

CALUDON CASTLE BUSINESS & ENTERPRISE SCHOOL

INFORMATION ON THE EXAMINATION PROCEDURE SUMMER 2012

Dates

Please check the dates and sessions (AM or PM) of your examinations **very carefully**. Also check that where applicable you are entered for the correct tier i.e. Foundation or Higher. Practical/Speaking test examinations will be arranged by your Teacher and you will be advised in due course. The exam dates are set by the exam boards and cannot be changed for any reason.

Timing

Morning examinations start at 9.00 am prompt.

Afternoon examinations start at 1.00 pm prompt.

It is very important that you arrive at least 15 minutes early for your examinations. If you are late for your examination there is a possibility you will not be allowed entry into the examination room. Some subjects may run breakfast catch up sessions before the exam. Please ask your teachers for more details.

Candidate Name and Number

Every candidate has a four digit number that they must write on all exam related materials. Candidates are entered under their legal surname and this is the name which will appear on certificates.

Examination Clashes

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised they will then sit the second paper. You will be contacted to advise on the arrangements that have been made nearer the time.

Location

Exams will be held in the Sports Hall or Main Hall, unless you are advised differently. From the moment you enter the exam room you are under exam conditions and you must not communicate with anyone else. You must make sure your mobile phone is **switched off and not on your person**, if caught with it on you; you could be disqualified from the exam and possibly the whole qualification.

Illness

If you are really ill on the day of your examination, you must contact the school and leave a message for Mrs Brown (Examinations Manager) to say why you will not be attending your examination. You must also obtain a Doctor's note stating that you were unfit to take the exam. Without a Doctor's note you will not get a grade and will be charged for the exam fee.

Uniform

You must wear your uniform to all examinations. You are not allowed to hang Blazers over the back of your chair, so if you are not going to wear it, leave it at the back of the room along with your bag; we have to remove Blazers from the back of chairs.

Food and Drink

You are not permitted to bring any food into the examination room. Any food you do bring, will have to be confiscated. You are only permitted to drink water and it must be in a transparent container (labels must be taken off water bottles), no cartons or cans. It is advisable to have a bottle with a sports cap to prevent it spilling on your exam paper.

Seating

Your desk for each examination will be indicated by a name card, in alphabetical order and usually in the tier of entry. You must not tamper with the name card in any way.

Invigilators

The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Equipment

IT IS YOUR RESPONSIBILITY TO PROVIDE YOUR OWN EQUIPMENT FOR USE IN EXAMINATIONS THIS SHOULD INCLUDE THE FOLLOWING:

BLACK PEN + spare

Pencil + spare

Ruler and Rubber

Calculator - We cannot guarantee a calculator will be provided.

Pencil cases must be see through. Any that are not will be removed from your desk.

EXAM RESULTS DATES:

November 2011 12th January 2012

January 2012 8th March 2012

March 2012 19th April 2012

Summer 2012

GCE Thursday 16th August 2012

GCSE Thursday 23rd August 2012

If you are unable to collect your results we will post them out to you if you provide a stamped addressed envelope.

If you wish another person to collect results on your behalf, you must give written permission.

WE ARE UNABLE TO GIVE RESULTS OUT OVER THE PHONE.

ENQUIRIES ABOUT RESULTS:

If you have any concerns regarding your results, you should contact either the Subject Leader or the Examinations Manager IMMEDIATELY. There are non-negotiable deadlines for Appeals so you must act quickly. Where a teacher supports a remark or return of scripts, the costs will be paid by the school, If not the costs will be the responsibility of the student.

PLEASE BE AWARE THAT THE OUTCOME OF A REMARK MAY MEAN THAT YOUR ORIGINAL MARK MAY BE LOWERED.

CERTIFICATES:

Certificates arrive in school in November, it is your responsibility to arrange to collect them, we only need to keep them in school for 12 months then we can destroy them.

IF YOU HAVE ANY CONCERNS REGARDING THE EXAM PROCEDURE PLEASE DON'T HESITATE TO CONTACT MRS BROWN – EXAMINATIONS MANAGER IN LS4.