



EXAMS 2014

**GUIDANCE FOR
STUDENTS & PARENTS**

Candidate Name:

Candidate No:

UCI:

Centre Name: Adcote School

Centre Number: 29220

School Telephone No: 01939 260202

INTRODUCTION

It is the aim of Adcote School to make the exam experience as stress-free and successful as possible for all pupils.

Hopefully, this booklet will be helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the exam rules and what to do if there is a problem.

The exam boards set down strict rules which Adcote must follow exactly. You should therefore, pay particular attention to the Notices to Candidates that are printed on the following 3 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 exams please contact:

The Exams Officer – **Miss E Stephenson**

The school telephone number is: **01939 260202.**

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMS

STATEMENTS OF ENTRY:

- All Candidates 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.

EXAM BOARDS

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

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on exam papers. Your candidate number is on the front of this booklet and will be on your personal information card in the exam room.

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. This number will usually begin with the Centre Number (29220) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

TIMETABLES

- When finalised, you will be given a copy of the school's GCE / GCSE / iGCSE timetable (copies also included at the end of this booklet). You can also find details of your own specific exams on the statements of entry. Check it carefully. If you think something is wrong see Miss Stephenson immediately.
- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see Miss Stephenson if you are unsure of what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Stephenson immediately.

CONTACT NUMBERS

- Non boarders should check that school has at least one up-to-date contact number.

EQUIPMENT

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

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Information for candidates
For written examinations – effective from 1 September 2013

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • a calculator case/instruction leaflet; • a mobile phone, iPod, MP3/4 player, a wrist watch which has a data storage device or any other product with text/digital facilities. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**NO MOBILE PHONES, IPODS,
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN
ELECTRONIC
COMMUNICATION/STORAGE
DEVICE OR DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification.

Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

This poster must be displayed in a prominent place outside each examination room.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2011

STUDY LEAVE

- Study leave is a time for you to STUDY and prepare for your written exams
- Organise your revision into blocks of time with sensible, regular breaks in between.
- Find a place with little or no distractions so that you can give the work your full attention.
- Eat your usual meals at the usual times and have regular drinks, especially water.

DAY PUPILS

- Make sure that you arrive at school **at least** 15 minutes before the start of your exam. Morning Exams start at 9am and afternoon exams at 1:30pm.
- Please sign in and out in the purple file by the side door. There will be a sheet for each day of the exams.
- If you are here go into School lunch as normal.
- If you have study time there will be allocated study rooms. Do not go into the gardens during lesson times, only at breaks.

BOARDERS

- Get up at the usual time and go to breakfast.
- When you come down into Day School you should dress in your usual school uniform or business suit.
- Study in designated study areas (a list of suitable rooms will be produced nearer the time). Do not go into the gardens during lesson times, only at breaks. You should not be sitting around chatting or using mobile phones/mp3 players.
- Go to all meals as usual.

STUDY LEAVE DATES

YEAR 11

Main written exams start on Tuesday 6 May.

Study leave will start at 4:10pm on Friday 2 May.

Last exam is on Friday 20 June.

Compulsory Sixth Form Induction runs from Tuesday 17 June to Friday 20 June.

YEAR 12

Main written exams start on Monday 12 May

Study leave will start at 4:10pm on Friday 9 May

All written exams for Y12 finish on Monday 9 June

Most pupils will return to lessons on the morning of Monday 9 June. Physics pupils will return to lessons after their morning exam that day.

YEAR 13

Main written exams start on Tuesday 3 June. (Resits & some Maths/Languages units earlier).

Study leave will start at 4:10pm on Friday 23 May (Half Term).

Some staff may wish to continue revision classes during study leave. This will be arranged with pupils at a mutually convenient time if Staff are not required for invigilation.

DURING THE EXAMS

EXAM REGULATIONS

- A copy of the “Information for Candidates”, which is issued jointly by all the Examining Boards, is included in this booklet. All candidates must read this carefully and note that to break any of the exam rules could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMS

- Pupils are responsible for checking their own timetable and reporting for their exam on the correct day and time, properly dressed and equipped. Morning (am) exams start at **9.00 am** and afternoon (pm) start at **1.30 pm**. Pupils must arrive at least 15 minutes before the start time of their exam. Please wait quietly outside your exam room (usually the Gym) until you are invited to enter by the exam invigilators.
- Candidates who arrive late for an exam may still be admitted, subject to the rules of the exam board. If special consideration applies then you must speak to Miss Stephenson (see ABSENCE FROM EXAMS).
- Full School uniform must be worn by all pupils attending school for exams.
- 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**. **No gel pens, ink erasers or correction pens are allowed.** (Tippex liquid, pens or tape)
- Highlighters may be used on question papers only. They are **not to be used** on your answer papers.
- A pencil should be used for diagrams and graphs.
- Students should make sure their calculators conform to the exam 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.
- 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 could be disqualified from the exam.
- **Mobile telephones MUST NOT 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) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. This will lead to **disqualification** from the exam.
- **No food or drink** is allowed in the exam rooms.
- 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.
- Pupils 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). **You will not normally be allowed to leave an exam 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.
- You will not be allowed any rough paper during an exam. All work is to be written on the exam paper or answer booklet. You may put your hand up and ask the invigilator for extra sheets of paper if you fill your answer booklet. Remember to fill in your details on every sheet and number them in the correct order.
- 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 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 exam 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 exam 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 exam the exam 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 exam and a report will be sent to the awarding body detailing the incident.

EXTRA TIME

- Those pupils entitled to extra time for their written exams can continue working once the other candidates have left the exam room. It is your decision as to how much of the extra time you use. If you wish to finish before the end of your extra time put your hand up and tell the invigilator. They will take in your exam paper and give you permission to leave the room. Once you leave you cannot go back in so be absolutely sure before you finish.

TRANSLATION DICTIONARIES

- Overseas pupils whose first language is not English may use a **translation dictionary** book for their written exams (except English, English Literature or your own language). The dictionaries will not tell you the meanings of words, just the direct translation between the two languages.

INVIGILATORS

- Invigilators are in the exam rooms to supervise the conduct of the exam. They will distribute and collect the exam papers, tell 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 invigilators cannot discuss the exam paper with you or explain the questions.

ABSENCE FROM EXAMS

- If you experience difficulties during the exam 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 exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exam 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 Exams 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 exam through illness or personal misfortune, a minimum of 35% of the exam (including coursework) must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMS

NOTIFICATION OF RESULTS

- Results will be available **after 10am** on:

GCE (A / AS) Thursday 14 August GCSE Thursday 21 August

- If you wish any other person (including family members) to collect your results on your behalf, you must give authorisation to school.
- Unless other arrangements have been agreed, candidates who do not collect their results on the day will receive notification through email or post.
- Pass Grades at GCSE are from A* - G
- Pass Grades at GCE are from A - E

POST RESULTS

- If you need post-results advice, some staff will be available on Results Day.

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 after the other. If you have a rescheduled exam (eg a later starting time or morning to afternoon) you will have to be supervised and remain in isolation until both exams are completed.

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?

- There will be a card with your name and candidate number on your desk in the exam room.

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

- The Centre Number is 29220. It will be clearly displayed in the exam room.

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 will usually 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 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, major domestic crisis. The Exam 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 exam?

- Provided you are not more than 1 hour late, it might still be possible for you to sit the exam. You should get to school as quickly as possible and report to the office. A member of staff will escort you to the exam room. You must not enter an exam room without permission after an exam has begun. 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 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 exam 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 all exams you should bring at least 2 pens (**black** ink only), pencils, rubber and ruler.
- For some exams you will need a calculator, compasses, angle measurer, coloured pencil crayons (**not gel pens**), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam.

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

- Only material that is listed on question papers (e.g. an anthology) 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 exams 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 exam regulations must be left outside the room. Do not bring any valuables into school with you when you attend for an exam.
- No food or drink is allowed in the exam room.
- **Any electronic devices 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 it is essential that you bring a mobile telephone to school, you must switch it off and give it to the invigilator before entering the exam room. It will be returned to you at the end of the exam as you leave the room.

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

- The length of the exam is shown in hours and minutes on the exam timetable. 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 exam rooms.

Q. Can I leave the exam early?

- It is a requirement of the exam boards 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). 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 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?

- If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Remember to go before the exam starts

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

- Some students receive an allowance of up to 25% extra time. 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 ?

- Some 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 your subject teacher to obtain her/his 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 Exams Officer as soon as possible. You must complete a Candidate consent form and return it with a cheque to cover the cost (the cost of a re-mark is approximately £40 at GCSE and £50 at A Level). If your grade is increased the fee is refunded.

Controlled Assessment and appeals against internal assessments

1. Controlled Assessment

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Subject staff will ensure all controlled assessment work is ready for despatch at the correct time and the exams officer will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided to the exams office by the subject teachers.

2. Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is included in this booklet.

The main points are:

- Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing, to the exams officer, at least three weeks before the date of the final written exam paper in the subject for that exam session

Results, enquiries about results (EARs) and access to scripts (ATS)

1. Results

Candidates will receive individual results slips on results days in person at the centre / by email / by post to their home addresses.

2. Enquiries About Results

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

Candidates must pay the fee for an enquiry about a result. The exam board refunds this fee if any error results in a grade change. Candidates are required to sign a consent form to confirm their understanding of the possible outcomes of an EAR. These are:

1. The grade remains unchanged
2. An error is identified and the grade is increased – the fee is refunded
3. An error is identified and the grade is reduced

3. Access To Scripts

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

4. Certificates

Certificates are posted first class recorded delivery or collected.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

The centre retains certificates for one year before returning them to the exam board.

You should keep your certificates safe as it is not possible to get replacements.

Internal Assessment Appeals Procedure

This applies to GCSE and GCE coursework / controlled assessment, projects, portfolio, performance etc providing the work is assessed internally.

Adcote school is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently, by staff who have appropriate knowledge, understanding and skills and in accordance with the specification for the qualification concerned. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a pupil's work has been produced and authenticated in accordance with the requirements of the exam board and she has concerns about the procedures used in assessing her internally assessed work, 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.

The appeals policy will be utilised only when the work has been moderated and a Centre assessed mark has been awarded.

The outcome of an appeal may be rendered irrelevant in the light of external moderation by the Exam Board and subsequent changes to marks awarded.

If, after discussion with the teacher concerned, any pupil is unhappy with the internal assessment of her work for a public exam she should follow the following procedure.

1. A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Exams Officer as soon as possible to discuss the appeal, and a written appeal submitted at least three weeks before the date of the final written exam paper in the subject for that exam session. An internal appeal will be resolved by the date of the final written exam paper of exam series.
2. On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Exams Officer, or representative if she/he is involved in the assessment in question. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.
3. Within one week, the result of the appeal will be made known in writing to those involved, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work and any changes made for the future.
4. If the pupil is not satisfied with the written response, the appeal will be subject to a personal hearing. The pupil will be informed of the hearing date; at least three days notice will be given. The student will be provided with a copy of all relevant documents (eg the marks given, the assessments made). The pupil may present her own case but is encouraged to be supported by a parent, guardian, or friend in the presentation of her case. The subject teacher and student will have the opportunity to hear each other's submission to the panel at the hearing. The panel will

comprise of the Academic Deputy, the pupil's tutor (or representatives if either are involved in the assessment in question) and a Governor.

5. The decision of the appeal panel will be made in writing to the student within two days of the hearing. This decision will be final.

6. 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, has implications for the conduct of exams or the issue of results , the awarding body will be informed.

GCSE EXAM TIMETABLE – SUMMER 2014

TUE 6 MAY	PM	0610/61	BIOLOGY – Alternative to Practical	1 hr	1.30-2.30
WED 7 MAY	PM	0625/61	PHYSICS – Alternative to Practical	1 hr	1.30-2.30

MON 12 MAY	PM	4FRO 01	FRENCH – Listening	40 min	1.30 – 2.10
		4FRO 02	FRENCH – Reading & Writing	1 hr 30 min	2.15 – 3.45
TUE 13 MAY	PM	0620/61	CHEMISTRY – Alternative to Practical	1 hr	1.30 – 2.30
		5GA1F	GEOGRAPHY – Skills and Challenges – Foundation	1 hr	2.35 – 3.35
		5GA1H	GEOGRAPHY – Skills and Challenges – Higher	1 hr	2.35 – 3.35
Danni to do Geography at 1:30					
WED 14 MAY	PM	4SPO 01	SPANISH – Listening	40 min	1.30 – 2.10
		4SPO 02	SPANISH – Reading & Writing	1 hr 30 min	2.15 – 3.45
THU 15 MAY	PM	0610/11	BIOLOGY – Multiple Choice	45 min	1.30 – 2.15
		0610/21	BIOLOGY – Theory – Core	1 hr 15 min	2.20 – 3.35
		0610/31	BIOLOGY – Theory - Extended	1 hr 15 min	2.20 – 3.35
FRI 16 MAY	AM	A971	HISTORY – Aspects of International Relations 1919-2005 and Study in Depth	2 hr	9.00 – 11.00
		0509/12	FIRST LANGUAGE CHINESE - Reading	2 hr	9.00 – 11.00
	PM	48903	PHYSICAL EDUCATION	1 hr 30 min	1.30 – 3.00

MON 19 MAY	AM	4EAO 01	IGCSE ENGLISH LANGUAGE – Paper 1	2 hr 15 min	9.00 – 11.15
	PM	0625/11	PHYSICS – Multiple Choice	45 min	1.30 – 2.15
		0625/21	PHYSICS – Theory – Core	1 hr 15 min	2.20 – 3.35
TUE 20 MAY	AM	0625/31	PHYSICS – Theory - Extended	1 hr 15 min	2.20 – 3.35
		4201/02	ENGLISH LITERATURE Unit 1 – Higher	2 hr	9.00 – 11.00
		0509/12	FIRST LANGUGAE CHINESE – Reading	2 hr	9.00 – 11.00
WED 21 MAY	AM	0518/02	FIRST LANGUAGE THAI - Reading	2 hr 15 min	9.00 – 11.15
		5GA2F	GEOGRAPHY – Natural Environment - Foundation	1 hr 15 min	9.00 – 10.15
		5GA2H	GEOGRAPHY – Natural Environment - Higher	1 hr 15 min	9.00 – 10.15
FRI 23 MAY	AM	0509/22	FIRST LANGUAGE CHINESE – Writing	2 hr	9.00 – 11.00
		0518/03	FIRST LANGUAGE THAI – Continuous Writing	1 hr 15 min	9.00 – 10.15
		0620/11	CHEMISTRY – Multiple Choice	45 min	1.30 – 2.15
THU 22 MAY	PM	0620/21	CHEMISTRY – Theory - Core	1 hr 15 min	2.20 – 3.35
		0620/31	CHEMISTRY – Theory - Extended	1 hr 15 min	2.20 – 3.35
		4202/02	ENGLISH LITERATURE – Unit 2A – Higher	2 hr	1.30 – 3.30
FRI 23 MAY	PM	4EAO 02	IGCSE ENGLISH LANGUAGE – Paper 2	1 hr 30 min	1.30 – 3.00
		A972	HISTORY – British Depth Study	1 hr 30 min	9.00 – 10.30
FRI 23 MAY	PM	0455/11	ECONOMICS – Multiple Choice	45 min	1.30 – 2.15

TUE 3 JUN	AM	4171/02	ENGLISH LANGUAGE – Unit 1 - Higher	1 hr	9.00 – 10.00
		4172/02	ENGLISH LANGUAGE – Unit 2 - Higher	1 hr	10.10 – 11.10
	PM	0455/21	ECONOMICS	2 hr 15 min	1.30 – 3.45
45451		FOOD TECHNOLOGY	2 hr	1.30 – 3.30	
CLASH FOR HANNAH & MONA					
WED 4 JUN	AM	45451	**TIMETABLE ADJUSTMENT** FOOD TECHNOLOGY	2 hr	9.00 – 11.00
THU 5 JUN	AM	0516/01	FIRST LANGUAGE RUSSIAN - Reading	2 hr	9.00 – 11.00
FRI 6 JUN	AM	5GA3F	GEOGRAPHY – Human Environment	1 hr 15 min	9.00 – 10.15
		5GA3H	GEOGRAPHY – Human Environment	1 hr 15 min	9.00 – 10.15

MON 9 JUN	AM	4356/1F	MATHEMATICS – Non calculator - Foundation	1 hr 15 min	9.00 – 10.15
		4365/1H	MATHEMATICS – Non Calculator - Higher	1 hr 30 min	9.00 – 10.30
TUE 10 JUN	AM	4ESO01	ENGLISH AS A SECOND LAGUAGE – Reading & Writing	2 hr	9.00 – 11.00
WED 11 JUN	AM	0516/02	FIRST LANGUAGE RUSSIAN - Writing	2 hr	9.00 – 11.00
THU 12 JUN	AM	4ESO02	ENGLISH AS A SECOND LAGUAGE - Listening	45 min	9.00 – 9.45
FRI 13 JUN	AM	4365/2F	MATHEMATICS – Calculator - Foundation	1 hr 45 min	9.00 – 10.45
		4365/2H	MATHEMATICS – Calculator - Higher	2 hr	9.00 – 11.00

MON 16 JUN	AM	8360/1	CERTIFICATE IN FURTHER MATHEMATICS – non calculator	1 hr 30 min	9.00 – 10.30
FRI 20 JUN	AM	8360/2	CERTIFICATE IN FURTHER MATHEMATICS - calculator	2 hr	9.00 – 11.00

GCE EXAM TIMETABLE – SUMMER 2014

MON 12 MAY	PM	GEOG1 6MN03	AS GEOGRAPHY – Unit 1 AS MUSIC – Unit 3	2 hr 2 hr	1.30 – 3.30 1.30 – 3.30
	AM	G571 G572	AS RELIGIOUS STUDIES – Philosophy of Religion AS RELIGIOUS STUDIES – Religious Ethics	1 hr 30 min 1 hr 30 min	9.00 – 10.30 10.35 – 12.05
TUE 13 MAY	PM	PSYA1 F887	AS PSYCHOLOGY - Unit 1 AS PORTUGUESE	1 hr 30 min 2 hr 30 min	1.30 – 3.00 1.30 – 4.00
	AM	F984 F011	AS HISTORY – Using Historical Evidence (Non British) AS ACCOUNTING – Accounting Principles	1 hr 30 min 1 hr	1.30 – 3.00 3.05 – 4.05
WED 14 MAY	PM	F984 F011	AS HISTORY – Using Historical Evidence (Non British) AS ACCOUNTING – Accounting Principles	1 hr 30 min 1 hr	1.30 – 3.00 3.05 – 4.05
THU 15 MAY	AM	FREN1	AS FRENCH – Unit 1	2 hr	9.00 – 11.00
FRI 16 MAY	AM	LITB1 6RU02	AS ENGLISH LITERATURE – Unit 1 AS RUSSIAN - Writing	2 hr 2 hr 30 min	9.00 – 11.00 9.00 – 11.30
	PM	GEOG2 4725	AS GEOGRAPHY – Unit 2 AS FURTHER MATHS – Further Pure 1	1 hr 1 hr 30 min	1.30 – 2.30 1.30 – 3.00

MON 19 MAY	AM	4721/6663 4729	AS MATHS – Core 1 A2 FURTHER MATHS – Mechanics 2	1hr 30 min 1 hr 30 min	9.00 – 10.30 9.00 – 10.30
	PM	6EB01 1081/01 DRAM1A DRAM1B	AS ECONOMICS & BUSINESS AS BUSINESS STUDIES – BS1 AS DRAMA & THEATRE STUDIES – Section A AS DRAMA & THEATRE STUDIES – Section B	1 hr 15 min 1 hr 15 min 45 min 45 min	1.30 – 2.45 1.30 – 2.45 1.30 – 2.15 2.20 – 3.05
TUE 20 MAY	AM	G481 6GN02	AS PHYSICS – Mechanics AS GERMAN - Writing	1 hr 2 hr 30 min	9.00 – 10.00 9.00 – 11.30
	PM	PSYA2	AS PSYCHOLOGY – Unit 2	1 hr 30 min	1.30 – 3.00
WED 21 MAY	AM	BIOL1	AS BIOLOGY – Unit 1	1 hr 15 min	9.00 – 10.15
THU 22 MAY	AM	4722 4737 F361	AS MATHS – Core 2 A2 FURTHER MATHS – Decision 2 AS LATIN – Latin Language	1 hr 30 min 1 hr 30 min 1 hr 30 min	9.00 – 10.30 9.00 – 10.30 10.35 – 12.05
	PM	F012 F981	AS ACCOUNTING – Accounting Applications AS HISTORY – Historical Explanation (British History)	2 hr 1 hr 30 min	1.30 – 3.30 1.30 – 3.00
FRI 23 MAY	AM	CHEM1	AS CHEMISTRY – Unit 1	1 hr 15 min	9.00 – 10.15
	PM	PLSH1	AS POLISH	2 hr 30 min	1.30 – 4.00

MON 2 JUN	AM	PLSH2 F013	A2 POLISH A2 ACCOUNTING – Company Accounts & Interpretation	3 hr 1 hr 30 min	9.00 – 12.0 9.00 – 10.30
	PM	BIOL2	AS BIOLOGY – Unit 2	1 hr 45 min	1.30 – 3.15
TUE 3 JUN	AM	6EB02	AS ECONOMICS & BUSINESS – Business Economics	1 hr 15 min	9.00 – 10.15
	PM	CHEM2 PSYA3 F362	AS CHEMISTRY – Unit 2 A2 PSYCHOLOGY – Unit 3 AS LATIN – Latin Verse & Prose Literature	1 hr 45 min 1 hr 30 min 1 hr 30 min	1.30 – 3.15 1.30 – 3.00 3.05 – 4.35
THU 5 JUN	AM	F888	A2 PORTUGUESE	2 hr 45 min	9.00 – 11.45
	PM	6CN02	AS CHINESE – Listening & Writing	2 hr 30 min	1.30 – 4.00
FRI 6 JUN	AM	LITB3	A2 ENGLISH LITERATURE – Unit 3	2 hr	9.00 – 11.00
	PM	4732	AS MATHS – Probability & Statistics 1	1 hr 30 min	1.30 – 3.00

MON 9 JUN	AM	G482 6GN04	AS PHYSICS – Electrons, Waves & Photons A2 GERMAN - Writing	1 hr 45 min 2 hr 30 min	9.00 – 10.45 9.00 – 11.30
	PM	CHEM4 F014	A2 CHEMISTRY – Unit 4 A2 ACCOUNTING – Management Accounting	1 hr 45 min 2 hr	1.30 – 3.15 1.30 – 3.30
TUE 10 JUN	AM	4733 4736	A2 FURTHER MATHS – Probability & Statistics 2 AS MATHS – Decision 1	1 hr 30 min 1 hr 30 min	9.00 – 10.30 10.35 – 12.05
	AM	PSYA4 6RU04	A2 PSYCHOLOGY – Unit 4 A2 RUSSIAN - Writing	2 hr 2 hr 30 min	9.00 – 11.00 9.00 – 11.30
THU 12 JUN	PM	G484	A2 PHYSICS – The Newtonian World	1 hr 15 min	1.30 – 2.45
	AM	DRAM3	A2 DRAMA & THEATRE STUDIES – Unit 3	2 hr	9.00 – 11.00
FRI 13 JUN	PM	4728 6689	AS FURTHER MATHS – Mechanics 1 A2 MATHS (ZOE) – Decision 1	1 hr 30 min 1 hr 30 min	1.30 – 3.00 1.30 – 3.00
	AM	1083/01	A2 BUSINESS STUDIES – BS3	2 hr	9.00 – 11.00
	PM	BIOL4	A2 BIOLOGY – Unit 4	1 hr 30 min	1.30 – 3.00

MON 16 JUN	AM	4723/6665	A2 MATHS – Core 3	1 hr 30 min	9.00 – 10.30
TUE 17 JUN	AM	6CN03	A2 CHINESE - Writing	2 hr 45 min	9.00 – 11.45
	PM	CHEM 5	A2 CHEMISTRY – Unit 5	1 hr 45 min	1.30 – 3.15
WED 18 JUN	AM	1084/01 1036/01 6MU06	A2 BUSINESS STUDIES – BS4 A2 MUSIC - MU6 A2 MUSIC – Further Musical Understanding	2 hr 2 hr 15 min 2 hr	9.00 – 11.00 9.00 – 11.15 9.00 – 11.00
	PM	4724/6666	A2 MATHS – Core 4	1 hr 30 min	1.30 – 3.00
THU 19 JUN	AM	G485	A2 PHYSICS – Fields, Particles & Frontiers of Physics	2 hr	9.00 – 11.00
FRI 20 JUN	AM	BIOL5	A2 BIOLOGY – Unit 5	2 hr 15 min	9.00 – 11.15

MON 23 JUN	AM	4726	A2 FURTHER MATHS – Further Pure 2	1 hr 30 min	9.00 – 10.30
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