive notification through the normal 2nd class post . Letters will be posted on results day and not before.
- No results will be given out by telephone under any circumstances.
- Pass Grades at GCSE are from A* - G and GCE A - C

POST RESULTS

- If you need post-results advice regarding your grades or future study, Connexions Service staff and Bournville School and Sixth Form teaching staff will be available on Results Day.

Post Results Services available to you are:-

- Clerical re-check of paper to ensure all clerical procedures leading to a results have been followed by the exam board;
- Post Results review of marking
- Re-moderation of coursework
- Access to a photocopy or original copy of your exam paper.

The deadlines for these services are usually not long after results day so if you are thinking about one of these please see the staff on results day quickly or contact your subject teacher or Mrs Pinfield as soon as possible. There is a charge for these service from the exam boards.

- Bournville School and Sixth Form does not enter former pupils for re-sits. If you need to re-sit an examination you should speak to the Connexions staff on Results Day.

PRESENTATION OF CERTIFICATES

- You will be notified when the certificates have been received in school
- Bournville School and Sixth Form is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they are stolen or destroyed through fire or flood) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible thereafter and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

- The Centre Number is **20037**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- It may still be possible for you to sit the examination if you arrive before the scheduled end time. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to

get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules you need 2 x **HB** pencils.
- For Music you need 2 x **black** pens
- For Mathematics **3B** pencils must be used for diagrammatic work.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room.
- Mobile telephones must not be brought into the exam room even if they are turned off.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. ipod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it in a named envelope in the school office before entering the examination room. You are responsible for collecting it at the end of the examination.

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

- It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the senior team.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. What are Modular Exams?

- Bournville School and Sixth Form pupils in Year 10 and 11 are taking Modular Science and Maths. This means taking written examinations on sections of the syllabus at intervals throughout the course as well as final examinations in the summer of Year 11. It is possible to retake modules if advised to do so by your Science or Maths teacher. It is important that pupils complete all the requisite modules, as marks will contribute towards their final grade at GCSE.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college?

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Subject to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by within 2 weeks of the results day. For GCE there is also a priority service to request a checking of marks the deadline for which is within a week. You must complete a Candidate consent form and return it with a cheque to cover the cost (n.b. the cost of a clerical re-mark in September 2008 was £45).