

Examinations FAQ Sheet

Examination Conduct (how should I behave in the exams?)

All public exams e.g. GCSE's are governed by the Joint Qualifications Council who stipulate the conduct expected by all candidates sitting an exam. See downloadable documentation at top of page). As a general rule the Hinckley Academy and John Cleveland Sixth Form Centre expects you to behave in a considerate, responsible manner, e.g.

- to arrive on time for your exam
- to be dressed in school uniform
- to avoid communicating with other students while you are in the examination room
- not to bring unauthorised material such as notes, mobile phones, i-pods, coats, bags etc. into the examination room.

We advise that you find safe storage for such items as we cannot accept responsibility for their loss. If you breach these regulations in the first instance you will be issued with a warning and contact is made with your parents to advise them of the situation. If you continue to behave in an unacceptable manner the relevant examination awarding body is notified. Their sanctions range from disqualification from that particular exam with the consequential loss of marks to disqualification from all examinations with that particular board.

Examination Documents (what information will I receive?)

You will receive the following paperwork approximately two weeks prior to your exams.

- a personal entry statement listing your entries
- a personal timetable stating the date, start time and duration of your exams

You will be required to show your entry statement to gain access to the examination room. If you lose your statement a replacement is available from Reception. The cost is 50p.

Prior to the main examination period students in year 11 will be issued with a provisional entry statement so that they have the opportunity to check that they have been entered for the relevant tier.

Requests to change the level of an exam; foundation to higher for example, can be made but they may incur a fee if they arrive after the entry deadline. Similarly requests to re-sit an exam which arrive after the entry deadline may incur an extra fee.

Seating plans – seating plans for all examinations are displayed in the relevant subject area and outside the Year Manager's office two weeks before the examination date. You should check where you are sitting e.g. Sports Hall, J24 for example before the day of the exam. You are seated in candidate number order not by surname therefore you should look for your 4 digit (9xxx or 0xxx) candidate number.

Examination Equipment (what do I need for my exam?)

You should provide your own equipment. For the majority of exams you will require

2 Black pens

A Pencil

A pencil sharpener

An eraser

A rule

A calculator

For certain exams such as Mathematics and Science you will also need a compass and a protractor.

Pencil cases must be transparent. Calculators must not contain programmes.

Examination Fees

The Hinckley Academy and John Cleveland Sixth Form Centre will fund your initial examination entries however if you fail to attend an exam or fail to complete the controlled assessment or portfolios for OCR Nationals and BTEC's the College reserves the right to recover the cost of the examination. The only exception to this is if you miss an exam on medical grounds in which case we will require a doctor's certificate.

Special Arrangements for Exams

If you meet the relevant Joint Qualification Council regulations access arrangements will be put in place for you.

What Happens If?..

I am late – you must report to Reception first. If the exam has not finished you will be allowed in and you will have the full time allowed to complete the exam. If the exam has finished unfortunately you will not be allowed to sit it.

I am unwell – you must make the Exams Officer aware of the fact. You may be allowed to take the exam in a separate room but this cannot be guaranteed. If you obtain a doctor's certificate the College will apply for special consideration for you.

I am too ill to take the exam – contact the Exams Officer on 01455 632183, we will require a doctor's certificate to apply for special consideration for you.

Results

For the November, January and March exams you will receive your results through your Form Tutor during registration.

In the summer you can collect your results slips from the Academy from 9am on the day of release. If you cannot collect them before 1pm they will be posted to your home address. If you would like them posting to an alternative address we will require written confirmation.

Examination Certificates

Certificates arrive at the Academy by the beginning of November. We will notify you when they are ready for collect either by postcard or via the College's bulletin. We advise all students to collect their certificates in person however if this is not possible a representative such as a mother can collect your certificates on your behalf. They will require proof of identity and a letter authorisation from you. Former students will also require proof of identity when collecting their certificates.

Re-sits

There are opportunities to re-sit GCSE exams taken during years 10 and 11 and AS or A2 units taken during years 12 and 13 however you must meet the cost of entry unless you missed the exam because of illness (doctor's certificate required).

Enquires about results

If after receiving your results you have a query about the marks awarded there are a number of options available.

Remark – a remark of the paper in question by a senior marker at the awarding body.

Clerical check – a check that the marks have been correctly calculated.

Copy of scripts – either a photocopy or the original examination script. If an original is requested further enquiry services are not available.

Remoderation – only available for coursework this service involves the re-marking of a coursework sample by the awarding body. All those that submitted coursework must be in agreement before a remoderation can be applied for.

Details of the deadline dates and charges for all enquiry about results services are displayed in the 6th Form lounge on results day and are available from the Exams Officer.

You are liable for the cost of enquiry about results services and your results can go down as well as up.

If you have further questions regarding the examinations processes and procedures at Hinckley Academy and John Cleveland Sixth Form please contact the Exams Officer.

Seating plans and re-sit forms are posted on Firefly.

Exams Officer: Miss P.Colledge