

GCSE Examinations

Things you need to know

Exam times are very important times in your life at Alec Hunter. The exams that you will be taking this year 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 exams that you must be aware of (most of these rules are set by the exam boards, not by the college!).

IF YOU DO NOT STICK TO THESE RULES THEN IT IS POSSIBLE THAT YOU COULD BE DISQUALIFIED FROM YOUR EXAMS, SO PLEASE MAKE SURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY. IF THERE IS ANYTHING YOU DON'T UNDERSTAND, ASK A TEACHER OR **MRS GOVENDER FOR HELP.**

DO NOT LOSE THIS BOOKLET – THIS INFORMATION IS ALSO AVAILABLE ON OUR COLLEGE WEBSITE

Absence from Examinations:

You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for your absence. You will receive a bill if you fail to attend an exam that has been paid for by the College. If you miss an exam due to illness, you **must** telephone the College on (01376) 321813 as soon as possible on the morning of the exam, **and** a medical certificate/letter **MUST** be given/sent to Mrs Govender within **three days** of the exam you missed.

IF YOU FAIL TO PROVIDE THE COLLEGE WITH A MEDICAL NOTE, YOU WILL RECEIVE A BILL FOR THE ENTRY FEE FOR THE MISSED EXAM.

Bags, Books, Notes and Valuables:

You are not allowed to keep any bags, books or notes with you in the exam room, these should be left in front of the desks in the Sports Hall. Please do not bring valuables with you when you come into school for an exam. Under no circumstances should you leave any money or valuables (including keys) unattended in any bag.

IF YOU DO SO, IT IS AT YOUR OWN RISK. ALEC HUNTER WILL ACCEPT NO RESPONSIBILITY FOR VALUABLE ITEMS THAT ARE LEFT IN BAGS.

Mobile Phones, Pagers, Electronic Organisers, Music Players:

Mobile phones, pagers, organisers, music players, headphones and any type of electronic communication or storage devices are not allowed in the exam room. The exam boards and Alec Hunter do not allow you to bring any of these items into an exam room.

You are strongly advised not to bring any such devices with you to school when you have an exam, as Alec Hunter cannot take any responsibility if they are lost or damaged. If however, you choose to bring a mobile phone in, as you enter you will be asked to switch off your phone and this will be collected by the invigilators. At the end of the exam session the invigilators will let you collect your phones on your way out.

IF A MOBILE PHONE, PAGER OR OTHER ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT MADE TO THE APPROPRIATE EXAM BOARD. **NO EXCEPTIONS WILL BE MADE.**

MINIMUM PENALTIES IMPOSED BY THE EXAM BOARDS ARE AS FOLLOWS (WITHOUT EXCEPTION):

Device found on you and turned ON: disqualification from entire subject award

Device found on you and turned OFF: disqualification from that component

Prohibited Material:

The following items must not be brought into any exam room:

- Mobile phones, pagers, organisers, any type of electronic communication or storage device
- Non-transparent pencil cases/boxes
- Calculator cases and instruction books
- Headphones, personal stereos, MP3 players, iPods, or any other kind of music storage/playing device
- Books (except for authorised texts), notes, letters, diaries or other printed material
- Bags, rucksacks, PE kits, etc.

Cheating:

If you are caught cheating in any way in an exam, you **WILL** be reported to the exam boards. 'Cheating' means doing anything that is against the rules stated on the Notice to Candidates (which is inserted at the back of this booklet) and includes:

- Being in possession of a mobile phone
- Using unauthorised aids
- Communicating with other candidates (by talking or otherwise)
- Copying from other candidates
- Attempting to communicate with other candidates (turning around, looking across at other candidates etc)

PENALTIES FOR CHEATING CAN INCLUDE DISQUALIFICATION FROM TAKING ANY EXAM FOR UP TO FIVE YEARS.

Equipment:

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to **EVERY** exam:

- 2 pens – blue or black only
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencils
- Set texts (e.g. in English Literature)

You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, CORRECTING PENS, HIGHLIGHTER PENS OR GEL PENS IN ANY ANSWER BOOKLETS.**

If you need tissues in the exam room, you must remove them from packets and place them on the desk at the start of the exam. There will usually be a supply of tissues in the exam room.

Calculators:

Calculators may be used in most exams unless stated otherwise. **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 no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly. If you are going to buy a new calculator please check with your Maths teacher to see what they recommend.

Calculators must not:

- Be dependent on mains supply (i.e. use a plug!)
- Have alphabetic keys
- Be programmable
- Have noisy keys which would disturb others

Conduct in the Exam Room:

You must be silent at all times when you are in the exam room. This includes when you enter and leave. If you need assistance, put your hand up clearly and wait for an invigilator to attend to you. Once you have entered the exam room, you have to be escorted at all times if you need to leave (e.g. if you need to go to the toilet). Please do not write on exam desks. It is regarded as vandalism and you will have to pay for any damage. **You will not be allowed to leave an exam early if you have finished your work as this disturbs other candidates in the room.**

Dictionaries:

Dictionaries may not be used in exams unless they are specifically permitted by the subject specification. Only students with special exam arrangements will be permitted a bilingual dictionary.

Candidate Number:

You will be given a 4-figure reference number that refers only to you. You need to remember this number, as you will write it on all your exam papers. In most exams you will be seated in alphabetical order. If you wish, you may write your candidate number in permanent pen onto the outside of your transparent pencil case. You are not allowed to write it on your hand, or have it written on a piece of paper on your desk.

Location of Exams:

Most GCSE exams will take place in the Sports Hall. Please arrive at College **at least** 15 minutes before the start time shown on your timetable so that you are not in a rush before your exam. Assemble in the area behind the Sports Hall, where seating plans for each exam session will be displayed on the shed. Please make a note of the row and seat number you will be seated in and then line up in front of the letter of the alphabet allocated to you. You will then be told when you are allowed to enter the exam room and you **MUST** sit at the desk that has been allocated to you, unless the invigilator instructs otherwise. If you do not sit in the correct seat, the invigilators could mark you as absent or you could end up with the incorrect paper. You are **NOT** allowed to enter the exam room before the exam time.

Times:

Unless otherwise stated on your timetable, all exams at start at **9:00 am for morning papers** and **2:00 pm for afternoon papers**. You should aim to be at College **no later than 15 minutes** before the start of an exam. If for any reason you are going to be late and will miss the start of the exam, you **MUST** telephone the College. You will then be told how long you have left before you will be refused entry.

Timetables:

Please check your individual candidate timetable carefully. If there are **ANY** mistakes (e.g. name, date of birth, exam entry etc.) you **MUST** inform Mrs Govender immediately. Mistakes that are not spotted at this stage could mean that your certificate is incorrectly printed later. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. If there is an exam on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you **MUST** inform Mrs Govender immediately. Extra time will not be permitted if you have simply misread your timetable. Take special note of any re-arrangements due to a timetable clash.

YOU, ALONE, ARE RESPONSIBLE FOR CHECKING YOUR EXAM TIMETABLE.
IF YOU LOSE YOUR TIMETABLE, ASK MRS GOVENDER FOR A NEW ONE.

Exam Regulations:

It is **your responsibility** to read and understand the exam boards' Notice to Candidates, which is at the back of this leaflet. A larger copy of this notice will be displayed outside every exam room, along with the Warning to Candidates poster.

IF THERE IS ANYTHING YOU DON'T UNDERSTAND, ASK MRS GOVENDER OR ONE OF YOUR TEACHERS FOR HELP.

Clashes:

If you notice a clash of exams, arrangements will be made for you to take these subjects one after the other. You will be informed of any special arrangements involving clashes before your exams.

IF YOU NOTICE A CLASH ON YOUR INDIVIDUAL TIMETABLE WHICH HAS NOT BEEN RESOLVED, YOU MUST INFORM MRS GOVENDER

Special Consideration:

Special consideration can only be applied for if something has seriously affected your performance on the day of an exam. Examples of acceptable reasons for application are bereavement (if a close relative or friend has passed away close to the exam), injury or illness (you would usually need a doctor's note). If after an exam you think you have a good reason for applying for Special Consideration you need to see or telephone Mrs Govender as soon as possible, but at the latest within four days of the exam.

NO LATE APPLICATIONS WILL BE ACCEPTED.

Special Exam Arrangements:

Students with special exam arrangements will need to assemble behind the Sports Hall as well. There will be a sign marked "Special Exam Arrangements". You will be collected by an invigilator at the start of each exam and taken to your exam room which could be in the Youth Centre or C5. Please do not go directly to these rooms as this could change daily.

Drinks and Sweets:

You are allowed to take into the exam room a drink of plain water in a sealed clear plastic bottle with the label removed.

NO sweets or other foods of any kind are permitted in an examination.

End of the Exam:

The invigilators will collect your exam papers before you leave the exam room. Absolute silence **MUST** be maintained during this time. Question papers, answer booklets and additional paper must **NOT** be taken from the exam room. You will be dismissed from the exam row by row. You must remain silent until you are outside the hall.

Art Exams:

- On Thursday 23rd and Friday 24th April, go directly to your Art Rooms.
- You are expected to wear full school uniform for your Art Exams.
- The use of MP3 players, iPods and mobile phones to listen to music will not be allowed.
- As with all GCSE exams you are **not allowed a mobile phone** with you and you may not communicate with another student
- You will be allowed a drink of **water in clear bottle ONLY**
- Eating is not allowed in the examination
- You have up to **10 hours** to complete the task
- Any student disrupting the exam will be removed

Coursework:

The exam boards return coursework after the results, however it has to remain secure in school until all enquiries about results have been completed. You will be able to reclaim your coursework approximately three months after you receive your results.

Results Day:

Results Day is during the summer holidays on Thursday, 27th August 2009. Results can be collected from school on the day at 11.00 am or Alec Hunter will post them to you if you leave a C5 stamped addressed envelope with Mrs Govender. Teachers will be in school on results day to help you with any queries that may arise.

Certificates:

Certificates are issued if you achieve grade A to G at GCSE. These arrive in school about two months after you have received your results. Certificates will be awarded to you on Presentation Evening, details of which you will receive closer to the day.

You MUST KEEP YOUR EXAM CERTIFICATES IN A SAFE PLACE, AS IT IS EXTREMELY EXPENSIVE TO REPLACE THEM. THE EXAM BOARDS CHARGE A FEE OF £30 PER CERTIFICATE.

WARNING

All the exam boards have very strict rules and regulations. They make it clear that:

- Their official exam sessions must be run under strictly fair conditions. Anyone attempting unfair practices can expect cancellation of exam entries, as well as possible exclusion from any further external exams for a period of up to 5 years.
- All invigilators **HAVE** to stick to the rules; they **HAVE** to report to the Exams Officer **ANYTHING** that they feel could be suspicious.

DON'T LET IT HAPPEN TO YOU. OBEY ALL THE RULES. DON'T RISK YOUR FUTURE.

Good Luck!



ALEC HUNTER HUMANITIES COLLEGE

POLICY ON INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

Alec Hunter Humanities College is committed to ensuring that whenever their staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. 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 school for moderation by the awarding body.

This procedure is available from the Exams Office and is posted on the Exams Notice board.

- 1 Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (eg the last GCSE written paper in the June GCSE exam series).
- 2 Appeals should be made in writing by the candidate's parent/carer to Mrs Govender, the Examinations Officer. The investigation regarding the appeal will be conducted by the Examinations Officer, the Head Teacher and at least two other senior members of staff who have not been involved in the internal assessment decision.
- 3 The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
- 4 The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- 5 If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of The Head Teacher and a member of the Governing body.

NOTE:

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. Appeals against matters outside the School's control will not be considered in the schools appeals procedure.

ALEC HUNTER HUMANITIES COLLEGE

POLICY ON ENQUIRIES ABOUT RESULTS

Appeals against External Assessment Marks

- If a candidate is unhappy with the mark awarded for a particular exam unit (eg written exam, coursework, practical assessment, etc), a clerical check or Re-mark may be requested via the Exams Office.
- The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered
- The decision as to whether to support such an enquiry will be made by Mr T Lawn, Deputy Headteacher , on the basis of several factors, including knowledge of the exam system and professional judgement.

