



**Wright Robinson Sports College**

**Parent  
&  
Student  
Exam Guide  
2016**

# Information for Parents and Students

## Introduction

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

Wright Robinson College will make every effort to ensure that your son/daughter receives the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform about examination procedures, to answer some of the most frequently asked questions to help to guide and support students and parents through the examination process.

It also contains the formal regulations that are required by the Joint Council for Qualifications (JCQ) to be given to each student.

<b>Contents</b>	<b>Page Number</b>
Introduction	1
<i>Contents</i>	2
Who is responsible for the examinations?	3
Who is entered for public examinations?	3
Can students take holidays during term time?	3
Controlled Assessments	3
What arrangements are made for study leave?	3
What information will students receive about their examination entries?	4
What are modular examinations?	4
Where will the examinations be held?	4
How do I know when the date exams take place?	4
At what times do the exam sessions begin?	4
How are students supervised?	5
What happens if a student cannot find his/her place in the exam room?	5
What happens if a student is late?	5
What should students bring to the examinations?	6
What should candidates not bring with them?	6
May students bring a drink?	6
What happens if a student has more than 1 exam at the same time?	7
Regulations governing the use of calculators	7
What are the regulations regarding mobile phones?	7
What is meant by Malpractice?	8
What happens if a student does not turn up for an examination?	8
How are exams started?	8
What standards of behaviour are expected during examinations?	8
What should students wear for examinations?	9
What do I do if my son/daughter is unwell at the time of one of the examinations?	9
What do Students do who finish early?	9
What do I need to do if a student has problems that may affect his/her examination performance?	10
How can parents best help their son/daughter during the examination period?	10
What happens about the return of centre books and equipment at the end of the examination period	10
When and how are the results distributed?	10
What can I do if results are substantially different from what is anticipated?	11
When do students receive certificates?	11

## Who is responsible for the examinations?

Wright Robinson College's Acting Exams Officer (Mr Foster) is responsible for administering all public examination arrangements under direct responsibility from the Headteacher. He can be contacted by email: [m.foster@wrightrobinson.co.uk](mailto:m.foster@wrightrobinson.co.uk), or by phone on: 0161 370 5121 Ext 8352 if you have any queries.

There is a team of adult invigilators who will be present during the exams at all times.

The Joint Council for Qualifications (JCQ) and Examination Boards set down strict criteria which must be followed for the conduct of exams, and the College is required to follow them precisely.

## Who is entered for public examinations?

It is the College's policy to enter every student who is being taught a subject, for the most appropriate level of exam. Only by exception and after consultation with parents, will students not be entered.

## Can students take holidays during term time?

Dates for exams are rigidly fixed by the Exam Boards and are subject to change until close to the time that students start study leave.

**IT IS AGAINST COLLEGE POLICY FOR YEAR 11 PUPILS TO TAKE HOLIDAYS IN TERM TIME.**

Parents/carers are reminded that they require the Headteacher's permission to take students out of College during term time.

## Controlled Assessments

Most of the subjects have Controlled Assessment element to them which has replaced coursework. These controlled assessments take place at times designated by the subject staff and then have to be marked and assessed, and the marks and work sent to the Exam Boards well before the formal exam sessions take place.

The departments/subjects set dates that allow time for this process and to meet the Exam Board deadlines. These dates cannot be changed.

Students who do not attend the Controlled Assessment sessions will not be allocated a mark for this portion and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the minimum 35% of the course.

## What arrangements are made for study leave?

Study leave usually begins after the May Half-Term. **However this is at the Headteacher's discretion.**

You will be notified of the study leave dates in the Summer Term. After those dates students are only required to be in College when they actually have examinations, but students **MUST** wear school uniform to all exams.

## What information will students receive about their examination entries?

When all the exam entries have been entered onto the College's computer system, the entries are submitted to the relevant Exam Board and timetables/letters are sent home to parents.

Included in the exam information sent home will be:

- **Overview Examination Timetable**- listing all exams taking place.
- **Individual Examination Timetable** – This lists the exams and times that your child has been entered for. *A copy of the Individual Examination Timetable will also be given to your son/daughter in school.*

### IMPORTANT!

The Individual Candidate Timetable should be checked thoroughly.

Please inform Mr Foster - the Acting Exams Officer - within 1 week of receiving the exam timetable ([m.foster@wrightrobinson.co.uk](mailto:m.foster@wrightrobinson.co.uk), 0161 370 5121 Ext 8352) if you believe there are any errors or problems:

- 1) If you think that the exam entries may be incorrect
- 2) If your child's details (name/DOB etc) are incorrect

**If a certificate has to be returned to an exam board for amendment of details, and you did not check the Individual Timetable & notify the Exams Officer of any errors you will be liable for the cost of the replacement certificate.  
The current cost is £35 per certificate.**

## Where will the examinations be held?

The main location for all Exams will be in the Exam Hall (Sports Hall 2, Yellow Zone) but do check the Exam Timetable for the Venue for each exam.

Students are asked to be at the exam venue by **8.25am for morning exams** and by **12.45pm for afternoon exams**.

They will be asked to wait quietly outside the room until invited to enter. Where a candidate sits will be determined by their surname and candidates MUST check the Seating Plan located on the Exam Boards to find out their Seat Number (e.g. Seat C6 = Row C, Seat 6). The candidate will sit at a desk bearing a card with their candidate number and name.

## How do I know when the exams take place?

External GCSE Exams take place in November and May-June; however, Controlled Assessments take place throughout Year 10 & 11. When parents receive the Exam Timetables it is helpful if parents make sure these timetables are kept safe at home with their son's/daughter's exams highlighted.

## At what times do the exam sessions begin?

The exam boards dictate the permissible start times for exams.

Wright Robinson exams will normally start at 9.00am for a morning exam and 1.15pm for an afternoon exam. Candidates are asked to report no later than **8.30am** for morning examinations and **12.45 pm** for afternoon examinations.

The length of examination papers varies and will not finish until the scheduled time. Students will not be allowed out of an exam early for any reason. Students and parents/carers should be aware of this and make appropriate arrangements for getting home.

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be even later. Timings for some papers may deviate from this pattern and the candidates will be made aware of this.

**It is the candidates' responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for students to confuse morning and afternoon sessions. Please ensure that your son/daughter checks his/her exam commitments for each day on the previous evening.**

## **How are students supervised?**

Adult external invigilators will supervise students under the direct management of the exams officer. Once candidates enter the exam room they must remain supervised and follow the invigilators' instructions at all times. The invigilators are experienced in exams procedures and subject to strict regulations, references and police checks. They usually work in teams and can contact the exams officer to resolve any issues.

The Invigilators will call candidates into the exam venue. The students will then locate their desk with their candidate number card on it.

## **What happens if a student cannot find his/her place in the exam room?**

Occasionally problems arise because a student's number card is not where he/she thinks it should be. There are a number of possible reasons for this and the situation has to be investigated. Your son/daughter will be asked to wait at the front for a few moments whilst the invigilator on duty in that venue checks the entry and sorts the problem out with the exams officer. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered. Students who have been officially withdrawn from an examination will not be permitted to sit the papers.

## **What happens if a student is late?**

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the College immediately on:

0161 219 2348 - Attendance Office

The Attendance Office will then get a message to the Exams Officer. Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by examination board regulations on this matter. Normally candidates with a genuine reason and who are brought straight to college may be admitted within the first 30 minutes of the **official\*** start time, after this time the board will decide whether to accept any paper sat.

Candidates who arrive more than 30 mins late may be admitted but their paper is likely not to be accepted by the Exam Board.

Candidates who arrive more than 1 hour after the start of the exam will not be admitted.

*\*Official start times are 9.00 for a morning session and 1.30 p.m. for an afternoon session, therefore a student arriving after 9.30 a.m. or 2.00 p.m. will be allowed to take their exam but will not receive their full time allowed. An official form will have to be submitted to the exam board who will then decide whether or not to accept the exam paper.*

## What should candidates bring to the examinations?

The college will provide all students with the correct equipment for each of their exams. However, if your child would like to bring their own equipment they will need:

- 2 Black ball point pens
- 2 pencils
- Eraser
- Pencil sharpener (preferably one that catches the 'shavings')

*Additional equipment is sometimes required, for example, coloured pencils, compass, protractor and calculator.*

These items **must be placed in a clear transparent plastic bag or pencil case**. Non-transparent pencil boxes or cases will not be permitted in the examination room.

Pens should be **black or blue**. Modular papers require the use of a **black biro only**.

Some subject papers will require the use of dictionaries or set texts, and candidates will be advised by their subject teachers about this.

Candidates are responsible for ensuring that they bring everything they need to the examination.

## What should candidates not bring with them?

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat mere possession of these items as an infringement.

- **Mobile phones, Tablets, and 'Smart' Watches.**
- **Personal Audio Players** (MP3, CD, Minidisc, Cassette and so on) - unless permitted for individual language exams.
- The use of **Tippex** or correction pens is not permitted. Candidates should cross through work they do not wish to be marked
- **Notes, papers and text books** etc. are only allowed in certain exams and candidates will be informed by the subject teachers in advance
- Candidates should not bring **lucky mascots** etc. into the examination room
- **No food items or chewing gum are allowed**

If a candidate brings these items into the exam room they must be handed to an invigilator **before the start** of an exam, but the centre cannot be responsible for the security of these whilst the examination is in progress

## May students bring a drink?

Candidates may bring a drink with them into the exam room. However this must be water only, in a clear unlabelled plastic bottle, with a sports cap top.

## What happens if a student has more than one exam at the same time?

If a candidate is timetabled to sit two or more exams at the same time this is known as a 'clash'.

If these are for the same subject this is intentional on the part of the exam board and the exams are meant to run one after another. If not, then this should be picked up during the checking process and notified immediately to the Exams Officer who can grant permission for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised during lunchtime. He/she should bring some revision or reading material along with their lunch and a drink, as they may not be allowed to buy food. Even attempting to communicate with any other candidate will invariably result in the loss of all those exams for all of the candidates involved.

In rare cases it may be necessary for a paper to be taken the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

## Regulations governing the use of calculators

Some subject papers, especially Maths, explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these.

Also calculators with any of the following facilities are NOT allowed:

- Noisy keys
- Data banks
- Dictionaries/Language Translators
- Permanent memory
- Use magnetic card input
- Retrieval of text or formulae
- QWERTY/alphabetic keyboards
- Built-in symbolic algebra manipulations
- Symbolic differentiation or integration
- Capability of remote communication with other machines

The use, or attempted use, of any such calculators will be regarded as malpractice.

## What are the regulations regarding mobile phones?

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances. They cause disturbance to other candidates if they ring and can present opportunities for malpractice.

Candidates should leave their mobile phone, MP3 player, iPod or similar items at home. If any of these items are seen or heard during the exam, the examination papers for **ALL** subjects for your son/daughter will be cancelled.

If candidates do bring any of these items to the exam, they will be asked to switch it off and place the item into an envelope with their details on it. The envelope must then be handed to a member of staff and will be returned to the candidate at the end of the exam.

Please note that the college will not accept any responsibility for loss or damage.

## **What is meant by Malpractice?**

Malpractice is the term that the exam boards use for any irregularity, or breach of any of the regulations, i.e. having a mobile phone go off in an exam, talking, using notes etc. The Exams Officer is required to, and will, report all malpractice to the Exam Board and they will decide on what action to take based on the nature of the infringement.

Most cases of malpractice result in an automatic cancellation of the candidate's exam paper and in extreme cases may result in the cancellation of all their papers. The exam boards take the integrity of exams very seriously and it is important that candidates heed the Exam Officer's instructions carefully.

## **What happens if a student does not turn up for an examination?**

A student who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the centre will seek to recover the exam fees if a student does not turn up for an examination and parents will be asked for the relevant payment.

## **How are exams started?**

A member of the teaching staff will usually announce the exam formally, and students are cautioned that they are subject to the regulations. Any instructions or board notices, changes to papers etc. will be read out and the candidates asked to complete their details on the answer papers.

## **What standards of behaviour are expected during examinations?**

All candidates are given a copy of a 'notice to candidates' produced by the examining bodies, which gives general guidelines for conduct, which must be observed. The wording of this is included at the back of this booklet.

Wright Robinson and the examination boards regard breaches of examination regulations very seriously. Parents/carers should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated and your child will be penalised for this as it is malpractice.

The Headteacher, Exams Officer and Exam Lead have the power to remove disruptive candidates from an exam.

Students are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Candidates who try to communicate with other candidates inside the exam venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the examination board. This may result in the candidate not receiving a grade for the whole of that examination.

## What should students wear for examinations?

**All students must wear normal school uniform.** We ask for the co-operation of parents in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out when they are not in correct uniform. All students know the uniform rules and it is their responsibility to ensure they observe them.

**Students who are not wearing uniform will not be permitted to sit exams.**

Candidates should bring as little as possible in the way of coats and baggage into the examination room.

## What do I do if my son/daughter is unwell at the time of one of the examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses it is important that you do so at examination time.

Your doctor will advise as to whether your son/daughter is fit to sit the examination. If the candidate takes the paper, your doctor should give you a letter, which Wright Robinson can forward to the examination board asking for special consideration on the grounds of illness.

If a student is unable, through illness to sit a paper the exam board **may**, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on the day of the examination or previously. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the exams officer within 5 days **without delay**, as there is a tight deadline.

Please telephone the college if your son/daughter will **not** be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

Please be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date on which the papers were sat. We cannot guarantee otherwise that all relevant examinations will be covered

*NB: There is a standard JCQ form (JCQ/ME Form14) available from the exams officer available for self-certification for a missed exam(s), which can be countersigned by your doctor/nurse or surgery receptionist. Your Doctor's surgery may make a charge for this.*

## What do students do who finish an exam early?

Students should use all of the available time on their exam paper and spend any time at the end checking their answers. In any event they are not permitted to leave before the end of the exam. They must sit quietly at their desk and not disturb or try to communicate with other students.

## **What do I need to do if a student has problems that may affect his/her examination performance?**

Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the college and appropriate applications made, supported by an educational psychologist's report, the exams officer and head of centre are empowered to grant extra time, the provision of a prompter or similar arrangements, but only given the correct evidence and at their sole discretion.

The Special Needs department will make arrangements for providing any other special assistance and inform the candidates of any special rooming arrangements.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the exams officer so that an application for special consideration can be made to the exam boards. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

## **How can parents best help their son/daughter during the examination period?**

Examinations are inevitably a stressful time for some candidates and support from both college and parents/carers can be helpful. Wright Robinson will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period.

It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter.

Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement.

Students should get plenty of sleep and some opportunities for relaxation.

## **What happens about the return of centre books and equipment at the end of the examination period?**

Students will have been informed by subject departments, of the arrangements for the return of books etc. Please ensure that all textbooks and equipment are returned promptly to the college.

## **When and how are the results distributed?**

GCSE results arrive in College on Thursday 25<sup>th</sup> August 2016.

**Collection on the day:** Results will normally be available for collection between 10.30 a.m. and 12.30 p.m. Results will not be given over the telephone under any circumstances.

If your child is not available to come and collect results an immediate family member (parent/sibling) over 18yrs of age may collect the results on their behalf- although they MUST bring ID and a letter signed by the candidate giving permission for their results to be collected.

**By post:** Any students not intending to collect their results in person should leave a stamped addressed envelope, with Mrs Duffy, Exams Officer, 1<sup>st</sup> Floor, Lilac Zone before the end of the Summer Term. The envelope must be A4 size and must have 2 first class stamps on it.

Result slips not collected or posted on results day will be retained in college for collection at the start of term, again with the necessary authority.

## **What can I do if results are substantially different from what is anticipated?**

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons.

It is advisable to obtain a copy of the script and mark scheme before proceeding to an EAR (enquiry about result) that is very expensive. If there are serious grounds for concern about a result then the college can initiate an enquiry with the appropriate exam board if they feel this is applicable.

Details of the procedures and the fees involved are available from the exams officer and the process should be started as soon as possible after consultation with the head of department concerned. If the results have serious implications for the student's future plans then advice should be sought from the careers service.

## **When do students receive certificates?**

Students will receive their BTEC certificates on Results Day.

GCSE certificates do not arrive in the college until October and as such will be given to students on Presentation Evening in November.

Any unclaimed certificates will be posted to the student in the December, following presentation evening. It is therefore very important that you notify the college of any change of address. Any certificates returned to the college by Royal Mail as '*undeliverable*' will be retained for one year after which, they will be destroyed.

Replacement certificates are available by direct application to the exam boards by the candidate. The exam boards will require proof of identity such as an original birth certificate and a substantial fee, currently approximately £35.00, per certificate.

## **Contact Information**

Mr Foster (Acting Exams Officer) - 0161 370 5121 (Ext: 8352)