

# Candidate Information Booklet

## Exam Arrangements Summer 2018

### Notice to students

You are responsible for reading the following details of the arrangements and observing them exactly during this exam period.

- Ensure you are at the right venue; most exams are in the hall a few are elsewhere. Be in the right place.
- Be on time, for morning exams be at your venue by 8:50AM and for afternoon exams 12:50PM. If your exam is in the hall please wait in the picnic.
- Bring with you at least 2 black pens and any other specific requirements such as pencils, rulers, protractors and a calculator for maths and science exams all in a clear plastic pencil case.
- You may bring water, but please make sure all labels are off the bottles.
- You must be silent in the hall.
- You must take to your place only the equipment required for the exam, No coat, No bag, No phone, No IPOD, No smart watches etc. **Possession of any electronic device will lead to automatic disqualification!**
- You are responsible for sitting in the seat allocated on the seating plan. Invigilators use this to take a register so you will be marked absent if you sit in the wrong place.
- Check that you are provided with the right paper and read any instructions on the front cover.
- Know your candidate number.
- You must not attempt to communicate in any way whatsoever during the exam – Including turning around.
- If you are ill it is always advisable to sit the exam if you can. We can always apply for special consideration on your behalf if you are unwell (evidence from a doctor must be provided when applying for special consideration).
- If you are ill phone us in good time in the morning of your exam on 01704 565121 option 3.
- If you are ill please make sure that you attempt to see a doctor the same day, and bring a letter from your doctor to explain that you were either incapable of sitting an exam on that day and time, or disadvantaged by illness when the exam was sat.
- If you have any other questions regarding the above either call the school or email the school.
- **ALL INFORMATION ABOUT EXAMS WILL BE PUBLISHED IN THE EXAMS SECTIONS ON (INCLUDING JCQ DOCUMENTATION – WARNING TO CANDIDATES) THE SCHOOLS WEBSITE AND EVERYTHING CAN BE DOWNLOADED.**

If you have any queries regarding your examinations please come and see Miss Magill in the Main Office.

### EXAM CLASHES

As you are probably aware, some of your exams are scheduled to take place at the same time.

This is nothing to **worry about** for the majority of you, as the exams that clash are units from the same modules and will therefore be sat one after the other, so long as the exams combined are **3 hours or less**.

For example if there was a clash with the General Studies exams **GSA1** and **GSA2**. Both of these exams are 1hr15mins in length, and together this equals 2.5 hours and will therefore be sat one after the other. GSA1 will start at 9am and finish at 10:15 am, GSA2 will start directly after the first has finished.

This would be exactly the same for those of you who have exams from different modules that are scheduled to take place at the same time; they will be taken one after the other **as long as the exams are 3 hours or less**.

If you do have exams that clash and together equal more than 3hours long then you will receive notification of this. I will notify you in writing with details of what exams have been moved and what will happen. If you do notice a clash on your timetable, **DO NOT PANIC!!** This is something that happens every year and can be sorted out very quickly.

In most cases all that will happen is that one exam will be moved from either the AM – PM or PM - AM and you will have to stay with an invigilator under supervision during the lunch break or until your next exam. If you have any queries about your exams, or your exam timetables, then please do not hesitate to contact me.

**Please do not leave it until the last minute to speak to me if you have a problem, as things will be a lot easier to sort out the earlier you tell me!!**

### Post Results Services

After the release of results, candidates have the right to apply to the awarding body, through the school, for a 'Post Results Service'. Each of the services available are below:

- Clerical Checks
- Review of Original Marking
- Review of Original Moderation
- Access to Scripts

**CLERICAL CHECKS** – This is a re-check of all clerical procedures leading to the issue of a result.

**REVIEW OF ORIGINAL MARKING** – This is a post-result review of the original marking of an examination paper, this is to ensure that the agreed mark scheme has been applied correctly when marking the paper.

**REVIEW OF MODERATION** – This is a review of moderated coursework, basically the coursework for the whole group of students entered for that particular unit gets re-moderated. This can only be done if all the students who have done the coursework for that unit agree to the coursework being re-moderated.

**ACCESS TO SCRIPTS** – This is the service where you can get a copy or get the original marked exam paper back from the exam board.

All of these services carry a cost. Please make sure that you come and speak to either your subject teacher or the examinations officer about the best service available to you.

### Internal Appeals Procedure

#### **Appeals against internal assessment decisions (centre assessed marks)**

Please note that this section of the policy applies to work which has been completed and submitted for marking by Centre staff in accordance with the Awarding Body's criteria and for which the appropriate authentication statements have been signed. It applies to Controlled Assessments, Coursework and Non-Examination Assessments for all boards.

- Certain components of GCSE and GCE (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.
- Christ the King Catholic High School and Sixth Form Centre 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. Christ the King Catholic High School and Sixth Form Centre 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.
- On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.
- Christ the King Catholic High School and Sixth Form Centre 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.
- Requests must be made in writing by completing the internal appeals form below within **24hours** of receiving their marks. Any requests made after this will not be processed. Please see the table below for details of the departmental deadlines for issuing centre assessed marks.
- Christ the King Catholic High School and Sixth Form Centre will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision. Wherever possible, there will be a period of **5 working** days between the issuing of marks and this deadline.
- Christ the King Catholic High School and Sixth Form Centre 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.
- Christ the King Catholic High School and Sixth Form centre will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- A review of marking is not an opportunity for the work to be marked by a different person with the aim of finding an opportunity to increase the mark. The purpose of the review of marking is to identify whether the candidate's mark is consistent with the standard

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set by the centre. Marks will not be changed if the candidate's mark is consistent with the marking criteria and the standard set by the centre but the reviewer would have awarded a different mark.

- Candidate's and parents / carers must recognise that a mark may be raise, stay the same or be lowered following a review of marking.
- The outcome of the review is final in so far as any internal assessment is concerned, including if the outcome of the review is to reduce the mark.
- There is no further right to appeal, but in the event that a candidate has concerns about the any aspect of the conduct of the appeal, they must raise this with the headteacher.

Subject	GCSE / GCE / Other	Internal deadline
Art & Design	GCSE	23 <sup>rd</sup> May 2018
Art	GCE	23 <sup>rd</sup> May 2018
Biology	GCE	1 <sup>st</sup> May 2018
Business Studies	GCSE	5 <sup>th</sup> May 2018
Chemistry	GCE	1 <sup>st</sup> May 2018
Child Development	GCSE	30 <sup>th</sup> April 2018
Computer Science	GCE	27 <sup>th</sup> April 2018
Drama	GCSE	1 <sup>st</sup> May 2018
Design & Technology	GCSE	30 <sup>th</sup> April 2018
Design & Technology	GCE	8 <sup>th</sup> May 2018
Entry Level Certificate: Science	Entry Level Certificate	10 <sup>th</sup> May 2018
English	GCSE	23 <sup>rd</sup> April 2018
English	GCE	23 <sup>rd</sup> April 2018
Extended Project	Level 3 Project	27 <sup>th</sup> April 2018
Film Studies	GCE	20 <sup>th</sup> April 2018
Geography	GCE	4 <sup>th</sup> May 2018
History	GCE	16 <sup>th</sup> April 2018
ICT	GCSE	24 <sup>th</sup> April 2018
Media Studies	GCSE	20 <sup>th</sup> April 2018
Media Studies	GCE	20 <sup>th</sup> April 2018
Music	GCSE	1 <sup>st</sup> May 2018
Physics	GCE	1 <sup>st</sup> May 2018

**The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.**

#### **Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal**

- Following the issue of results, awarding bodies make post-results services available.
- Candidates are also informed of the arrangements for post-results services before they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results.
- If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.
- Enquiries about results (EARs) offers three services: **Service 1 – clerical re-check, Service 2 – review of marking, Service 3 – review of moderation (this service is not available to an individual candidate)**
- Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for an EAR service 1 or 2 is submitted to the awarding body as with these services candidates' marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results.
- If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an internal appeal can be submitted to the centre by completing the internal appeals form below at least 14 days prior to the deadline for submitting an EAR.
- The appellant will be informed of the outcome of his/her appeal.
- Following the EAR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.
- Where the head of centre is satisfied after receiving the EAR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body.
- The internal appeals form should be completed and submitted to the centre within 5days of the notification of the outcome of the EAR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

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# Christ the King Catholic High School

## Examination Emergency Evacuation Procedure

### On hearing a fire alarm *before* an examination:

- Please proceed as you normally would for a fire alarm.
- Go to the assembly points on the yard and stand in your form groups.

### On hearing a fire alarm *during* an examination:

- 1) Stop writing.
- 2) Listen to the instructions given by the invigilators. Stay with your group and leave immediately via the NEAREST FIRE EXIT and in SILENCE.
- 3) It is important that you leave in SILENCE and remain in SILENCE as you are still under exam conditions and can still be disqualified from the exam.
- 4) Proceed to the nearest FIRE ASSEMBLY POINT at the TENNIS COURTS in a quiet and orderly manner.
- 5) Line up along the left hand side of the TENNIS COURTS and wait in SILENCE with the invigilators. Invigilators will have to do a register so line up as neatly as possible.
- 6) Do not re-enter the building until you are advised to do so by the invigilators.
- 7) When told to re-enter the examination hall please walk slowly and go directly back to your allocated seat number in SILENCE.
- 8) The exam will continue as normal with the correct amount of time for the exam.