



A Guide to External Examinations

GCSE Candidates - You will have received an Exam Entry Confirmation Form with details of the exams you will be entered for this summer. This is for you to share with your parents and to keep for reference.

You have also received a blue form with your address and contact details. Please ensure that your parents check, complete and return this form to the Data and Examinations Office no later than the deadline given. Please keep the exams office up to date with any changes to your contact details as it is extremely important that we are able to contact you and your parents during the exams if necessary.

All Candidates - When it is ready your individual exam timetable will be available for you on 'My Highcliffe.'

SCHOOL WEBSITE

The School Website provides up-to-date and detailed information on all examination matters. There is a great deal of important information including:

- Information and guidance regarding exam regulations.
- Exam Dates and Deadlines
- Result Dates
- Post Results Information
- Exam Policies

Please read all the information provided carefully with your parents.

EXAMINATION TIMETABLE / CANDIDATE ENTRIES

The Exam Entries Confirmation Report and Candidate Timetable are individual to you and it is unlikely that they will be the same as another student's. It is your responsibility to check the timetable carefully and to ensure that you are aware of when your examinations are.

Read all the information and carefully check your personal details as well as your subjects and tiers of entry.

SUBJECTS AND TIERS

If you are unsure about any aspect concerning the subjects that you have been entered for, or the tiers of entry, you should consult with your subject teacher straight away.

Requests for alterations to entry must be made using the Amendment to Entry forms available from the Data and Examinations office. This form must be completed in full and all the required signatures obtained before the amendment will be made. Fees may be payable.

PERSONAL DETAILS

If the personal details (names and date of birth) are incorrect you should report this to the Data and Examinations office immediately.

REMEMBER!

- These personal details will appear on your certificates after the results have been published. It is very difficult to make alterations to your personal details after the examinations.
- You should keep your Individual Candidate Timetable and other documents in a safe place at home in case you need to refer to them.

THE EXAMINATIONS

Most of your examinations will take place in the Hall and Dining Hall, although some will be held in the Performance Hall or other venues. You should report to the terrace in front of the school and check the seating plans on the windows. Ensure that you know your venue and seat number for each exam. You are required to line up in seat order in the designated columns either on the front terrace or outside the Performance Hall. If your exams are not taking place in the Hall, Dining Hall or EN9 go directly to the other venue and line up in seating plan order. You should arrive at your venue **NO LATER THAN:**

Morning Exams: 08:40

Afternoon Exams: 13:05

Invigilators are in the room to act on any situations they are faced with. If for any reasons there is a problem, please tell them immediately. Often, issues can be dealt with at the time and not after the Exam.

EXAMINATION CLASHES

You may find that you have examinations in more than one subject in a session (morning or afternoon). If these exams exceed 3 hours we call this a 'clash'. If this occurs please inform the Data and Examination office.

If you have a clash you may sit one examination after another and your examination could start earlier or continue on much later than other candidates', or you may need to be isolated from other candidates between exams. The Exams Office will make arrangements to accommodate any clashes and will advise you by email.

TRANSPORT

You must ensure that you have made appropriate arrangements for transport to and from school. It is not possible to predict the exact timing of the end of examinations. Some flexibility in collection arrangements is advised. It will not be possible for buses to wait.

LATE CANDIDATES

If you realise that you are going to be late for the start of an examination you should telephone the school **straight away on 01425 273381**. There are strict rules concerning the timing of examinations and latecomers may jeopardise their chance of a qualification.

The school office will advise you what to do and will inform the Data and Examinations office.

ILLNESS

If you are unable to attend an examination because of illness you must phone the school **straight away** and inform the school office.

If an exam is missed a doctor's note will be required within 3 days of the examination. If the nature of your condition is one that you would not normally attend a doctor's surgery for, a

signed letter from your parent must be received by the Data and Examinations office within 3 days of the examination. This letter must state the exact nature of the illness and when it started.

If the missed examination cannot be taken in a later examination series a Special Consideration can be applied for as long as certain criteria are met. Medical evidence would help to support this application, but failing this, a self-certification form, available from the Data and Examinations Office, stating the exact nature of the illness and when it started will be required.

If you are unwell during the exam you MUST report this fact to the Invigilator at the time AND to the Examinations Office after the exam. The Exams Officer will advise on what other action must be taken.

EQUIPMENT

It is your responsibility to bring all the equipment you need for all your examinations in a **transparent** pencil case. Equipment cannot be provided. Black pens must be used, and remember to bring spare pens and pencils with you. If a calculator is required this must be brought without a lid or instructions. Water must be in clear plastic bottles with a sports type cap and with **all labels removed**. No other drinks or coloured bottles are permitted.

You should not bring bags, coats and valuables as they are not permitted in the examination room. We are unable to provide secure storage or take responsibility for them.

Mobile phones and any other electronic equipment, including internet enabled watches must be left in your locker or at the Student Support office. Any student found with unauthorised materials will be reported to the Examination Board and this malpractice could result in disqualification.

A clock will be visible from all parts of every exam venue so wearing a watch will not be necessary. If you do wear a watch to your exam you will be required to remove it from your wrist and place it on the desk in front of you.

IDENTITY CARDS – SIXTH FORM ONLY

Remember to bring your Identity Card with you and place it in the top right-hand corner of your desk during each examination.

DRESS

Remember that you should wear full school uniform and the 'Dressed and Ready to Learn' policy is applicable throughout your exams.

BEHAVIOUR

The highest standards of behaviour are required from all candidates, both in and out of the examination rooms. Candidates should read all the literature provided by the examination boards and understand the consequences if they fail to abide by their regulations.

You must ensure that you have read and understood the rules and regulations set out by the Joint Council For Qualifications. A copy of the 'Information for Candidates' can be viewed on the Data and Examinations notice board and on the school website where you will also find the 'Warning to Candidates' notice.

The School employs external invigilators to conduct exams. Students are expected to behave in a respectful manner towards them and follow their instructions at all times.

Candidates MUST NOT write inappropriate, obscene or offensive material on exam stationery. To do so constitutes malpractice and you could be disqualified from all your exams.

Candidates must not write on anything other than the exam paper provided. For example any **writing on hands is prohibited** and could lead to sanctions from the examination boards. **Do not write on the Exam desks.** This is regarded as vandalism and you may be charged for any damage.

When dismissed, leave the room quietly, without talking and do not start to talk until you are well clear of the exam room as others may still be doing their exams.

REMEMBER!

When you enter the exam room you become a 'Candidate'. As a candidate you:

- cannot walk around
- cannot leave the room unaccompanied
- must not communicate with any other candidates
- must remain quiet and put up your hand if you need help
- must not ask for any help with the exam paper
- will have to stay until the end of the exam.

PROVISIONAL RESULTS

The provisional examination results will be available for collection between 9:00 and 10:00 AM on the provisional results dates. The dates will be displayed on the school website.

GCE A & AS level – Usually the 2nd or 3rd Thursday in August
GCSE – Usually the 3rd or 4th Thursday in August

If you are unable to collect your results and wish them to be posted you must provide a stamped addressed envelope to the Data and Examinations Office before the end of the summer term.

If you would like someone to collect your results on your behalf you must provide a letter, before the end of term, authorising them to do so. They will need to bring identification.

Exam results not collected by 10:00 am will be made available on My Highcliffe around mid-day.

ENQUIRIES ABOUT RESULTS

After you have received your results, and if, after consultation with your teacher, you wish to apply for a copy of your script, a clerical check or a review of marking, a form for this purpose is available from the Data and Examinations office. Please be aware that there are deadlines and may be fees payable for these services. Further details will be displayed on the school website.

PROCEDURE FOR APPEALS ABOUT INTERNAL ASSESSMENT

A form, available from the Data & Examinations office, should be completed and returned as soon as possible, before marks are submitted to the awarding body, stating the details of the complaint and the reasons for the appeal. A notice about the procedure for Appeals about Internal Assessment can be found on the school website and the Data and Examinations notice board.

REMEMBER!

If you are unsure about any aspect of the examinations you should speak to your teacher or the Data and Examinations office.

Do not assume anything!

Data and Examinations Office
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