

St Joseph's College
London Road
Trent Vale
Stoke on Trent
ST4 5NT

01782 848008



St Joseph's College



Exams Information for Students 2017 / 2018



ACADEMIC YEAR 2017 / 2018

This handbook is designed to help you through your time at St Joseph's
It will tell you what you need to know about the exams process.

Please take time to read it and ask us for help if needed.

This handbook is available in different formats upon request.

CONTENTS

The Exams Office	3
The Exams Process	4
Exams Registration	4
Exam Entries	6
Helpful Hints	7
Fees	7
Resits	8
Exam Days	9
Results	11
Certificates	13

THE EXAMS OFFICE

The Exams Office is located in the Brothers' House, third room on the right

Telephone: 01782 848008, ask for The Exams Office **OR** call 01782 848008 and add the required extension.

Mrs Harrison (Exams Officer) x 224

Exams Secretary x 216

Whilst we will try to answer your questions at any time, exams are complex and we may need to contact an Exam Board or refer your questions to another member of staff.

What we do:

The Exams Office is responsible for:

- Registering students with Exam Boards
- Arranging exam concessions for students who need them and also placing special consideration requests.
- Making appeals about exam results and requesting the return of scripts.
- Arranging for certificates to be distributed.
- Ensuring all students have a complete set of results.
- Advice on any exams – costs or specific University exams e.g. BMAT, STEP, ELAT and PPE.
- Arranging for entries to external exams and ensuring regulations are followed.
- Sending coursework, coursework marks and estimated entries to the exam boards and moderators.
- Receiving results– notifying students and tutors.

THE EXAMS PROCESS

Enrolment:

Please ensure your details are accurate at enrolment because this information is used for the next step in the exams process.

We make registrations by electronic means from this exam information and many Exam Boards now charge a hefty fee to change your details on a Certificate (which we will pass on to you).

If you change your address whilst at college or awaiting results, please inform the Main Office immediately so that your information can be updated on our database.

There are a number of pieces of information that the Exams Office will need if you are new to the college.

U.C.I. - This is the 13 digit reference, which is your number with the exam boards. This should be unique to you and without it we will not be able to pull all of your results together on results days. If you receive a statement of entry for an exam, check that these numbers all match those received previously (at your other schools) and inform us if they don't.

ULN Unique Learner Number - This is another 13 digit reference number which became compulsory on January 2014 - if you are coming from another school we will need this number to enter you for exams, it can be found on any results slips which you have.

If you are able to continue with that subject, but it is with another Exam Board, you must have an AS grade on your statement before we can "transfer" it to complete your A2 grade. Ask your previous school or college to "cash in" your unit results for an AS grade, preferably before the 20th September deadline. Please ensure the Exams Office receives the updated Statement of Results as soon as possible.

Reviews of Marking - Centre Assessed Marks (GCSE Controlled Assessments, GCE Coursework, GCE & GCSE Non-examination Assessments & Project Qualifications)

St Joseph's College 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. St Joseph's College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. St Joseph's College will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. St Joseph's College 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.
3. St Joseph's College will, having received a request for copies of materials, promptly make them available to the candidate.
4. St Joseph's College will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. St Joseph's College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. St Joseph's College 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. St Joseph's College 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.
8. St Joseph's College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. St Joseph's College will inform the candidate 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 of the review will be kept and made available to the awarding body upon request.

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 St Joseph's College and is not covered by this procedure



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION

**from your examination and your overall
qualification.**

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

©2017 – Effective from 1 September 2017

GENERAL INFORMATION

GCSE:

There are two possible exams sessions for GCSE these are, November when people can resit English, Maths and Science and the main exam session for GCSE is May/ June.

A Levels:

There is only one major exam session or “series” for A-levels and this is June. The subject tutors will decide when you will sit exams or submit coursework for units. The entry decision is the tutor’s, and they will **ONLY** enter you if they feel you have a reasonable chance of doing well.

Certification or “Cashing In”:

Means you are asking the Exam Board for a Certificate in a subject. We will cash in AS subjects at the end of your first year, and A2 subjects in your second year, if you have successfully completed enough units.

Please note that this now only applies to outgoing specifications

Deadlines:

There are some deadlines for registrations for some applied courses, but there are strict deadlines for **all** exam entries. Late entries incur penalty fees, which will be passed on to you. Please ensure that your tutor has entered you for any forthcoming exams by checking your ‘Statement of Entry’ as soon as you receive it.

Coursework and Portfolios (not “Assignments”):

All students who are required to submit coursework and complete controlled assessments will be issued a “Notice to all Candidates” through their course tutor. This outlines the regulations relating to the work that you produce as your own whilst in college. (The notice is also included at the end of this booklet.)

CONFIRMATION OF EXAM ENTRIES

If you have been entered for externally set exams (including set coursework units) you should receive a "Statement of Entry". This will be a college produced statement, which you will be required to sign for. Once you receive it you will need to check it carefully and contact the exams office if you have any queries.

You should expect to receive these statements in February/March.

If YOU HAVE NOT RECEIVED YOUR STATEMENT, CONTACT THE EXAMS OFFICE IMMEDIATELY. Failure to do so may make you liable for late entry fees, or may exclude you from exams.

You need to check your statement of Entry carefully for:

- **Your Name and Date Of Birth.** Please ask us to correct your name if it does not appear as you wish to see it on your certificates.
- **Your UCI (if applicable).** Let us know if it doesn't match any previously issued to you from other schools or colleges.
- **Your Coursework unit entries.** All the units you are expected to be entered for are listed, and there are **NO** unexpected units listed (eg previously passed tests). Check these with the Exams Office as soon as possible - there may be an explanation.
- **Your Cash-in-Codes** - If applicable - (see Certification on page 5).
- **Clashes between exams to be sat at the same time** will be sat one after the other, please report clashes of exams which are scheduled for the same morning or afternoon. We will advise you nearer the day of the arrangements for you to sit one of the exams at a different time.

HELPFUL HINTS



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Information for candidates For written examinations – effective from 1 September 2017

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; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	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. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used 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 if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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 supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. 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.



**Information for candidates
Using social media and examinations/assessments**



This document has been written to help you stay within examination regulations. Please read it carefully.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ 2017 – Effective from 1 September 2017

- Check the **EXAMS NOTICE BOARDS OUTSIDE THE HALL AND IN THE BROTHERS' HOUSE** and also **THE ELECTRONIC SCREENS SITUATED IN THE MAIN SCHOOL BUILDINGS** regularly for the locations of your exams.
- Written exams will start at the same times each day (unless instructed otherwise):
Morning - 9.00am
Afternoon – 1.30pm
- Use your Student Planner - ensure you put ALL your exams down in it, check carefully if they are AM or PM.
- Check with the Exams office at the **EARLIEST OPPORTUNITY** if you think a mistake has been made.

EXAM AND RESIT FEES

Please ensure your fees are paid by the stated deadline - Deadlines **ARE NOT** negotiable.

The rules are set for us about what we charge students for, in relation to exams. If you are unsure, please contact the Exams Office.

All students will have to pay to re-sit exams previously entered at College, even if you were absent from the exam (without a reported, acceptable reason).

RE-SITS - YEAR 13 ONLY

It is **YOUR** responsibility to make a re-sit entry, and to ensure the entry is made by the deadline. After the Exam Board deadline the fee will be double and may even treble.

The exact procedure and rules regarding re-sits vary by course. You will be fully advised about re-sitting tests by your tutor.

Re-sits of exams require a subject tutor's agreement and payment of the fee through ParentPay, before entry is accepted.

This is the procedure that needs to be followed in order for you to enter yourself for a unit exam/ test re-sit.

1. Ask your form tutor for a re-sit form. Ensure you know which unit and subject you wish to re-sit, and ensure the form is correct before bringing it to the exams office.
2. Ask your subject tutor to sign the form. Please take their advice if they feel you should not re-sit that unit until another time, as they have the experience (and the knowledge) of your capabilities to advise you.
3. Bring the form to the Exams Office before the deadline.
4. Please check that this entry is on your Statement of Entry when you receive it.

**ENTRIES NOT HANDED TO THE EXAMS OFFICE BY STATED DEADLINES
MAY NOT BE PROCESSED, AND WILL BE SUBJECT TO LATE FEES**

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, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not 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 do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

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.**

Do not think you will not 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 or seen 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 component for the examination series in question;
- 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.

The awarding body will decide which penalty is appropriate.

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

©2017 – Effective from 1 September 2017



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

When you submit your work for marking, the awarding body will normally require you 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.

In some subjects you will have 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. You must take care how you use this material though - 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.

When producing a piece of work, 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.geocities2.co.uk/nural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written 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 do not show your sources in references and a bibliography, this will be considered as cheating.

EXAM DAYS

You need to ensure you are as prepared as possible- the more preparation you put into your exams, the better the results!

Please check the **EXAMS NOTICE BOARD** for the venues of your exams, as they are held in various locations, we will publish the locations approximately one week in advance, but please check on the day for any last minute changes.

Included with your Statement of Entry will be a notice, titled "Information for Candidates". Please read this, as these are your rules whilst you are in the exam room. It is worth reading this a number of times, as it may remind you of something you need to do!

-  **Do not** bring mobile phones or electronic devices including any smart watches into the exam room-it is against the rules.
-  Arrive on time (at least **15 minutes before the start of the exam**).
-  Ensure you have the correct equipment (and it all works!) and that pencil cases are transparent.
-  If you bring a drink, it must be water in a clear bottle with the label removed
-  Behave in a responsible manner, and follow any instructions given to you by an invigilator.
-  Listen to the invigilators as there may be unexpected instructions.
-  Use black ink, and pencil for diagrams.
-  Don't use correction fluid.
-  Check you do NOT have any unauthorised materials (eg text books, calculator lids) near your desk- you will be disqualified
-  Raise your hand if you need help, if you believe there is a mistake on the paper, please ensure you do this during the exam and **not after**.
-  When you are called into the exam room, you will be under exam regulations, so you must stop talking and follow the invigilator's instructions.
-  Leave your bags and coats outside, and take your equipment with you. You need to look for your desk.
-  **MAKE SURE YOU SIT AT THE RIGHT DESK**— This is imperative otherwise you may be given the wrong paper.

✓ **IF YOU ARE RUNNING LATE** please make your best efforts to contact reception and ask them to let the exam staff know. We can not guarantee that your paper will be accepted by the board, but we will do the best we can to help.

✓ For some subjects there will be a multiple choice section, you will have a pre-printed sheet with your personal details on. If there are any errors on your details please inform an invigilator who will make a list of any corrections.

Please DO NOT make any changes on your Answer Sheet unless advised to.

✓ The invigilators will read out the rules for the exam, any errors reported on the question paper, and how long the exam will last. Please begin reading the question paper only when they tell you to do so

✗ You will not be allowed to leave any exam before the specified time of the exam has passed.

✗ If you leave the exam room unsupervised, you will NOT be allowed to re-enter.

✓ Place all watches on your desk, made visible to invigilators.

Remember you are still under exam regulations until you have left the room so please leave quietly and do not talk until you are outside - there may be others still working

SPECIAL CONSIDERATIONS

The Exams Office will try to ensure that the stress of exams is minimised by keeping you informed, and that all arrangements are in place for the exam. But situations will arise that nobody can predict- you might feel ill on the day of the exam, you may be involved in an accident, or an incident occurs during the exam. These issues can be reported to the exam board as requiring “special consideration” which may then be used to ensure you are not unfairly penalised.

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, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not 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 do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

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.**

Do not think you will not 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 the examination series in question;
- 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.

The awarding body will decide which penalty is appropriate.

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

©2017 – Effective from 1 September 2017



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

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

When 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. You must take care how you use this material though - 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.

When producing a piece of work, 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.geocities2.co.uk/rural1.htm> downloaded 5 February 2018.

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.

This help is in two categories:

1. Where an exam was sat but the student(s) were disadvantaged, a *small increase* in the mark for that paper may be given (usually 1%).
2. Where a paper was unavoidably missed, a mark may be issued for that paper looking at grades and marks from other components or papers, and comparing them to marks achieved by other students. However, you **must always** seek advice from the Exams Office

If you feel you have been disadvantaged for an exam, **please contact the Exams Office immediately**, and we will advise you of the next step. We may require evidence (eg copy of a Doctor's certificate) if you were absent or ill, to back up your case.

We cannot guarantee that the Board will accept our request. No confirmation is received that an estimated mark is to be given until Results Day.

RESULTS

PLEASE REMEMBER TO TELL US OF ANY CHANGE OF ADDRESS,
ESPECIALLY AFTER YOU HAVE FINISHED YOUR COURSE
OTHERWISE YOU MAY NOT RECEIVE YOUR RESULTS!

Summer Series;

A Level Results are issued on the Thursday of the third week in August.
GCSE Results are issued on Thursday of the fourth week in August.

You will receive a letter from your Head of Year, detailing the exact time you may collect them.

After Your Results Are Published:

After you receive your results, we can help to interpret them for you..

If you wish to make an appeal, please contact us **IMMEDIATELY. The deadline for some of these services is as early as one week after the results are issued!** We will advise you of any costs involved, and issue you with a relevant enquiry form. We need payment before we proceed with the enquiry.

If you have a query about any internally- assessed course, please speak directly to your tutor in the first instance. Then contact the Exams Office if you still have any queries. Please see the Internal Appeals procedure at the back of this booklet or on the noticeboard outside of the exams office.

You should inform your university, UCAS and anybody else who needs to know your results, that you are appealing against your results.

Access To Scripts:

You can apply to have your exam script returned, or a photocopy sent if you plan to appeal against your mark. Please contact your tutor if you want them to discuss your answers and offer help and improvement.

CERTIFICATES

Collection On Your Behalf:

This needs to be arranged in advance. Please telephone or write to the Exams Office stating which certificates you wish to have collected, who will be collecting them, and their contact number or address. We will inform them when your certificates are available. They must bring photographic identification for themselves.

Replacement Certificates:

If your details are wrong at enrolment **then they will be wrong on your certificates!** The awarding body may make a charge to correct this; we may request that you pay this before changing the certificate- so please let the Exams Office know of any corrections as soon as possible.

If you wish to change your name before your certificate is issued, you will need to provide proof that this is a legal change (deed poll) before this can be done. Once the certificate has been issued, the awarding bodies may **not** change your certificate to show your new name. There will still be a charge made to re-issue the certificate if a change is accepted.

Please note lost certificates cannot be replaced.

FINALLY

**WE HOPE YOU ENJOY YOUR TIME AT COLLEGE, AND THAT YOU LEAVE US
WITH MORE THAN YOU AIMED FOR!**