



Kingsthorpe  
College

**Centre Name: Kingsthorpe College**

**EXAMINATIONS 2010/2011**

**GUIDANCE FOR STUDENTS AND PARENTS**

**CENTRE NUMBER 27224**

**SCHOOL TELEPHONE NUMBER 01604 716106**

# INTRODUCTION

It is the aim of Kingsthorpe College to make the examination experience as stress free and successful as possible for all candidates.

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

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Kingsthorpe College is required to follow them precisely. You should, therefore, pay particular attention to the Notice to Candidates that is printed on the following page.

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 examinations, please contact:

The Examinations Officers:

Mr Gray – 6<sup>th</sup> Form  
Mrs Young – Main School  
Miss Moore – Main School

School Telephone Number: 01604 716106

Remember – we are here to help.

## GOOD LUCK!

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.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**Notice to Candidates**  
**For written examinations held in the period 1 September 2009 to 31 August 2010**

**This notice 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 examinations. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the examination.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the examination room the materials and equipment which are allowed.
- 5 Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, **including mobile telephones**, iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the examination room must be see-through. **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.
- 6 Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the examination has started.
- 8 If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the examination.

**B Information – Make sure you attend your exams and bring what you need**

- 1 Know the dates and times of all your examinations.
- 2 Arrive at least ten minutes before the start of each examination.
- 3 If you arrive late for an examination, report to the invigilator running the examination.
- 4 If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
- 5 Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
- 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
  - 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 examination 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 examination**

- 1 Listen to the invigilator and follow their instructions at all times.
- 2 Tell the invigilator at once:
  - 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 examination.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.

**E Advice and assistance**

- 1 If on the day of the examination 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 examination if:
  - 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 examination**

- 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.
- 2 Do not leave the examination room until told to do so by the invigilator.
- 3 Do not take from the examination room any examination stationery, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.

**The invigilator will tell you when you may leave the examination room.**

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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### Notice to Candidates

**For on-screen tests held in the period 1 September 2009 to 31 August 2010**

**This notice has been written to help you. Read it carefully and follow the instructions.**

**If there is anything you do not understand, ask your teacher.**

#### **A Regulations – Make sure you understand the rules**

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the examination room the materials and equipment which are allowed.
- 5 You **must not** take into the examination room the following items which might give you an unfair advantage:

- notes;
- calculator cases/instructions leaflets;
- bags;
- personal TVs/stereos, reading pens and electronic communication/storage devices, **including mobile telephones**, iPods, MP3/4 players or any other products with text/digital facilities.

Unless you are told otherwise, you **must not** have access to:

- the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- pre-prepared templates.

**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.**

- 6 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 7 If you leave the examination room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 8 Do not borrow anything from another candidate during the on-screen test.

#### **B Information – Make sure you attend your on-screen test and bring what you need**

- 1 Know the date and time of your on-screen test(s).
- 2 Arrive at least ten minutes before the start of your on-screen test.
- 3 If you arrive late for an on-screen test, report to the invigilator running the examination.
- 4 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 5 Your centre will inform you of any equipment which you may need for the on-screen test.

#### **C Calculators, Dictionaries and Computer Spell-checkers**

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - 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 examination 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 on-screen test**

- 1 Listen to the invigilator and follow their instructions at all times.
- 2 Tell the invigilator at once:
  - if you have been entered for the wrong on-screen test;
  - if you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.

#### **E Advice and assistance**

- 1 If on the day of the on-screen test 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 on-screen test if:
  - you have a problem with your computer and are in doubt about what you should do;
  - you do not feel well.
- 3 You must not ask for, and will not be given, any explanation of the questions.

#### **F At the end of the on-screen test**

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your printout(s).
- 3 Do not leave the examination room until told to do so by the invigilator.
- 4 Do not take from the examination room any examination stationery, rough work, printouts or any other materials provided for the examination.

**The invigilator will tell you when you may leave the examination room.**

This notice has been produced on behalf of:

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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### Notice to Candidates

#### GCSE and Principal Learning: Controlled Assessments

This notice tells you about some things that you must, and must not, do when you are completing your work.

**Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer. Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet. Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2010.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

**If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.**

**Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

**Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

**Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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### Notice to Candidates

#### GCSE, GCE, ELC, Functional Skills and Project Qualifications: Coursework Assessments

This leaflet tells you about some things that you must, and must not, do when you are completing coursework.

**Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

#### The regulations state that:

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2010.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

**If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.**

### **Preparing your coursework – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it.

You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure.

Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

## **REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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# BEFORE THE EXAMINATIONS

## STATEMENTS OF ENTRY

- All Candidates will have received a Statement of Entry from school, indicating the subjects they are being entered for and the levels of entry, where applicable. Parents were requested to check that they agreed with the entries and return a reply slip. 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.

## EXAMINATION BOARDS

Kingsthorpe College uses the following Examination Boards:

AQA, Edexcel, OCR and WJEC.

## CANDIDATE NAME

- Candidates are entered under the name format of:

First Name + one middle initial + (legal) Surname, e.g. Adam J. Smith.

## CANDIDATE NUMBER

- Each candidate has a **four-digit candidate number**. This is the number you will enter on examination papers. It will appear on your Statements of Entry and exam timetables. Please write your candidate number on the front of this booklet. **Please learn it.** Remember, failure to enter your exam number on your paper could void it.

## UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter). This is shown on the top of the Statements of Entry. This number will usually begin with the Centre number (27224) 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

- Each candidate will receive an individual timetable showing the specific examinations with details of the date, time, duration of the exam, venue, row and seat number. Check it carefully. If you think something is wrong see Miss Moore or Mr Gray **IMMEDIATELY**. Don't leave it until just before the exam when it may be too late to do anything for you. (Parents: Please ensure that you make yourself aware of this timetable)
- Some candidates may have an exam clash. This is where there are two exams timetabled on the same day and at the same time. The Exams Office will make special timetable arrangements for these candidates only. You must check your individual timetable and see Mr Gray if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Moore or Mr Gray **IMMEDIATELY**.

## CONTACT NUMBERS

- Please check that Kingsthorpe College has at least one up to date contact number for you.

## EQUIPMENT

- Make sure you have all the correct equipment before your examinations start.

You need to provide for yourself:

- ✓ **BLACK INK** Biro or ballpoint pen (no gel pens)
  - ✓ Pencils and pencil sharpener
  - ✓ Rubber
  - ✓ Ruler
  - ✓ Protractor (Maths and Science exams)
  - ✓ Calculator (especially for some Maths and ALL Science exams)
  - ✓ A pair of compasses
- Check the regulations in the Notice to Candidates on Page 3 and the information on the following pages.

# DURING THE EXAMINATIONS

## EXAMINATION REGULATIONS

- A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is printed at the front of this booklet. All candidates must read this carefully and note that to break any of these examination rules or regulations could lead to disqualification from all subject. The school **must** report any breach of the regulations to the Awarding Body.

## ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, in full school uniform and equipped. Candidates must arrive 15 minutes before the start time of their examination, and must wait quietly outside the exam room or the allocated door to the exam room until invited to enter by the Examination Invigilators.
- Full School Uniform must be worn by all students attending school for examinations (except 6<sup>th</sup> Form). This includes students who may not have been attending school for various reasons.
- All items of equipment, pens, pencils, mathematical instruments, etc, should be visible to the invigilators at all times. You must use a **TRANSPARENT** pencil case or clear plastic bag.
- Write your name as it appears on your statement of entry (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on your answer booklets.
- **Pens should be black ink or black ballpoint.** No Tippex, correction pens or gel pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure the batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. (See Frequently Asked Questions at the end of the booklet, Page 11). If you break these rules you will be disqualified from the examination.
- You must do all work, including rough work, on examination stationery unless otherwise stated.

- You must write your answers in the designated sections of the answer booklet.
- You should neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner.
- You must do any rough work for multiple-choice papers in the question book.
- **MOBILE TELEPHONES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone, earphones, or any other type of electronic communication or storage device, like MP3 Players, iPods and digital cameras are found in your possession during an examination (**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.** The item will only be returned to a parent. This is very important, at the very least you will lose the marks for the exam where the incident occurred but please remember that the examination board has the power to remove the marks from every single one of your exams if it feels that the breach of security is significant enough.
- Food and drink is not allowed in the examination rooms. However, during the May/June exams candidates may have a small bottle of water, with a sports cap and label removed, on the floor at the side of their desk. **Only water** is allowed and all other drinks will be confiscated.
- Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on your examination papers – if you do the examination board may refuse to accept your paper. A lot of exam papers are now scanned by computers, so any graffiti or comments may stop your answers from being scanned properly.
- Listen carefully to instructions and notices read out by members of staff and 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.
- At the end of the examination 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 examination 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 examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

## **INVIGILATORS**

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject specialist teachers may be present at the start of the examination only.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, give out instructions relating to the exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exam Officer or members of the College Leadership Team.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems), please inform Mr Gray or Miss Moore at the earliest point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of the examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Office 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 Examinations Officer which can be countersigned by your doctor or nurse. If medical evidence is not received within 3 days of the exam we cannot take any action for you.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being delayed.

**Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**

# AFTER THE EXAMINATIONS

## NOTIFICATION OF RESULTS

- **A Level / GCSE / Diploma / Modular Results** you will be notified when your exam results will be available for collection
- If you wish any other person (including family members) to collect your results on your behalf, you must give them a letter to bring in on the day and they must bring some form of identification with them.
- No results will be given out by telephone under any circumstances.
- Pass Grades at AS Level are from A – E
- Pass Grades at A2 Level are from A\* - E
- Pass Grades at GCSE are from A\* - G

## EXAM CERTIFICATES

- Certificates will only be given to the person named on them unless written permission is received from the candidate.
- Kingsthorpe College is only obliged to keep certificates for a period of one year 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 examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board.
- All certificates will be issued in the candidates legal names.
- Certificates arrive into the college during December and will be available for collection.

## 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 then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

**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?**

Candidate Numbers are printed on seating plans, which are held by the invigilators in 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 27224 and will be clearly displayed in the examination room.

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

Inform the 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 may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will also 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 examination or in the production of coursework is affected by adverse circumstance beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam 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 miss the examination 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 most exams you should bring at least 2 pens (black ink only)  
For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (eg for English Literature).  
You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- Q What items are not allowed into the examination room?**  
Only materials that are listed on question papers (eg an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations 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 examination regulations must be left in the 'container'. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink is allowed in the exam room, except for May/June exams – see earlier note on page 6.
- Mobile telephones must not be kept on your person even if they are turned off. You will be given an opportunity to hand your mobile phone in to the Chief Invigilator but it is your responsibility to ensure that it is switched off. Even if you have handed it in and it goes off you may lose your marks for one or possibly all of your exams.
- Q Why can't I bring my mobile telephone or earphones into the exam room?**  
Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, earphones), 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)**.

- Q How do I know how long the exam is?**  
The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. 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 clocks in all examination rooms.
- Q Can I leave the exam early?**  
It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. Students must leave the College site in a quiet orderly fashion at the end of their exam.
- Q May I go to the toilet during the exam?**  
Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Only one candidate can go to the toilet at any time.
- Q If I have more than one exam on a day can I get lunch at school?**  
Students who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way by joining the queues that are lining up at that time. If you remain on the College site between exams you must find somewhere quiet to sit and revise for your next exam. Under no circumstances should you interfere with other lessons or misbehave in any way.
- 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 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 that affect the way I take my exams?**  
Some students receive an allowance of 25% extra time. Candidates will be seated in a different room to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on board.

If you have any further questions not covered here, please see Miss Moore, Mrs Young or Mr Gray.