



**Centre Name: Coopers' Company & Coborn School
Centre Number: 12845**

EXAMINATIONS September 2011 – June 2012

GUIDANCE FOR STUDENTS & PARENTS

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INTRODUCTION

It is the aim of Coopers' Company and Coborn School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and our school is required to follow them precisely. You should, therefore, pay particular attention to the Information for Candidates and Warning to Candidates on the four pages that follow.

Some frequently asked questions appear at the end of this booklet. However, if there is anything you do not understand or any questions that have not been addressed please ask Mrs Smith in the Exams Office.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer – Mrs Joanne Smith
01708 255470 (direct line)
jos@cooperscoborn.co.uk

Remember – we are here to help.

GOOD LUCK!

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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**Information for candidates
For written examinations – effective from 1 September 2011**

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <input type="checkbox"/> notes; <input type="checkbox"/> calculator cases/instruction leaflets; <input type="checkbox"/> reading pens; <input type="checkbox"/> mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once the exam has started.
7	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <input type="checkbox"/> make sure it works properly; check that the batteries are working properly; <input type="checkbox"/> clear anything stored in it; <input type="checkbox"/> remove any parts such as cases, lids or covers which have printed instructions or formulas; <input type="checkbox"/> do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <input type="checkbox"/> if you think you have not been given the right question paper or all of the materials listed on the front of the paper; <input type="checkbox"/> if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <input type="checkbox"/> you have a problem and are in doubt about what you should do; <input type="checkbox"/> you do not feel well; <input type="checkbox"/> you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery, this includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2011

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
5	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
6	Do not become involved in any unfair or dishonest practice during the on-screen test.
7	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
8	Only take into the exam room the materials and equipment which are allowed.
9	You must not take into the exam room: <ul style="list-style-type: none"> <input type="checkbox"/> notes; <input type="checkbox"/> calculator cases/instruction leaflets; <input type="checkbox"/> reading pens; <input type="checkbox"/> mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. <p>Unless you are told otherwise, you must not have access to:</p> <p>9 the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</p> <p>10 pre-prepared templates.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> <input type="checkbox"/> make sure it works properly; check that the batteries are working properly; <input type="checkbox"/> clear anything stored in it; <input type="checkbox"/> remove any parts such as cases, lids or covers which have printed instructions or formulas; <input type="checkbox"/> do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <input type="checkbox"/> if you have been entered for the wrong on-screen test; <input type="checkbox"/> if the on-screen test is in another candidate's name; <input type="checkbox"/> if you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> <input type="checkbox"/> you have a problem with your computer and are in doubt about what you should do; <input type="checkbox"/> you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery, this includes rough work, printouts or any other materials provided for the on-screen test.

This notice has been produced on behalf of: AQA,

City & Guilds, CCEA, Edexcel, OCR and WJEC

Information for candidates

GCSE, Functional Skills and Principal Learning, Controlled Assessments

This document tells you about some things that you must and must not do when you are completing your work.

Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

"the work which you submit for assessment must be your own",

"you must not copy from someone else or allow another candidate to copy from you".

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2012.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.


Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.


Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.


Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

 Markers can spot changes in the style of writing and use of language.

 Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).

 Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
- 13 You **must not** become involved in any unfair or dishonest practice in any part of the examination.
- 14 You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
- 15 **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 16 You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- 17 You **must** follow the instructions of the invigilator.
- 18 If you are in any doubt speak to the invigilator.

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS:

The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

CANDIDATE NUMBER:

Each candidate has a four-digit candidate number. This is the number you will need to enter on every examination paper you write while at this school. Once issued it will never change.

PLEASE LEARN IT.

TIMETABLES:

You will receive an individual timetable showing examinations that you have been entered for with details of date, time, room, candidate number and duration of exam. Please check it carefully. If you think something is wrong see Mrs Smith in the Exams Office immediately.

It is sometimes necessary to change the venue for an exam. Please check the seating plan on the notice board outside the main school entrance on the day of the exam for confirmation.

Sometimes candidates have an exam clash where two exams are timetabled at the same time. The school will make special timetable arrangements for these candidates only. If you think there is a clash on your timetable please see Mrs Smith immediately.

EQUIPMENT:

Ensure that you have the correct equipment before your examinations, including spare pens, a ruler, rubber, calculator and spare battery etc. These should be held in a transparent pencil-case or plastic bag. Check the regulations in the Information for Candidates and the information on the following pages. The Exams Office/School will **NOT** supply you with any equipment.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS:

A copy of the “Information for Candidates”, which is issued by the Joint Council for Qualifications, is printed at the front of this booklet. All candidates must read this carefully and note that infringement of these examination rules and regulations could lead to disqualification from all subjects. The school must report any breach of regulation to the awarding body concerned.

ATTENDANCE AT EXAMINATIONS:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. You must be properly dressed in full uniform, including blazer and tie, and fully equipped. All candidates must arrive 20 minutes prior to the start time of their examination. Seating plans will be placed on the notice board outside the front entrance to the school prior to your exam. These will indicate where your exam will take place. Please go to your exam venue and queue in an orderly fashion, ready for scanning. Please make sure you do not have any mobile phones, datasticks, earphones, ipods or any electronic equipment in your possession.

Candidates who arrive late for an examination may still be admitted but may not receive any additional time.

It is very important that you sit in the place allocated to you.

All items of equipment, pens, pencils, mathematical instruments, etc should be visible to all invigilators at all times. Pens should be black ink or ballpoint. No corrector pens or tippex are allowed. For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. You must remove your calculator cover and place it face down on the floor next to your desk. Make sure your batteries are new. Please make sure that any watch alarms are turned off. Place all glasses cases under your desk, opened. Do not attempt to communicate with or distract any other candidates. Examination regulations are very strict regarding items that may be taken into the examination room. Again, your attention is drawn to the JCQ Information for Candidates. If you break these rules you may be disqualified from the examination.

Drinking water is allowed in a clear bottle with no label.

Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage, as well as having the duty of cleaning the desk. If you are seen writing on the desks you will be reported to the Exams Officer and Head of Year. Do not draw graffiti, write offensive comments, or anything apart from answers on your examination papers – if you do the examination board may refuse to accept your paper or may penalise you.

Listen carefully to instructions and notices read out by the invigilators - there may be amendments to the exam paper that you need to know about. Check you have the correct question paper – check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room. You will not be allowed to leave an examination room once you have entered, or before the end of the exam duration. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly and signed your signature where necessary.

It is expected that candidates will be able to go through a morning or afternoon session without the need of a toilet break. Continual coming and going in an examination room is very disruptive for students during an exam. For this reason breaks are only allowed when a letter stating medical need has been received.

At the end of the examination all work must be handed in – remember to cross out any rough work that you do not wish to be marked. If you have used additional sheets please make sure you have filled in all your details at the top and affix it with a treasury tag in the correct place.

Invigilators will collect your exam paper before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.

Question papers, answer booklets and additional paper must NOT be taken from the exam room. Remain seated in silence until you are told you can leave the examination room. When you leave the room please remain quiet and show consideration to other candidates who may still be working.

If the fire alarm sounds during an examination, the invigilator in charge will tell you what to do. See the attached Fire Evacuation Procedures for Examination Candidates. Remember, do not panic. On return to the exam room do not start writing until the invigilator tells you to do so. You will be allowed the full time for the examination and a report will be sent to the examination board detailing the incident.

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. Any disruptive behaviour, or any pupil who behaves in an unacceptable manner, will be reported to the Exams Officer. Depending on the nature of the complaint this will then either be reported to the Head of Year, the Assistant Head i/c exams or the awarding body.

Invigilators are employed to ensure that exams run smoothly and that JCQ regulations are upheld. They are not allowed to explain any questions to you. If, however, you feel there may be an error on an exam paper then please raise your hand to alert a member of the invigilation team.

ABSENCE FROM EXAMINATIONS:

If you experience difficulties during the examination period (eg illness, injury or personal problems) please inform a member of the Exams Office at the earliest possible point so that they can help or advise you. Only in exceptional circumstances are candidates allowed Special Consideration for absence from any part of an examination. The school will require payment of entry fees should a candidate fail to attend an examination without producing medical or other evidence.

Please note that misreading or not checking your timetable will not be accepted as a satisfactory explanation of absence.

Fire Evacuation Procedures for Examination Candidates

In the event of a fire alarm ringing, candidates **must**:

- Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- On instruction from the Invigilator you must leave the examination room in an orderly fashion, **maintaining complete silence**.
- Follow the Invigilator to the examination assembly point for registration. This is on the field next to the pavilion. Line up in the examination group in candidate order. This will be as per seating plan.
- When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the examination room in silence.
- The exam will be re-started and the time lost added onto the end.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.

AFTER THE EXAMINATIONS

NOTIFICATION OF PROVISIONAL RESULTS

Provisional results will be available for collection from the Theatre on:

GCE	Thursday 16th August 2012	Yr 13	Time to be arranged
	“ “ “ “	Yr 12	Time to be arranged
GCSE	Thursday 23rd August 2012	Yr 11	Time to be arranged
	“ “ “ “	Yr10	Time to be arranged

If you would like a third party to collect your results you must inform the Exams Office in writing, stating the name of the person who will be collecting on your behalf and signed by the student, not the parent/guardian. This must be done **before** results day.

Please provide a stamped, addressed envelope if you would like your results posted to you.

No results will be given out by telephone or via email under any circumstances. Results not collected will be held in the Exams Office.

Mr Bell will be available to discuss Sixth Form entry.

Please see your subject tutor for GCSE grade boundary enquiries.

ISSUE OF CERTIFICATES

The Exams Office will receive certificates from the awarding bodies by 31st October 2012. If still attending the school, a note will be left in registers asking students to come to collect and sign for them. If you left the school prior to this then a charge of £4.00 will apply to have certificates posted home via Recorded Delivery. This can either be paid directly to the Exams Office or through the parentpay system.

Centres are only obliged to keep certificates for a period of one year after issue. This school tends to keep them for a several years, but you should be aware that replacement of certificates will need to be applied for directly to the awarding body at a cost of £33.00 per certificate.

POST RESULTS

Services offered by the awarding bodies in relation to your results are detailed below. If you wish to use any of these services please collect a form from the red rack outside the Exams Office and return it, completed, with the correct fee by the deadline stated on the form.

EAR Service type 1: clerical re-check

This involves a re-check of all clerical procedures which lead to the issue of a result:

- all parts of the script have been marked
- the totalling of the marks
- the recording of marks
- the application of any adjustments
- the application of grade thresholds
- application, where appropriate, of any special consideration – please indicate on your application if special consideration was requested at the time of the examination.

Candidates' grades or uniform mark score can go up or down.

The examination boards aim to complete the enquiry within 20 days of acknowledging the request.

EAR Service type 2: post results review of marking of externally assessed components.

This service will include:

- the clerical re-check detailed in Service 1
- the review of marking of units/components by a senior examiner

Candidates' grades or uniform mark score can go up or down.

The examination boards aim to complete the enquiry within 35 days of acknowledging the request.

EAR Service 2 (priority): post results review of marking of externally assessed components.

This post results review of marking service offers the same services as outlined above, but completion of the enquiry should be within 20 days of acknowledging the request. This service is only available if the following criteria are met:

- the enquiry is about a GCE or AEA
- a candidate's place in further/higher education depends on the outcome

Candidates' grades or uniform mark score can go up or down.

EAR Service type 3: re-moderation of internally assessed/externally moderated coursework components.

This service constitutes a re-moderation of a centre's coursework by a senior moderator. This service is not available to individual candidates.

Access to Scripts

Photocopied Scripts

- For centres which have GCE/AEA requests for EAR purposes to allow the candidate to make a decision on whether to go ahead with an Enquiry about Results.
- Not available if requesting a Priority Service 2 EAR.

Original Scripts

- Available for all components with an ATS facility. Please note that the exam boards cannot provide an original script for papers that were marked online.
- It is important to note that once an original script has been returned to a centre, an EAR (re-mark) cannot be carried out.
- Original scripts are not available once an EAR Service 1 or 2 has been completed.

The Coopers' Company and Coborn School

ARRANGEMENT FOR APPEALS AGAINST CONDUCT OF EXAMINATIONS

The Coopers' Company and Coborn School is committed to ensuring that whenever students sit external public examinations this is done fairly and in accordance with the requirements of the Awarding Body and the Examinations Code of Practice of the JCQ.

Examination invigilation should be conducted by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

If a student feels that this may not have happened s/he may make use of this appeals procedure.

Appeals Procedure

1. Appeals should be made as soon as possible, and must be made no later than **five working days** after the examination concerned.
2. Appeals must be made in writing to the school's **Examinations Officer**, who will investigate the appeal. If the Examinations Officer is not able to conduct the investigation the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
3. The Examinations Officer or other member of staff will decide whether the **invigilation of the examination** conformed with the requirements of the Awarding Body and the Examinations Code of Practice of the JCQ. This will be done by the end of the Series. (The end of June for summer examinations and the end of January for winter examinations.)
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the Board, and changes made to the assessment of your work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Headteacher. A written record of the appeal will be kept and made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

The Coopers' Company and Coborn School

ARRANGEMENT FOR APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS

The Coopers' Company and Coborn School is committed to ensuring that whenever the staff assess students' work for external qualification, this is done fairly and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the Examination Board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or the grade.

Appeals Procedure

6. Appeals should be made as soon as possible, and must be made no later than:
31st May of the year that the coursework was assessed for the summer series.
14th January for the winter series.
7. Appeals must be made in writing to the school's **Examinations Officer**, who will investigate the appeal. If the Examinations Officer is not able to conduct the investigation the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation.
8. The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the Awarding Body and the Examinations Code of Practice of the JCQ. This will be done by the end of the Series. (The end of June for summer examinations and the end of January for winter examinations.)
9. You will be informed in writing of the outcome of the appeal, including any correspondence with the Board, and changes made to the assessment of your work, and any changes made to improve matters in future.
10. The outcome of the appeal will be made known to the Headteacher. A written record of the appeal will be kept and made available to the Awarding Body at their request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

After work has been assessed internally it is moderated by the Examinations Board to ensure consistency between Centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of The Coopers' Company and Coborn School and is not covered by this procedure. If you have any concerns about it, please ask The Examinations Officer for a copy of the appeals procedure of the relevant Examinations Board.

RE-SITTING OF EXAMS

If you feel that you could improve on your exam results, it may be possible to re-sit units.

GCSE

Units taken at the end of Year 10 may be re-taken in the January that follows. Forms can be collected from the red rack outside the Exams Office at the start of term. There is a cost involved, and you must watch closely for the submission deadline. Exam boards charge double after the deadline and triple nearer to the start of the exam season. Please make sure that you have entered to exam code correctly, including the level (i.e. Foundation or Higher) if applicable. If in doubt ask your subject tutor to check and sign. Exam boards will charge to rectify mistakes.

Please note that GCSE units can only be re-taken once.

It will not be possible to re-sit a GCSE once in the Sixth Form. It is expected that you concentrate your efforts on your A Level studies.

AS Level

There is no limit to the number of times that a student may re-take Advanced Subsidiary units within the shelf-life of the specification. The higher result will always count.

Private Entries

If you have left Coopers' Company & Coborn School and wish to re-sit any exams then please speak to the Examinations Officer. There will be a charge of £40.00 for administration in addition to the exam entry fee. This charge is per exam season, irrespective of how many units you choose to re-take.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there is a clash on my timetable?

Most clashes will have been resolved by the time you receive your timetable. You may notice that you are scheduled to sit an exam at a different time to your friends. This will be because the examination boards have set two subjects that you are studying at the same time. Usually you will sit one exam after the other. If the total exam time exceeds three hours in one session a candidate may be able to sit the second exam in the afternoon of that day. In this case you would need to be kept in isolation from those who have sat the exam in the morning. This is called being “incommunicado”.

If there is an unresolved clash on your timetable please see Mrs Smith in the Exams Office.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my candidate number?

Your candidate number will appear on your exam timetable and also on the seating plan on the notice board outside the main entrance to the school.

Q. What do I do if I forget the school centre number?

The centre number is 12845. It will be clearly displayed in all examination rooms.

Q. What do I do if I have an accident or feel unwell before the exam?

Inform the school at the earliest possible point so that we may help or advise you. You will need to obtain medical evidence from your GP or hospital if you wish the school to request Special Consideration from the awarding body.

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance ranges from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases such as death of an immediate family member at the time of the exam). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. The Examination Officer must be informed immediately so that the necessary paperwork can be completed within the strict deadline set by the awarding bodies. Candidates will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

Raise your hand and an invigilator will assist you. You should inform the Exams Officer if you have been unwell during an exam and you feel that this may have affected your performance.

Q. If I arrive late can I still sit the examination?

Provided you are not more than one hour late it may still be possible for you to sit the examination. You should report to the Exams Office as soon as possible so that a member of staff may escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you your full time if you start the examination late.

If a candidate arrives more than one hour after the scheduled start of the exam he/she may be able to sit the examination, but in this case a report must be sent to the awarding body. They will make the decision as to whether the script will be accepted or not.

Q. If I miss an examination can I take it on another day?

No. This is not possible within the same examination season. Timetables are regulated by the exam boards and set nationwide. It may be possible to sit it during the next season.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc. You may remove your blazer once seated in the exam room.

Q. Can I leave the exam early?

It is a requirement of the awarding bodies that you stay in the examination room for at least one hour after the published start time of the exam. School policy dictates that candidates may not leave the exam room early as this is very disruptive to candidates who may still be working.

Q. What do I do if the fire alarm sounds?

The Lead Invigilator present will tell you what to do. You should put your pen down and await instructions. Stay calm and remain absolutely silent. No communication should be made with other candidates. Anyone seen to be communicating **will** be reported to the examining board.

Q. Can I leave the room to use the toilet during an exam?

Students are expected to complete a morning or afternoon session without a toilet break. If you feel that this may be a problem then please bring a letter from your GP stating medical need to the Exams Office before your first timetabled exam.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of up to 25% extra time. A yellow sheet will be placed on your desk so that invigilators can identify which candidates may carry on writing after those without extra time have to finish. An invigilator will tell you when the 25% extra time has expired.