



**EXAMINATION
INFORMATION BOOKLET
ACADEMIC YEAR 2016 / 17
FOR STUDENT AND PARENT/CARER**

Please keep this somewhere safe – you may need to refer to it throughout the exams process

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KEY DATES

| | |
|------------------------------|---|
| W/c 6 th February | Statement of Entry issued (see pg 4) |
| Start of term 5 | Individual timetable issued (see pg 5) |
| 15 th May 2017 | Start of main exam season |
| 26 th May 2017 | Last day for Year 13 |
| 5 th June 2017 | Study leave starts for Year 11 |
| 27 th June 2017 | Year 11 celebration day |
| 30 th June 2017 | End of main exam season |
| 30 th June 2017 | Sixth form induction day (Year 11 into Year 12) |
| 17 th August 2017 | GCE Results Day |
| 24 th August 2017 | GCSE Results Day |

BEFORE THE EXAMS

Statement of entry (pink)

- This is a list of all the exams that you have been entered for.
- You need to check it carefully to make sure there are no errors or omissions.
- If it is correct:
 - Sign and date the declaration on the pink copy and return it to student services as soon as possible. (The white copy is yours to keep.)
- If there are any errors or omissions:
 - You **MUST** discuss this with your teacher as soon as possible.
 - You should note any changes needed on the pink copy, get your teacher to sign to confirm the changes and then make sure that you hand this to the examinations team as soon as possible.
- If you are unsure about any of your entries:
 - Come and ask the exams team in student services.
- It is very important that you return this form by the date shown, so that any amendments can be made without incurring a charge. Late changes may be possible, but any fees incurred as a result will have to be reimbursed.
- If changes have been made you will be issued with a revised statement of entry, which should be checked, signed and returned as soon as possible.

BEFORE THE EXAMS

Individual detailed timetable (green)

- This gives details of the date and times of all your exams **as well as** your individual room and seating allocation.
- It will be issued via tutors at the beginning of term 5.
- It is very IMPORTANT - you will need to refer to it for EVERY exam for information on rooming and timing. It is unique to you, so you cannot rely on your friends being in the same room.
- You are advised to take a copy of your timetable to display at home, so that you and your family can see it and you all know when you should be at school taking an exam.
- If you lose your timetable you can get a replacement from the Exams Team (in Student Services), but there is a charge of 50p for this. We suggest you take a photo on your phone/copy of it as soon as possible to avoid the need for a replacement.

DURING THE EXAMS

Start times

- Morning Examinations:
 - Before half term - 9.10am
 - After half term - 8.55am
- Afternoon Examinations:
 - 1.30pm
- Please be outside the exam room **15 minutes before**.
- These are the **usual** start times – there may be occasions when these have to be varied. Always refer to your individual timetable for definitive start times.

If you are late

- Notify the exams team IMMEDIATELY on 01275 465943.
- Depending on the circumstances, it is likely that you will still be able to take your exam. However, there are strict regulations that must be complied with, so it is vital that you speak to someone from the exams team as soon as you know you will be late, so that we can make the appropriate arrangements.
- You should be aware that if you are very late the Exam Board may not accept your paper and you may not be given the full time allowance for the paper.

DURING THE EXAMS

If you are ill

- If you are unable to attend due to illness, notify the exams team IMMEDIATELY on 01275 465943.
- You may still be awarded a grade for this exam by making an application for special consideration. The regulations depend on a number of factors, and the exams team will be able to advise on the specifics for your particular circumstances.
- You and your parent/carer must complete a Self Certification form (available from the Exams Office). This must be completed and returned to the Exams Office as soon as possible.
- The Self Certification form must give specific information about dates and exact reasons why you could not sit the paper. Without this the Exam Boards will not issue final grades for the missed exam. Supporting medical evidence is not essential, however, it will support your case if available and so we recommend you supply it if possible.

Temporary Injury

- If you have any temporary injury (eg broken arm) that may require special arrangements to be put in place, please let the Exams Office know as soon as possible.

DURING THE EXAMS

Special Consideration

- Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment.
- Applications for special consideration can only be made by the school and will only be made in exceptional circumstances, such as serious illness, bereavement and other major traumas.
- It is not available for long term conditions – any adjustments required in these cases should be accommodated through the provision of access arrangements if appropriate.
- Normal exam anxiety does not qualify for Special Consideration.
- If you wish the school to make a Special Consideration application for you, you will need to complete a Self Certification form (available from the Exams Office) specifying dates and exact reasons. You will need to get this authorised by Mr Conkie or Mr Rome before returning it the exams team. This should be returned as soon as possible – the Exam Boards operate strict deadlines for making such applications.

AFTER THE EXAMS

Results Days

- GCE results day – Thursday 17th August 2017
 - Year 13 – Collect your results from 8am
 - Year 12 and below – Collect your results from 11am
 - Results will be given out outside the Sixth Form Building (or in the Sixth Form Theatre in the case of bad weather).
 - If you arrive late you can collect your results from the Exams Team in Student Services.

- GCSE results day – Thursday 24rd August 2017
 - Year 11 – Collect your results from 10am
 - Year 10 and below – Collect your results from 11am
 - Results will be given out in the quad outside the common rooms (or in one of the common rooms in the case of bad weather).
 - If you arrive late you can collect your results from the Exams Team in Student Services.

- If you are unable to collect your results from school on these dates, you can:
 - Collect them from the exams office, at a later date.
 - Have them posted – you will need to give a stamped addressed A5 envelope to the Exams Team BEFORE Friday 21st July 2017. Your results will be posted on the afternoon of results day.
 - Have them collected by someone else – you will need to provide them with a signed letter explaining that you give your permission for that person to collect your results on your behalf. There is a form on page 13 that you can use if you wish.
 - We are NOT able to give out results over the phone, by e-mail or fax.

AFTER THE EXAMS

Publication of Results

- During August / September every year the local papers (Mercury, North Somerset Times, Bristol Evening Post) like to run special Examination Result editions. We will publish your name and number of GCSEs passed with number A* to C grades in brackets or your name and subject code for all A Levels passed.
- If you DO NOT wish to have your results published in the local papers, please contact the Exams Team IN WRITING BEFORE 21st July 2017.

Enquiries About Results

- If you are concerned about any aspect of your results, please speak to your subject teacher or Head of Department URGENTLY.
- It is possible to make enquiries about results, but there are strict deadlines provided by the Exam Board and these are not negotiable.
- If you are not able to find your subject teacher or Head of Department on Results Day, please go to Reception or the Exams Team.
- Further information regarding Enquiries About Results will be available on Results Day.

Certificates

- Year 11 will receive their certificates at the Certificate Presentation Evening in November or December; an invitation will be sent to your home address.
- Year 13 will receive their certificates at the Certificate Presentation Evening in December or January; an invitation will be sent to your home address.

OTHER INFORMATION

- Other useful information is available on the main school website under the curriculum tab. Information includes:
 - Skeleton timetables for Summer 2017
 - JCQ exam rules and regulations
 - Exams – Key Information (this booklet)
 - Exams – General Information and FAQs
 - Exam Top Tips

BACKWELL SCHOOL

PERMISSION FORM - FOR SOMEONE ELSE TO COLLECT YOUR EXAMINATIONS RESULTS

The results of your examinations are **your** property. Until you have received them, we are not allowed to release them to anyone else – or even tell someone what the results are ...

Unless you give specific permission for someone else to pick them up on your behalf, without **your** permission, we will refuse to give them out.

Every year, on results day, parents and friends (even brothers and sisters) ask for the results of a student who is away on holiday or working or unable to get to school. We **cannot** give them to anyone without your permission.

To avoid any difficulty, please fill in the form below and bring it to the Exams Office.

I, _____(your name) Tutor Group: _____

give permission for the following person to pick up my examination results on my behalf:

Name: _____

Relationship to you: _____

E.g. Parent, brother, sister, friend

Signed: _____ Date: _____

(Your signature)

This form must be returned to the Exams Office before 21 July 2017.

