



**EXAMINATION
INFORMATION BOOKLET
ACADEMIC YEAR 2018 / 19
FOR STUDENTS AND PARENT/CARERS**

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

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KEY DATES

| | |
|---------------------|---|
| w/c 21 January 2019 | Statement of Entry issued (see page 6) |
| Start of term 5 | Individual timetable issued (see page 7) |
| 13 May 2019 | Start of main exam season |
| 3 June 2019 | Study leave starts for Year 11 and Year 13 |
| 26 June 2019 | Contingency Day End of main exam season |
| 21 June 2019 | Sixth form induction day (Year 11 into Year 12) |
| 15 August 2019 | GCE Results Day |
| 22 August 2019 | 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 exams 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 you will be charged for any fees incurred as a result.
- 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.

BEFORE THE EXAMS

Centre Assessed Marks – Review of Marking

- Candidates will be informed of their centre assessed marks prior to them being submitted to the exam board.
- Candidates may request a review of marking where there are concerns about the mark.
- All requests for a review of marking must be made in writing to the Exams Office, and there are strict deadlines which must be observed. Students will be made aware of these dates, and they are also published on the school website.
- Candidates should be aware that marks can go down as well as up following a request for a review.
- Full details of the school policy and process to be followed can be found at the back of this booklet (pg 18), as well as on the school website.

DURING THE EXAMS

Start times

- Morning Examinations:
 - Before half term - 9.10 am
 - After half term - 8.55 am
- Afternoon Examinations:
 - 1.30 pm
- 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

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.

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 for a missed exam. The regulations depend on a number of factors, and the exams team will be able to advise on the specifics for your particular circumstances.

Special Consideration (for a missed exam)

- Special consideration applications can only be made through the school, and require you and your parent/carer to 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.

DURING THE EXAMS

Special Consideration (General)

- 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 which affects their performance in an exam.
- 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, Mr Houghton or Miss Haywood (sixth form) before returning it to the exams team. This should be returned as soon as possible – the Exam Boards operate strict deadlines for making such applications.
- Supporting evidence is not essential, however, it will support your case if available and so we recommend you supply it if possible.

DURING THE EXAMS

Contingency Day

- Wednesday 26 June 2019.
- This day has been set aside by the Joint Council for Qualifications in case exams boards need to postpone or rearrange an exam due to “sustained national or local disruption”.
- All exam candidates must be available to sit exams from the start of the season in May until Wednesday 26 June 2019.

AFTER THE EXAMS

Results Days

- GCE results day – Thursday 15 August 2019
 - Year 13 – Collect your results from 8.00 am
 - Year 12 and below – Collect your results from 11.00 am
 - 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 22 August 2019
 - Year 11 – Collect your results from 10.00 am
 - Year 10 and below – Collect your results from 11.00 am
 - Results will be given out in the quad outside the common rooms (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.

- 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 Tuesday 23 July 2019. 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 21 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

Enquiries About Results

- If you are concerned about any aspect of your results, please speak to your subject teacher or Head of Department **URGENTLY** – **there will be staff available on results day to discuss results, but they may not be available on other days during the holidays.**
- 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.
- Full information regarding Enquiries About Results (including costs and deadlines) will be available on Results Day should you need it.

AFTER THE EXAMS

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 2019
 - JCQ exam rules and regulations
 - Review of marking policy (Controlled Assessments, Coursework and Non-Examination Assessments)
 - Exams – Key Information (this booklet)
 - Exams – General Information and FAQs
 - Exam Top Tips

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Backwell School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the 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. Backwell School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Internal standardisation and moderation will ensure consistency of marking, this is particularly important where several subject teachers are involved in marking candidates' work.

1. Departments will ensure that candidates are informed of their centre assessed marks and that they are aware of the relevant deadlines so that they may request a review of the centre's marking before the marks are submitted to the awarding body.
2. The School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. This is the pre-review request and should be made in writing to the Exams Office.
3. The Exams Office, having received a pre-review request for copies of materials, will inform the necessary Curriculum Leader/Subject Leader who will promptly make them available to the candidate. These materials will usually include a copy of their marked and annotated work along with relevant assessment schemes and relevant pages from the course specification.
4. The School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. A deadline by which the candidate can request a review of marking will be clearly stated.

5. Requests for reviews of marking **must** be made in writing to the Exams Office. A candidate cannot request a review simply because they do not like their mark. A specific issue must be identified e.g. 'Section of work not credited towards an AO and they believe it should be' or 'insufficient time given in class for NEA'. **Candidates should be aware that marks can go down as well as up following a request for a review.**
6. The School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. The School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. This could be a subject specialist from another school but will usually be the Subject Leader or another senior member of the department.
8. The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, all candidate marks will be reviewed and the awarding body will be informed immediately.

This internal review process is a regulatory requirement, and is in place to ensure consistency of marking within the centre. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Backwell School and is not covered by this procedure.

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 23 July 2019.

