

The Ockendon Academy

Centre No: 16723



**G.C.S.E. Examinations
Academic Year 2011/2012**

**Candidate Information Booklet
Guidance for
Students & Parents**

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INTRODUCTION

It is the aim of The Ockendon Academy 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 The Ockendon School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on the following pages.

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 subject Teacher - for subject queries
Miss Meggs - for any other query relating to examinations

The school telephone number is: 01708 851661

UPON RECEIPT OF THIS BOOKLET

You should:

- a) Read it through carefully
 - b) Mark on the Examination Timetable those examinations which you will be taking (A highlighter pen will be ideal for this)
 - c) Hand it to your parents. It is important that they read it too.
- Keep it in a safe place until the start of the examinations.

NOTICE TO CANDIDATES

A. Regulations

MAKE SURE YOU KNOW THE RULES

- You must be on time for all examinations. If you are late, you may not have extra time.
- You must not become involved in any unfair or dishonest practice in any part of the examination.
- If you try to use any unfair practice, or break the rules in any way, you could be disqualified from all your subjects.
- You may take into the examination room only the materials and equipment which are allowed. You must not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, electronic or radio communication devices, Including mobile telephones, iPods and MP3 players. Any pencil cases taken into the room must be see-through. 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.
- You must not use correcting pens, fluid or tape, highlighters or pale-coloured gel pens.
- You must not talk to or otherwise communicate with or disturb other candidates once the examination has started.
- If you leave unsupervised before the end of the examination, you will not be allowed to return.
- You must not borrow anything from another candidate during the examination.

B. Information

MAKE SURE YOU ATTEND

- Know the dates and times of your examinations (Morning or Afternoon).
- Arrive at least ten minutes before the start of each examination.
- If you arrive late for an examination, report to the invigilator running the examination.

If you arrive more than one hour after the published start time for the examination, you will not normally be allowed to take it.

BRING WHAT YOU NEED

Take into the examination room the pens, pencils, erasers and any instruments which you need for the examination.

You must write in **black ink or ballpoint pen**. 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

You may use a calculator, unless you are told otherwise.

If you use a calculator:

- Make sure it works properly, and that any batteries required are working.
- 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 program.
- You must **not use a dictionary or computer spell-checker** unless you are told that you may do so.

D. Advice and Assistance

- 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.

Put up your hand during the examination if;

- ◇ You have a problem and are in doubt about what you should do.
- ◇ You feel ill.
- ◇ You need more paper.
- ◇ You must not ask for, and will not be given, any explanation of the questions.

E. The end of the Examination

- If you have used more than one answer booklet and/or any loose sheets of paper, you must place them in the correct order. Fasten them together with a treasury tag before you leave.

- You must not leave the examination room until the invigilator tells you to do so.
- You must not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.
- You must remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.

A poster version of this notice will be displayed outside the examination room.

STATEMENT 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.

Candidates may also receive statements of entry from the Exam Boards. 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. The school uses the following Examinations Boards: AQA, Edexcel and OCR

Each candidate has a four-digit candidate number and this is the number that you will enter on examination papers. This also will appear next to your name on the seating plans which will be located outside of the examination hall.

TIMETABLE

If you are entered in the November series of exam you should have received your exams timetable with this booklet. This will show details of date, time and duration of exam. You must check the timetable and see Miss Meggs if you are unsure about anything or have any concerns. If you think there is a clash on your timetable that has not been resolved, please see Miss Meggs immediately.

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 the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- All Examinations unless otherwise advised, will be held in the New Hall, Breakout Area or the Sports Hall and all morning examinations will begin at 8:30 a.m. and afternoon examinations will begin at 1:00 p.m. unless otherwise stated (please check your timetable for clashes).
- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are told to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all students attending school for examinations.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher.
- 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, if you break these rules you will be disqualified from the examination
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is 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, this is a regulation from the Examination board and NOT The Ockendon Academy.
- Do not draw graffiti on examination papers, if you do the examination board may refuse to accept your paper.

DURING THE EXAMINATIONS

- Check you have the correct question paper — check the subject, paper and tier of entry;
- 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.
- Candidates must stay in the examination room until the end of the exam, if you finish the paper earlier than the other candidates use any time remaining to check over your answers and that you have completed your details correctly. Invigilators will collect your exam papers before you leave the room and absolute silence must be maintained during this time.
- Remember you are still under examination regulations until you have left the room.
- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you do 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 examination and a report will be sent to the awarding body detailing the incident.

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.
- Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, 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.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team. Parents will be required to attend a meeting immediately
- The rules regarding silence and the method of communication are strict for public examinations so look at the seating plan, go to your place in silence and sit down. Listen carefully to all instructions, if you have a query raise your hand. Silence must be maintained until the invigilator or a member of staff has said that you can speak. **Do not sacrifice five years work on the part of your teachers by a thoughtless word or a careless action in the examination hall.**

ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination 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 examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination 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 Examinations Officer which can be countersigned by your doctor or nurse. This is to enable us to complete the appropriate form for the examination board

Parents and candidates are reminded that the school will require payment of entry fees per subject should a candidate fail to attend an examination without good reason and proof and without informing the school. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

ATTENDANCE DURING THE SUMMER EXAM PERIOD

During the period of the Summer Examinations Year 11 should continue to attend lessons for those subjects where you have not already taken the examination as per your normal school timetable. Year 10 will attend all classes as normal. **Please note that Year 11 will officially still be on role at the school until The last Friday in June.**

EXAMINATION RESULTS

The November series examination result will be issued mid January during school. The summer series examinations results will be received by the school during the Summer holidays. Office staff will be available to administer the receipt of the results, details for when they will be available to be received by students will be displayed on the Academy website towards the end of the academic year.

EXAMINATION CERTIFICATES

Certificates for BTEC and OCR Nationals, as well as any examinations sat in November or January will be handed out during the August results day. The summer series certificates arrive in school during late October early November. Students will be able to collect their certificates from the main school office from the 1st week of December.

The Ockendon Academy 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. You are therefore urged to collect your certificates as soon as possible and to keep them safe.

Remember, to receive your certificates, you must return all library books and repay any money owed. Failure to do so will mean your certificates will be returned to the appropriate examination board.

INFORMATION FROM THE OCKENDON SCHOOL EXAMINATIONS POLICY

COURSE WORK AND APPEALS AGAINST INTERNAL ASSESSMENT

Candidates who have to prepare coursework should do so by the end of the course.

Heads of Department will ensure all coursework is ready for despatch at the correct time. The Exams Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Subject Teachers and the Heads of Subject.

Appeals against internal assessments

The main points are:

- Appeals will only be entertained 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 coursework or controlled assessment have been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30 June to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

RESULTS, ENQUIRIES ABOUT RESULTS (EARs) AND ACCESS TO SCRIPTS (ATS)

Candidates will receive individual results slips on results days in person at the centre.

EARs

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

If a result is queried, the Exams Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. No query can be forwarded to awarding body until payment has been received.

ATS

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

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.

For any post results services there are costs involved this is at the discretion of the Principal as to whether the centre will pay for these.

**On behalf of the Governors and Staff of The Ockendon Academy
we wish you every success in your examinations.**

The Examinations Timetable includes all GCSE examinations and the dates on which they will be held. However in the case of GCSE examinations which are held over a period of days, for example Art, Food, MFL 'oral' and Drama, the date of your examination will be notified to you separately.

Please use the table below to record dates of other examinations.

Additional Examinations		
DATE	SUBJECT	TIME AM/PM