

## **Important Exam Information**

**Final Timetables** have been issued to students in Y10, Y11, Y12 and Y13 with the date of their external/public exams. **This entry information needs to be checked carefully by students and parents/guardians.**

**Candidate Number** (Exam Number). At the beginning of Year 10, each student is assigned a four-digit number, which can be found on all individual exam timetables. The number needs to be written on every external exam paper and some coursework pieces. **Please memorise this number.**

**Coursework/Practical Exams/NEA** sometimes called controlled assessments or non-exam assessments in some subjects. Dates for these exams are set by teachers during the academic year and communicated to students in lessons.

**BTEC and National** courses are assessed through a combination of internal assessment and externally assessed components. All dates will appear on your student timetable, internal assessment deadlines are set by the teachers.

**EXAMINATION BOARDS.** We use four main examination boards (also called Awarding Bodies) AQA, Edexcel, OCR and WJEC. All the exam boards have websites where students, parents and carers can find further information.

**Exam Clashes:** If you appear to be scheduled for two or more exams in the same session (am or pm) this is known as a 'clash'. Letters informing you of your clash and the clash procedure will have been sent to your home address. **If you have a clash and do not understand the procedure, please come to the exams office for advice.**

**Change of Exam Start Time.** If your afternoon session exam is 1hour in duration, the start time is 1.30pm, (not 1pm). **It is very important to check all the start times on your final timetable.**

### **RESULTS: June exams- results days in August, collection from the Sixth Form Centre**

- **A-level - 16 August 2018 from 9:30am**
- **GCSE - 23 August 2018 from 9:30am**

**Enquiries About Results (EAR).** When results are released, the Exam Boards allow only a few weeks for students, in consultation with their teacher, to make 'Enquiries About Results', these include requesting scripts back, or a review of marking, for example. These Post Results Services incur charges and all requests must be submitted by the deadline dates specified on the appropriate forms with (no exceptions). Post results for all Year 10 students will be dealt with on return to school in September, in consultation with teachers. **Please see the school website for instructions, deadline dates and the forms to use for June 2018 exams.**

**Certificates** are issued when a GCSE/A-level/BTEC/National course has been completed in full. Certificates are not issued where a 'U' grade is awarded. Each Awarding Body issues their own certificates once all enquiries about results have been dealt with, usually a couple of months after results day. We are only legally obliged to hold these certificates for 12 months. If certificates are lost, they cannot be replaced by the school. A request for replacements have to be made directly to the Awarding Body by the student, there is a charge of approximately £50 per certificate. Exam Certificates cannot be posted, must be signed for, and can only be collected after **Monday 12th November (exception being Year 10 students who collect all GCSE certificates at the end of Year 11)**. If the student cannot collect personally, a named person may collect on their behalf, provided they bring with them a letter of authorisation hand-signed by the student, and proof of their identity.

**Please look on the school's website: School Life – Examinations Information, for further important information, forms and posters.**