



**Centre Name:
Chulmleigh Community College**

EXAMS 2018/19

**GUIDANCE FOR
STUDENTS & PARENTS**

**Centre Number:
54123**

College Telephone No: 01769 580215

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1. JCQ Candidate Notices X 8
2. Grading Structure Explained
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4. January 2019 – Provisional Year 11 Mock Exam Timetable
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6. Calendar – Countdown to GCSEs

INTRODUCTION:

It is the aim of Chulmleigh Community College to make the exam experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents / carers. Please read it carefully and show it to your parents so that they are also aware of the exam regulations and the procedures to follow in the event of any problems occurring.

Please keep this booklet safe as it is hoped that it will be really helpful for you to refer to during the course of your final year here at the College.

The awarding bodies (or exam boards) set down strict criteria which must be followed for the conduct of exams and Chulmleigh Community College is required to follow them precisely. You should therefore pay particular attention to the Notice to Candidates enclosed later in this booklet.

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, need help or advice about the exam process at any time before, during or after the exams please contact, the Examinations Officer, who is situated upstairs in the Exams Office or contactable via the telephone number detailed below.

For specific subject queries please contact **subject teachers**.

College telephone number is: **01769 580 215**

College email address: Examinations@chulmleigh.devon.sch.uk

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMS:

AWARDING BODIES / EXAM BOARDS:

- The College uses the following Awarding Bodies: AQA & Edexcel (Pearson).

STATEMENTS OF ENTRY:

- For the summer 2019 exams, each student will receive a statement of entry from the College towards the end of February which will show which subjects and level of entry you have been entered for (i.e. Higher or Foundation if applicable for that exam).
- The date, start time and duration of each of your exams will also be included.
- Please check that your personal details on your statement of entry are accurate. For example: spelling of names and date of birth etc. This is what will be printed on your Exam Certificates and is difficult to change once certificates have been awarded.
- **N.B. Certificates will show your LEGAL surname even if you are known under another surname in school.**
- It is **vitaly important** that you check everything on your statement of entry confirmation very carefully. If you have any queries or think you have been entered for the incorrect exam then please see the Exams Officer as soon as possible.

CENTRE NUMBER:

- The National Centre Number for Chulmleigh Community College is: 54123.
- This number is allocated by the Joint Council for Qualifications and is used through the entire exams process and will appear on documentation.

CANDIDATE NAME:

- Candidates are entered under their **Legal** name in the format of (Legal) First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith
- Please **always** use your legal name on the exam paper.
- So that the College can make the correct entries using the legal name, **please inform the College immediately if you feel that the College does not hold the candidates legal name as per their birth or adoption certificate.**
- It is imperative for future College, University or employment places that certificates match legal identity.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number.
- This is the number you will enter on exam papers and is the only form of identification the awarding bodies use.
- It will appear next to your name on seating plans, exam registers and on the card placed on your exam desk.

BEFORE THE EXAMS:

UNIQUE CANDIDATE IDENTIFIER (UCI):

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry.
- The UCI number will usually begin with the Centre Number for Chulmleigh Community College which is: 54123. (Unless you have transferred from another school that had already issued your UCI.)
- Your UCI is used for administration purposes.
- **You do not need to remember it.**

TIMETABLES:

- In January, a series of Mock Exams will take place.
- In February, you will receive an individual statement of entry for your summer GCSE exams. This will show your own specific exams with details of date, time and duration of exam nearer the time. **Check it carefully.** If you think something is wrong see the Exams Officer immediately.
- The “Countdown to GCSE’s” calendar is a 25 week calendar of events that will take you through to your first GCSE exams starting.

The following attachments can be found as at the end of this booklet:

- 1) January 2019 – *Provisional Year 11 Mock Exam Timetable
- 2) Summer 2019 - *Provisional Year 11 Exam Timetable
- 3) Calendar – “Countdown to GCSE’s”.

(*Please note that these timetables are provisional at this time. You will be given a finalised timetable nearer to each series of exams starting.)

CONTACT INFORMATION:

- Please check that the College has up-to-date contact telephone numbers for you. An email address is also very useful for the College to have on file. You can check that the details that are recorded for you either at the main Reception or with the Exams Officer.

BEFORE THE EXAMS:

EQUIPMENT NEEDED FOR EXAMS:

- Make sure you have all the correct equipment before your exams. Check the regulations in the Notice to Candidates and the information later in this booklet.
- It is **YOUR** responsibility to ensure that you have the correct resources before arriving for your exam. A log will be made by the Exams Invigilator of the name(s) of candidate(s) who arrive with incorrect / incomplete equipment.

ALL students are expected to have the following equipment for EVERY exam held:

- TWO black biros (NO GEL PENS or blue biros)
- 30 cm ruler (marked with cm & mm), eraser, pencil, pencil sharpener, highlighter pen(s).

PLUS in some exams:

- Maths – Compass, protractor, set square, and calculator for the calculator paper
- Science – Protractor, calculator
- Technology – Calculator and coloured pencils

- YOU MUST NOT WRITE YOUR ANSWERS IN GEL PEN or BLUE BIRO. Nearly all exams are marked by scanning answer scripts into computers. Candidates must only write in **BLACK** biro.
- Highlighter Pens are not allowed to be used in your ANSWERS but may be used to highlight sections of the questions.
- You do not have to buy a see-through pencil case. A small plastic bag – i.e. sandwich bag will suffice as long as it doesn't have any writing on it.
- Candidates may use a calculator in an exam unless prohibited by the awarding body's specification.
- Please check that you have sufficient battery and your calculator is in good working order before the exam day.
- To meet with the awarding bodies regulations, please ensure that you do not bring the lid or case from your calculator in to the exam room if it has printed instructions or formulas.
- The Exams Invigilator will remind you to clear anything stored in your calculator's memory before the start of your exam.

BEFORE THE EXAMS:

EQUIPMENT NEEDED FOR EXAMS (CONTINUED):

- Please remove your watch on entering the exam room. If you are found to be wearing a watch, the Exams Invigilator **WILL** request that you remove it from your wrist and place it on your desk in front of you.
- Please refer to the JCQ notices within this booklet for other items NOT permitted in the exam room.

EQUIPMENT AVAILABLE FROM LIBRARY – PRICE LIST:

- The following items of stationary can be purchased from the Library:

Ballpoint Pen	10p	A5 Exercise Book	30p
Pencil	10p	30cm Ruler	30p
Eraser	10p	Compass	40p
Pencil Sharpener	10p	Pack of 12 Colouring Pencils	£1.00
Protractor	15p	Clear Pencil Case	£1.00
15cm Ruler	15p	Pack of 30 Colouring Pencils	£2.00
Highlighter Pen	50p	Scientific Calculator	£8.50
Purple Pen (non exam use)	30p	Memory Stick	£3.00

Exam Pack:

***Clear pencil case containing:
2 black ballpoint pens, pencil, eraser, pencil sharpener, protractor and highlighter pen***

With: 30cm ruler.

£1.50

BEFORE THE EXAMS:

MEDICAL:

- If you have a pre-existing medical condition that may require you to access food / medication during an exam, please speak with the Exams Officer **PRIOR** to the exams series starting; so that the necessary arrangements can be put in place for you.
- If you feel that you have been disadvantaged in your exam, due to being unwell, please notify the Exams Officer and your subject Head of Department as soon as you are able.
- Depending on the nature of illness or disadvantage during an exam, an application for “Special Consideration” may be considered by the Awarding Body, if supported by a Doctors letter or certificate.
- If you require paper tissues during the exam, please put your hand up and an Exams Invigilator will provide these for you.
- Please ensure that you bring a bottle of water with you to every exam, to remain hydrated.

DURING THE EXAMS:

CONDUCT:

- **Please do not write on exam desks.** This is regarded as vandalism and you will be asked to pay for any damage. The Exams Invigilator will inspect each desk after the exam and report to the Exams Officer, the name(s) of candidate(s) who have written on their desk.
- Do not draw graffiti or write offensive comments on exam papers. If you do, the exam board may refuse to accept and mark your paper.
- Do not enter the exam room with drawings or writing on your hands or anywhere else on your person as this could be interpreted as trying to cheat.
- Listen carefully to instructions and notices read out by the invigilators at the beginning of each exam. There may be amendments to the exam paper that you need to know about.
- Remain seated in silence until told to leave the exam room.
- Please leave the room in silence and show consideration for other candidates who may still be working. Some candidates will have an arrangement to have extra time for their exam paper. For this reason you are asked to remain under exam conditions until you are outside and away from the exam building.

UNIFORM:

- Full College Uniform must be worn by all candidates attending College for all exams.

EQUIPMENT TO BRING:

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the Exams Invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Candidates may use a calculator in an exam unless prohibited by the awarding body's specification (Maths Non Calculator).
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the following regulations:

Calculators must be: <ul style="list-style-type: none">• of a size suitable for use on the desk;• either battery or solar powered;• free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">• language translators;• symbolic algebra manipulation;• symbolic differentiation or integration;• communication with other machines or the internet
The candidate is responsible for the following: <ul style="list-style-type: none">• the calculator's power supply;• the calculator's working condition• Clearing anything stored in the calculator	<ul style="list-style-type: none">• be borrowed from another candidate during an exam for any reason;• have retrievable information stored in them - this includes: data banks; dictionaries; mathematical formulas; text.

DURING THE EXAMS:

EQUIPMENT TO BRING:

- Exam regulations are very strict regarding items that may be taken into the exam room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the exam and potentially from all exams in all subjects.
- **Mobile phones, iPods, Smartwatches, MP3/4 players, Pagers or any other products with technological/web enabled sources of information ARE NOT TO BE BROUGHT INTO THE EXAM ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an exam (even if it is turned off and you do not intend to use it) it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.**
- If you wear bracelets or a wrist watch, please remove them when you enter the exam room and place them on your desk in front of you.
- If you are noticed to be wearing a bracelet or wrist watch in the exam room, the exam invigilator **WILL** ask you to **REMOVE** them and place them on your desk.

EXAM INVIGILATORS:

- The College employs external Exams Invigilators to conduct the exams.
- Candidates are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times.
- Exams Invigilators are responsible for making sure that the information contained in the 'Notice to Candidates' is followed at all times.
- Except for the Exams Invigilators, the only staff members permitted in the room are:
 - ✓ The Exams Officer
 - ✓ Academy Business Manager – Mrs T. Harrison
 - ✓ The Head of Centre – Mr M. Johnson
 - ✓ JCQ Inspector – Accompanied by either Exams Officer or Mrs Harrison.
- Subject specialist teachers are not permitted to enter the exam room.
- Exams Invigilators are in the exam rooms to supervise the security and conduct of the exam. They will distribute and collect the exam papers, inform candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill.
- Please note that Exams Invigilators cannot discuss the exam paper with you or explain the questions.
- Exams Invigilators are unable to give any indication of the time elapsed during your exam. There will be a visible clock on the wall at the front of your exam room.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the exam room by Exams Invigilators and members of the Senior Leadership Team. The paper will be disqualified.

DURING THE EXAMS:

EXAM INVIGILATORS (CONTINUED):

- Exams Invigilators will make a log of the name(s) of any candidate(s) who do not have the correct equipment with them for their exam and notify the Exams Officer and a member of SLT.

ATTENDANCE AT EXAMS:

- Candidates are responsible for checking their own timetable and arriving at College on the correct day and time, properly dressed and equipped.
- It is College policy that all students attending for exams must be in school uniform.
- Candidates must arrive promptly for all of their exams.
- Exams will commence as near as possible to the official published starting times of 9.00am for morning sessions and 1.00pm for afternoon sessions.

Morning exams:	Afternoon exams:
9.00am	1.00pm

- Start times will be clearly displayed on the top the seating plan for each exam. These will be displayed on the Exams Notice Board in the corridor by the main reception on a weekly basis.
- Start times and exam durations will also be shown on your statement of entry and timetables provided.

WHERE TO MEET BEFORE THE START OF THE EXAM:

- Before each exam, your subject Head of Department will meet with you to answer any last minute questions or anxieties that you may have.
- If you have an exam that is timetabled for the morning (9.00am start), you are invited to join the subject Head of Department for breakfast in Lower Dartridge at 8.45am. Breakfast will be provided by the College.
- For afternoon exams, timetabled to start at 1.00pm your subject Head of Department will meet with you at 12.45pm in the Sports Foyer to help in the same way.

Morning exams:	Afternoon exams:
8.45am	12.45pm
Lower Dartridge	Sports Hall Foyer

DURING THE EXAMS:

SEATING PLANS:

- Start times will be clearly displayed on the top the seating plan for each exam. These plans will be displayed on the Exams Notice Board in the corridor by the main reception on a weekly basis.
- Seating plans will be displayed on the Exams Notice Board and outside the exam room on the day, prior to the exam starting. Please check this before entering the exam room and wait quietly outside until you are called by a member of SLT and invited to enter the exam room by the Exams Invigilators.
- You will be designated a seat for each exam, depending on your candidate number, which tier you have been entered for and if you have an access arrangement in place.

PERSONAL BELONGINGS:

- You will be notified where you can leave your bag and any personal equipment that is not allowed into the exam room.

LOCATION OF EXAMS:

- The majority of exams will take place in the Sports Hall.
- Those pupils who have special arrangements in place will be informed of their exam rooms individually.

TIMEKEEPING:

- The structure of the school day will alter, so that we are able to start any time tabled afternoon exams at 1.00 pm prompt. Therefore your lunch break will move to a 12.10 pm start.
- You must be **on time** for **all** of your exams.
- Invigilators are unable to give any indication of the time elapsed during your exam.
- There will be a visible clock on the wall at the front of your exam room.
- Candidates who arrive late for an exam must report to the Exams Officer and will be accommodated and allowed the full time for the exam where possible.
- Please note that candidates who arrive **very late** for an exam may not have their work accepted by the awarding body.

A candidate will be considered very late if they arrive:

- More than one hour after the published starting time for an exam that lasts for one hour or more. i.e. after 10.00 am for a morning exam or after 2.00 pm for an afternoon exam.

For exams that last less than one hour, a candidate will be considered very late if they arrive:

- After the awarding body's published finishing time for the exam.

DURING THE EXAMS:

ABSENCE FROM EXAMS:

- If you experience difficulties during the exam period (e.g. illness, injury, or personal problems) please contact the College 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 exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exams 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 Exam Officer which can be countersigned by your doctor or nurse.
- For the award of a grade by special consideration, where a candidate has missed part of an exam through illness or personal misfortune, a minimum of 50% of the whole assessment (including exams and coursework) must have been completed. The Exam Boards will often ask for evidence of work completed in college under controlled conditions.
- Parents and candidates are reminded that the school will require payment of entry fees (circa of £30.00 per subject) should a candidate fail to attend an exam without good reason and without informing the College.
- **Please note:** Misreading the timetable will **not** be accepted as a satisfactory explanation of absence.

FOOD AND DRINK:

- We ask that any water bottles taken into the exam room have a sports cap for drinking.
- Bottles that need to have the lid taken off to drink from are a hazard to the sports hall floor and yours and other people's work if spilled. You would be amazed at how far 500ml of water can go!
- The College will provide students with one 500ml bottle of water (with sports cap) at the beginning of the exam season.
- All labels must be removed from all bottles, sweets and *food. (*Brought for medical purposes only.)
- Only plain, clear water will be permitted. (No squash, fruit juice or pieces of fruit to be added to the water.)
- No food is permitted in the exam room.
- One unwrapped sweet is permitted.
- If you have a medical condition such as Diabetes, please notify the Exams Officer prior to the exams starting and arrangements will be made for you.

DURING THE EXAMS:

EXAM REGULATIONS - NOTICES TO CANDIDATES:

- All candidates must read these notices carefully and note that to break any of the exam rules or regulations could lead to **disqualification from all subjects** and not just the one in which the breach has occurred.
- The College **MUST** and **WILL**, report any breach of regulations to the Awarding Body.
- Candidates are under **EXAM CONDITIONS immediately upon entering the exam room.**
- You must not speak, make eye contact or attempt to communicate in any way with other candidates at any time whilst in the exam room.



Joint Council for
Qualifications

**PLEASE READ AND ENSURE YOU FULLY UNDERSTAND THE
ATTACHED APPENDICES / NOTICES ISSUED BY THE JOINT COUNCIL
FOR QUALIFICATIONS (JCQ) WHO OVERSEE EXAMS TAKEN IN THE
UK:**



Joint Council for
Qualifications

- ✓ **Warning to Candidates**
- ✓ **Unauthorised Items**
- ✓ **Information for candidates – Written exams**
- ✓ **Information for candidates – On-screen tests**
- ✓ **Information for candidates – Privacy Notice**
- ✓ **Information for candidates – Social Media**
- ✓ **Information for candidates – GCSE controlled assessments**
- ✓ **Information for candidates – Coursework assessments**
- ✓ **Information for candidates – Non-examination assessments (NEA)**



Joint Council for
Qualifications

DURING THE EXAMS:

QUESTION / EXAM PAPER:

- Check that you have been given the correct question paper.
- Check the subject, paper and level of entry (Higher or Foundation) is correct. **If not, PLEASE RAISE YOUR HAND AND SPEAK TO AN EXAMS INVIGILATOR.**
- **Read all instructions carefully** and number your answers clearly. Remember that some exams only require you to answer selected questions. Your subject teacher will explain this to you in your exam preparation sessions.
- **Only** write in black biro, otherwise your exam paper may not scan when received by the exam board.
- Highlighter Pens are not allowed to be used in your ANSWERS but may be used to highlight sections of the questions.
- You will not be allowed to leave an exam room early. It is College policy not to allow candidates to leave the exam room early as this is disruptive to other candidates.
- If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly on the cover sheet. Please sit quietly so you do not disturb other candidates. Do not attempt to make eye contact or communicate with other candidates in the room.
- In a written exam, before handing your exam paper to the Exams Invigilator, you **MUST** check that you have completed the following steps:
 - Completed the information on the front of your paper: Candidate Name (Your legal name), Candidate Number (4 Digit Number) and Centre Number (54123).
 - Ensure that all of your answers are correctly numbered.
 - Inserted any additional answer sheets in to your answer booklet, in the order that you answered the questions.
- At the end of the exam 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, insert them in to your answer booklet in the correct order and make sure your name and candidate number is on each sheet of additional paper.
- Exams Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the exam room.
- Question papers, answer booklets, additional paper and rough workings must NOT be taken from the exam room.

DURING THE EXAMS:

EVACUATION PROCEDURE:

- **Do not panic.**
- If the fire alarm sounds during an exam the exam invigilators will tell you what to do.
- If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting.
- Leave everything on your desk.
- You must not attempt to communicate with anyone else during the evacuation.
- You will continue to be “under exam conditions” throughout the evacuation.
- You will be escorted to a designated assembly point away from other students at the College.
- When you are authorised to return to the exam room do not start writing until the Exams Invigilator tells you to.
- You will be allowed the full working time for the exam and a report will be sent to the awarding body detailing the incident.
- The full Emergency Evacuation Procedure and policy can be found on the college website.

RESULTS:

NOTIFICATION / COLLECTION OF RESULTS:

Results will be available for collection on:

**Thursday 22nd
August 2019**

From 10.00am to 12.00pm in Heywood Hall.

- If you are **unable** to collect your results **in person** on Thursday August 22nd, you **MUST** complete a "Candidate Permission" form. (See next page)
- Please pass the form directly to the Exams Officer in the Exams Office **BEFORE** you leave school / take your last exam.
- Without being in receipt of a completed form, the Exams Officer will **NOT** under any circumstances be able pass your results to anyone or post them to you. This may result in a **DELAY** in you receiving your results and this could have an impact on your start of further education / career.
- **No results can be given out by telephone under any circumstances.**

RESULTS:

CANDIDATE PERMISSION FORM:

- ✓ In the summer term, you will be provided with information regarding the collection of results, including the candidate permission form:



EXAMINATION SERIES – JUNE 2019

Candidate Permission Form Provisional Statement of Results Collection

I will be unable to collect my Provisional Statement of Results in person on Thursday 22nd August and would like my results forwarded to me by the following method:

(Please indicate below by ticking the relevant box)

- My Provisional Statement of Results should be sent to my home address.*
PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE.

- I give my permission for my representative.....
(name in BLOCK CAPITALS)
to collect my Exam Results on my behalf.
I confirm that my representative will provide photographic ID on collection.

Candidate Signature:

Date:

CANDIDATE NAME:

* Any change of address should be notified to the College in writing or by email to admin@chulmleigh.devon.sch.uk. The College does not take any responsibility for statements sent out to addresses where this process has not been followed.

RESULTS:

UNDERSTANDING YOUR RESULTS - GRADES:

- On the Results Day, you will receive an envelope containing your “Provisional Statement of Results”, which provides a breakdown of each of your results for each subject.
- Pass Grades at GCSE: From 9 – 1 (New Specification):

Animal Care
Art, Craft and Design
Biology
Chemistry
Combined Science (Double Award): Trilogy
Computer Science
Design & Technology
Drama
English Language
English Literature
Food Preparation & Nutrition
French
Geography
History
Mathematics
Music
Physics
Physical Education
Religious Studies
Spanish
Textile Design

RESULTS:

UNDERSTANDING YOUR RESULTS - GRADES:

- A postcard detailing the grading structure is attached at the end of this booklet.

PROVISIONAL STATEMENT OF RESULTS:

- The statement of results is printed on one page split in to two main sections:

Provisional Statement of Results:

Top of page 1:

- ✓ Column titled **Grd1** is your **overall grade** for each subject.

For example: 2PE01 = Physical Education = P.E overall subject title / result = 8

- ✓ Column titled **Mark Equiv.** is your **overall marks** awarded for each subject.

For example: Physical Education = 268 Mark Equiv.

- ✓ Column titled **End1** is your overall grade awarded for your **English Language Spoken Assessment**.

For example: M = Merit

English Language Spoken Assessment Grade Structure:

P = Pass

M = Merit

D = Distinction

- ✓ Column titled **Points** points relates to the point score each whole subject grade carries. Point scores are used to measure school and subject performance within a school and do not impact directly on candidates.

Provisional Statement of Results:

Bottom of page 2:

- ✓ **Additional Results:** Your results will appear here for qualifications that you have achieved with other exam boards, such as **BCS/ECDL**.

For example: Dist.* 58 Points.

BCS / ECDL Point Structure:

Dist.* = 58 Points / 8.5 BCS Performance Points

Dist. = 52 Points / 7.0 BCS Performance Points

Merit = 46 Points / 5.5 BCS Performance Points

Pass = 40 Points / 4.0 BCS Performance Points

U = 0 Points / 0 BCS Performance Points Did not complete course.

PROVISIONAL STATEMENT OF RESULTS:

- An example of a statement of results is attached at the end of this booklet.

POST RESULTS:

ADVICE:

- If you need post-results advice, Further Education College staff and Chulmleigh Community College Exams Officer and teaching staff will be available in the morning on Results Day.
- Chulmleigh Community College is unable to enter former students for re-sits in November. If you need to re-sit an exam you should speak to the Further Education staff on Results Day.
- **Please keep your Provisional Statement of Results notification.** If you are going on to further education you will need these details for enrolment on any course as your actual certificates will not be issued until November. You will also need your UCI number if you wish to take any resits at a Further Education College and this is shown at the top of your Provisional Statement of Results.

ENQUIRIES:

- Your results statement is titled "Provisional" as there is a post results process available called "Enquiry About Results. (EAR)
- The EAR service of review maybe suggested either by your subject Head of Department or requested by you, the candidate.
- If a subject Head of Department requests an EAR review, there is no fee payable by the candidate.
- If you, the candidate, request a review, there will be a fee payable to the exam board for each service. The fee is waived by the exam board, if your overall grade goes up as result of the review.
- No EAR applications are made without the candidate's written permission.

The following information explains what may happen following an enquiry about a result and any subsequent appeal:

If you or your school or college makes an enquiry about a result and a subsequent appeal of one of your exams after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

- If any EAR enquiries are made regarding any of your results, resulting in your overall grade changing for a subject, your GCSE certificates will be printed with your new grade on.
- All GCSE certificates are printed and sent to the College in November.

POST RESULTS:

APPEALS PROCEDURE AGAINST INTERNALLY ASSESSED MARKS:

- Chulmleigh Community College is committed to ensuring that whenever its staff marks candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Chulmleigh Community College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.
- **N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body**

INTERNAL APPEALS PROCEDURE:

- An Internal Appeals form can be completed and submitted to the Exams officer for the following:
 - internally assessed marks
 - the Centre decision not to support an enquiry about results
 - the outcome of an enquiry about results
- Full details of this policy, including the form to complete, can be found on the College website; under the "Exams Information and Policies" page.

PRESENTATION OF CERTIFICATES:

- A Presentation Evening will take place in November 2019 when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend the Presentation Evening will be able to collect their certificates from the College office **after the event**. Certificates will not be posted or given to anyone other than the candidate without the candidate's written authorisation.
- Chulmleigh Community College is only obliged to keep certificates for a period of 12 months after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can **only** be replaced by direct application to the appropriate Awarding Bodies. This will require proof of identity (such as a birth certificate) and a substantial fee per Awarding Body/Certificate. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safely.
- Not all awarding bodies offer a certificate replacement service and may issue a "Certifying Statement of Results". It is advisable for you to collect your certificates in person at your earliest convenience to ensure their safekeeping.

FREQUENTLY ASKED QUESTIONS

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

- The College will re-schedule papers internally (on the same day) where there is a clash of subjects.
- Candidates will sit one paper, have a supervised break, under formal conditions in the exam room and then sit the second subject paper.
- Where candidates are taking two or more exams in a session and the total time is three hours or less, candidates may be given a supervised break of no more than twenty minutes between papers.
- Times and durations of each exam will be on your individual candidate timetable. If in doubt please speak to the Exams Officer.
- It is acceptable for candidates to be entered / timetabled for multiple exams (three or more) in one day, as long as the time of the combined exams does not exceed five and a half hours. (Including extra time and supervised rest breaks.)

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 inform the invigilator immediately.** Errors cannot be rectified after you have left the exam room.

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

- Each Candidate will have a card on their desk with their name, Candidate number and Centre number printed on it. Candidate numbers are also printed on seating plans, which are displayed outside 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 **54123**. It will be clearly displayed in the exam room and on desk cards.

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

- Inform the College 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.

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/Carers 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 exam 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 Exams 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 any 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.

FREQUENTLY ASKED QUESTIONS:

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

- Provided you are not more than 1 hour late, it may still be possible for you to sit the exam. You should get to the College as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an exam room without permission. It may not be possible to allow you any extra time if you start the exam late.
- You should also be aware that if you start the exam more than 60 minutes after the published starting time, you will be considered **very late**. The College must inform the Awarding Body and it is possible that the Awarding Body may decide not to accept your work. Please ensure that you allow enough time to get to College so that if you are delayed (e.g. through transport problems) you will still arrive on time.
- If you are late for any exam, your parent / carer will need to sign a statement to confirm that you have been kept under strict supervision by them at all times - until you are under the supervision of the Exams Officer. The statement will include details of whether security has been maintained or broken due to your late arrival. Therefore to ensure that you have not communicated in **any** way regarding your exam, **you must not have access to:** a telephone, mobile phone, iPOD, MP3/ MP4 player, smartwatch or any potential technological / web enabled source of information. Details about the extent to which you as a candidate were under supervision, from the actual time tabled / starting time of the exam will also be logged.

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

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

Q. Do I have to wear College uniform?

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

Q. Can I wear my watch during the exam?

- No. You must remove your watch and place it on your desk in front of you. Exam Invigilators will ensure that this rule is adhered to.
- The Head of Centre Mr Johnson may, if he so wishes, prohibit candidates bringing a wrist watch into the exams room and is able to request that you leave your watch outside of the exam room.

Q. What equipment should I bring for my exams?

- Please refer to the tables on Page 7.
- For all exams you must bring at least 2 black biro's. **(Black ink only)**.
- **NO Gel Pens or blue biro's**
- Highlighter pens can be used to highlight sections of the questions. You cannot use highlighter pens in your answers.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor & coloured pencils.
- **You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam.**
- Invigilators will make a log of the name(s) of any candidate(s) who do not have the correct equipment for their exam.

FREQUENTLY ASKED QUESTIONS:

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

- Only material that is listed on question papers is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate Exam Board. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned and may be disqualified from ALL exams taken that season.
- Bags and coats and any other items not permitted under exam regulations must be left in the specified areas outside the exam room. Do not bring any valuables into College with you when you attend for an exam.
- No food is allowed in the exam room, unless on medical grounds and with prior arrangement with the Exams Officer.
- Mobile phones, iPods, iWatches, MP3 players, pagers or any other products with potential technological or web enabled sources of information must not be brought into the exam room even if they are turned off.
- Watches and bracelets of any size are not permitted to be worn during the exam and are to be removed and placed on your desk, in front of you.
- Candidates will be subject to sanctions and penalties if any unauthorised items are found to be in their possession during an exam.
- In all cases of suspected malpractice, the exam board will be informed.

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

- Being in possession of a mobile phone (or any other electronic communication device with web enabled sources of information) is a serious offence and could result in disqualification from your exam and your overall qualification.

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

- The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. It is also shown on the front of the exam paper. Invigilators will tell you when to start and finish the exam. The start and finish time will be displayed clearly at the front of the exam room together with a clock.

Q. Can I leave the exam early?

- It is a requirement of the Awarding Bodies that you must stay in the exam room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour), however, it is not the College's policy to allow candidates to leave the exam room early as this is disruptive to other candidates. A candidate may not leave the exam room without the permission of the invigilators.

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

- The exam 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?

- Only if absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Make sure you go to the toilet before the exam starts.

FREQUENTLY ASKED QUESTIONS:

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

- Candidates who have exams in both morning and afternoon sessions may obtain lunch from 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 or college/university at some time in the future. You should check that the subjects, levels of entry and dates you are entered for are correct and that no subjects are missing.

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

- Some candidates receive an allowance of extra time. Where possible such candidates will be seated together in the exam room to minimise 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 Further Education College?

- Further Education College staff and Chulmleigh 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 Subject Head of Department to obtain their advice as to the advisability of requesting a re-mark. The Subject Head of Department will make the final decision. You should be aware that your mark could go down as well as up or even stay the same.

EXAM POLICIES:

DATA PROTECTION:

- Awarding bodies may be required to provide a candidate's personal data to an approved central record of qualifications and also to educational agencies such as regulators, DfE, UCAS, Local Authorities, etc.
- Awarding bodies maintain a record of candidates' exam results in order to maintain an accurate record of an individual's achievements.
- Please also refer to the Privacy Notice that is also enclosed within this booklet.

HOW TO FIND INFORMATION:

- There is other useful information for students and parents, including helpful guidance and some of our official policies relating to the exam procedures on the College website; found under the "Exams Information and Policies" page.
- These policies are reviewed and updated in late November of each year, to ensure that the College is fully compliant to current regulation outlined by the Joint Council for Qualifications. (JCQ) This is monitored by routine JCQ inspections
- JCQ is the single voice for all of its member awarding bodies (exam boards).

: CHULMLEIGH COMMUNITY COLLEGE EXAM POLICIES:

**Found under the "Exams Information and Policies" page,
Policies found on the College website include:**

- ✓ Access Arrangements
- ✓ Controlled Assessments
- ✓ Emergency Evacuation
- ✓ Exam Contingency Plan
- ✓ Exams Policy
- ✓ Internal Appeals Procedure
- ✓ Non-Exam Assessment Policy
- ✓ Word Processor Policy.

