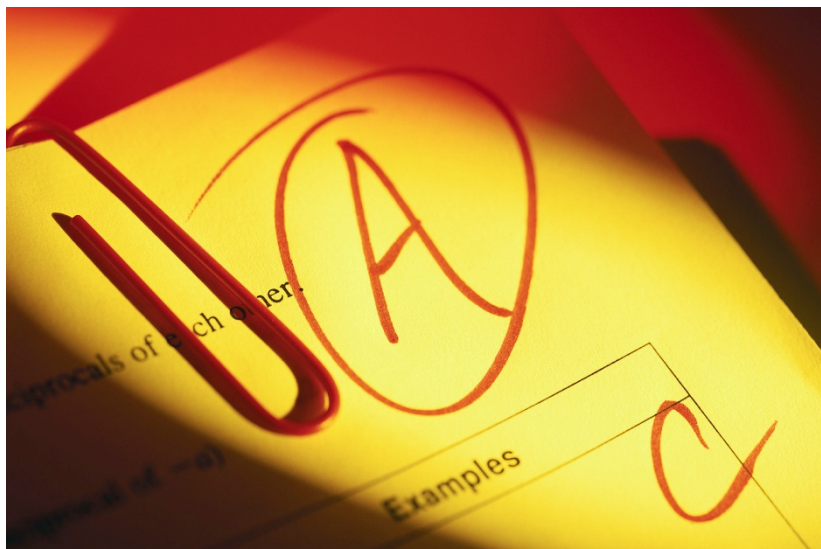


ERNEST BEVIN COLLEGE



A Level & GCSE PUBLIC EXAMINATIONS 8th May to 25th June 2018

INFORMATION FOR PARENTS & STUDENTS



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Some DO's and DON'Ts

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.

The school will make every effort to ensure that candidates receive 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.

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

On exam days it is best to contact the main college reception on the number below.

**Any other questions please feel free to make enquiries to the
Senior Administration Officer incorporating Examinations: Miss Geraldine Clark
Telephone Number 0208 672 8582**

Coursework Deadlines

Most of the subjects have an element of coursework which contributes to the final grade, this has to be completed, and assessed. The college sets coursework deadlines in order to meet the board's deadlines, which cannot be changed.

Students who don't submit coursework on time 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 examinations should they be ill as they will not have completed the minimum 35% of the course.

What information will students receive about their examination entries?

When the entries have been entered on the college's computer system, students will receive a Student Statement of Entry detailing the subjects and tiers for which they have been entered.

This document serves two purposes:

- a) To check that all entries have been made and are correct
- b) To inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without a good reason.

Once the examination boards have received the entries, Statements of Entry will be issued showing the subjects entered with that board, and giving the dates of the examination.

These should be checked and kept safely by the candidate, as they are evidence that an entry has been made.

They should be brought by the candidate to each examination as an additional check on papers entered, tiers of entry, candidate number etc. but not written on.

Sometimes candidates will receive updated statements if the entries made for them change.

At what times do the Examination Sessions begin?

Students need to be in college by 8.30am for morning examinations and 1.30pm for afternoon examinations.

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

- If these are for the same subject this is intentional on the part of the examination board and the examinations are meant to run one after another.
- A Clash should be picked up during the checking process and notified immediately to the Examinations 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.
- In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight.
- All of the above are essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

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 and get a message to the Examinations Officer.
- Depending on how long the examination has been in progress, it may be possible for the candidate to be admitted. However, we are bound by Examination Board regulations on this matter.
- Normally candidates with a genuine reason who are brought straight to college may be admitted within the first 30 minutes of the start time, after this time the board will decide whether to accept any papers that are sat.

What should students bring to the examinations?

- Candidates should bring writing equipment, - a pen, pencil, and sharpener, and eraser, calculator in a transparent plastic bag or pencil case.
- Non-transparent pencil boxes or cases will not be permitted in the examination room.
- All candidates should have their name clearly marked on their calculators, as these have to be collected in for some mathematics examination papers, which are non-calculator.
- Some subject examination 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 examination rooms and should **NOT** be brought into the examination room under any circumstances.

- NO MOBILE PHONES (ON OR OFF)
- Personal CD/tape/minidisc players/electronic devices/smart watches
- Tippex
- Notes, papers and textbooks
- No food items or chewing gum are allowed
- No drinks (except Water in a clear bottle with the label removed)

These items can be handed to an invigilator before the start of an examination, but the college cannot be responsible for the security of these while the examination is in progress.

- 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 examinations and candidates will be informed by the subject teacher in advance.
- Candidates should not bring lucky mascots etc into the examination room.
- Candidates may bring a drink of water only into the examination room with them (bottle labels must be removed from them). However no more than 750ml of still water may be brought, preferably in a sports cap bottle (with the label removed from the bottle).
- No fizzy drinks, cans or pouches will be allowed in the examination room.

What are the regulations regarding mobile phones?

- The regulations state that Mobile Phones are not to be brought into the examination rooms under any circumstances.
- This applies to all public and college/mock examinations.
- They cause disturbance to other candidates if they ring and can present opportunities for malpractice.
- Any student found to have a phone in the examination room will be reported to the appropriate examination board, should this happen they are likely to be disqualified from that examination paper and possibly from the whole examination in that subject.
- It is a very serious offence and our advice is that the phone should not be brought to college. We can take no responsibility for the security of mobile phones brought to college.

What is meant by Malpractice?

- Malpractice is the term that the Examination Boards use for any irregularity, or breach of the regulations of any form.
- The Examinations Officer is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement.
- There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty.
- The Examination Boards take the integrity of examinations very seriously and it is important that candidates heed the Examination Officers instructions carefully.

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

- Only 'in exceptional' circumstances are candidates allowed 'special consideration' for absence from any part of an examination.
- Regarding special consideration, please note that medical or other appropriate evidence is required in ALL cases of absence.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination must be completed.
- Parents are reminded that the college requires payment of entry fees, should a student either fail to attend an examination, or fail to fulfil other examination requirements.

What do Students do who finish early?

- Students should use all of the available time on their examinations and spend any time at the end checking their answers.
- In any event they are not permitted to leave before the duration of the examination.
- They must sit quietly at their desk so as not to disturb other candidates.

AFTER THE EXAMINATIONS

When and how are the results distributed?

- Results will be available for collection on:

<p style="text-align: center;">GCE on Thursday 16th August 2018 GCSE on Thursday 23rd August 2018 Collection from 11am</p>

Students wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector.

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the Examinations Office before results day.
- If you do not collect your results they will be posted out to you.
- No results will be given out by telephone or email under any circumstances.
- Pass Grades at GCSE are from A* - G (Old Specifications)
- Pass Grades at GCE are from A* - E
- Pass Grades at GCSE are from 9 – 1 (New Specifications)

Queries following the issue of results:

- The Examinations Office will be open on Thursday 16th August 2017 & Friday 17th August 2018 & Thursday 23rd August 2018 and Friday 24th August 2018 between 10.00am and 3.00pm for any urgent queries regarding results.

Presentation of Certificates

- Certificates are issued from November 2018 onwards. All certificates must be signed for. If you cannot collect the certificates in person, you may give written permission for another named person to collect them on your behalf. Alternatively they will be posted.
 - **Ernest Bevin College is only obliged to keep certificates for one year from the start of the examination season that the examinations were sat in (for example Summer 2018 examination certificates will be destroyed in early May 2019). If candidates do not collect their certificates they will be destroyed as per the Examination Boards instructions as of September 2013.**
 - If you lose your certificates you will need to contact the board directly and a penalty fee will be levied by them. You are therefore urged to collect your certificates in November or as soon as possible thereafter and to keep them safely.

IMPORTANT DATES

AS – Level / GCE / BTEC Results Day	Thursday 16th August 2018
GCSE Results Day	Thursday 23rd August 2018

Deadline for Priority Service (GCE)	Friday 24th August 2018
Deadline for All other EAR's	Friday 14th September 2018

COSTS

SERVICE	DEADLINE	GCE
Access to Photocopied Scripts	PRIORITY DEADLINE LEVEL 3: Friday 24th August 2018 DEADLINE LEVEL 2: Friday 14th September 2018	OCR:£11.75(P) OCR:£11.35 AQA:£14.35 PEARSON: £10.30
Access to Original/ Electronic Scripts	PRIORITY DEADLINE LEVEL 3: Friday 24th August 2018 DEADLINE LEVEL 2 Friday 14th September 2018	OCR:£11.75(P) OCR:£11.35 AQA:£11.30 PEARSON: £7.75
Priority Re-mark – Full *Review of Marking and Photocopied Scripts	PRIORITY DEADLINE LEVEL 3: Friday 24th August 2018 DEADLINE LEVEL 2: Friday 14th September 2018	OCR:£58.00 *(£69.75)L3 OCR: £47.00 *(£58.75) AQA:£51.75(P) AQA: £43.45(R) PEARSON: £46.00(P) PEARSON: £38.60(R)
Re-mark Full	PRIORITY DEADLINE LEVEL 3: Friday 24th August 2018 DEADLINE LEVEL 2: Friday 14th September 2018	OCR:£58.00 L3 OCR: £47.00 AQA:£43.45 PEARSON: £38.60
Clerical Check - *Clerical Check with Photocopied Scripts per component	PRIORITY DEADLINE LEVEL 3: Friday 24th August 2018 DEADLINE LEVEL 2 Friday 14th September 2018	OCR:£16.90 *(£28.65) AQA:£16.10 PEARSON: £10.30

SERVICE	DEADLINE	GCSE
Access to Photocopied Scripts	Friday 14th September 2018	OCR: £11.35 AQA: £11.30 PEARSON: £10.30
Access to Original/ Electronic Scripts	Friday 14th September 2018	OCR:£11.35 AQA: £11.30 PEARSON:£7.75
Review of Marking *Review of Marking and Photocopied Scripts	Friday 14th September 2018	OCR: £47.00 *(£58.75) AQA: £37.55(R) PEARSON:£38.20(P) PEARSON:£33.20(R)
Clerical Check *Clerical Check with Photocopied Scripts	Friday 14th September 2018	OCR:£16.90 *(£28.65) AQA: £8.05 PEARSON: £10.30

SERVICE	DEADLINE	COSTS
APPEALS STAGE 1	Only available after EAR's have been received and must be requested to the Examination Boards within 14 days	AQA: £111.75 OCR: £143.80 PEARSON: £120.00
APPEALS STAGE 2	Only available after EAR's have been received and must be requested to the Examination Boards within 14 days	AQA: £191.55 OCR: £205.40 PEARSON: £150.00

<p style="text-align: center;">CERTIFICATE AMENDMENTS REPLACEMENT STATEMENTS OF RESULTS (SOR)</p>	<p style="text-align: center;">As soon as the error has been noticed</p>	<p style="text-align: center;">SOR: OCR: £43.00 MIN EACH STATEMENT OF RESULT PEARSON: £43.00 - £83.00 MIN EACH STATEMENT OF RESULT AQA: £43.00 MIN EACH STATEMENT OF RESULT</p>
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- **All prices are subject to change**
- Please note that you cannot ask for an individual re-mark of coursework. If you have any queries about coursework please see the examinations officer.
- If you wish to query any marks you receive for any of your examinations you must first complete the consent form attached (Examination Post Results Service). Please bring this to the Examinations Office with the correct payment.
- **Please be aware that when requesting a re-mark of an examination paper your mark could go down as well as up or even stay the same.**
- If you request an Original Script you can **NOT** then request a re-mark. You can request a re-mark if you request a photocopied script (AS/A2 units only).
- All cheques are to be made payable to Ernest Bevin College.

Examination Post Results Service – Results Enquiry

If you would like to make an enquiry about your result (a re-mark), there are three possible outcomes:

- Your original mark will be confirmed as correct and there will be no change to your grade.
- Your original mark may be raised and this may or may not result in a change of grade.
- Your original mark may be lowered and this may or may not result in a change of grade.

In order to proceed with the enquiry you must complete the Examination Post Results Service Form and return it to the Examinations Office with the correct fee by the deadline. This tells the Examinations Officer that you have understood what the outcomes could be and that you are happy to proceed.

APPLICATIONS CANNOT BE PROCESSED WITHOUT THE CORRECT FEE

SOME DO's AND DO NOTs

DO – Make sure you know your exam timetable

DO NOT - ARRIVE LATE

DO- ASSEMBLE BY THE VENUE 20 MINUTES BEFORE THE START OF THE EXAM.

DO NOT - ARRIVE WITHOUT A BLACK PEN, PENCIL, RULER ETC.

DO- LINE UP IN THE TEACHING GROUP/SEATING PLAN ORDER AS INSTRUCTED.

DO NOT – WRITE ON THE EXAM DESKS. IF YOU DO YOU WILL HAVE TO PAY FOR THE DAMAGE.

DO- HAVE ALL NECESSARY EQUIPMENT.

DO NOT- USE A CALCULATOR THAT CAN RECORD TEXT.

DO- LEAVE YOUR BAGS/COATS IN THE DESIGNATED AREA IN THE EXAMINATION VENUE.

DO NOT – TALK AS YOU ENTER THE EXAM ROOM.

DO – KEEP AN EYE ON THE CLOCK DURING THE EXAM.

DO – FOLLOW INSTRUCTIONS ABOUT THE EXAM.

DO – WORK HARD THROUGHOUT THE EXAM.

DO NOT – BRING MOBILE PHONES TO THE EXAM. IF A MOBILE IS BROUGHT TO COLLEGE, IT MUST BE HANDED TO THE CHIEF INVIGILATOR BEFORE THE EXAM STARTS. FAILURE TO DO SO WILL RESULT IN SERIOUS CONSEQUENCES, NORMALLY DISQUALIFICATION.

DO – LEAVE IN SILENCE

DO NOT – COMMUNICATE TO ANY STUDENTS IN ANY WAY.

DO – ARRIVE IN FULL SCHOOL UNIFORM

DO NOT – TAKE ANY FOOD INTO THE EXAM HALL, BUT A BOTTLE OF WATER TO SIP IS ENCOURAGED (REMOVE ALL LABELS).

JCQ EXAM POSTERS ALL THESE CAN BE VIEWED ON THE
COLLEGE WEBSITE

MOBILE PHONE POSTER (2017)

WARNING TO CANDIDATES (2014)

INFORMATION FOR CANDIDATES - GCSE CONTROLLED
ASSESSMENTS (2017)

INFORMATION FOR CANDIDATES: NON-EXAMINATION
ASSESSMENTS (2017)

INFORMATION FOR CANDIDATES GCE, ELC AND PROJECT
QUALIFICATIONS - COURSEWORK ASSESSMENTS (2017)

INFORMATION FOR CANDIDATES WRITTEN EXAMS
POSTER (2017)

INFORMATION FOR CANDIDATES ON-SCREEN EXAMS
POSTER (2017)

**EXAMINATION TIMETABLE CAN BE VIEWED ON
THE COLLEGE WEBSITE**