



ST EDWARD'S  
OXFORD

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**EXAMINATIONS 2015 - 2016**

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**Guidance for Students and Parents**

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**Centre Number: 62351**

Examinations Office Telephone No: 01865 319 418

Examinations Officer: Dr Moore

Assistant Examinations Officer: Mr Abigail

## INTRODUCTION

It is the aim of St Edward's 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 St Edward's School is required to adhere to them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on pages 3 to 9.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

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 – Dr Moore  
Assistant Examinations Officer – Mr Abigail  
International Baccalaureate Co-ordinator - Mr Summers

The Examinations Office telephone number is: 01865 319 418  
(there is an answer machine if the office is unoccupied)

Remember – we are here to help.

**REVISE WELL & GOOD LUCK!**

### IMPORTANT!

Make sure that you renew your School computer log-in password before the end of the Summer Term. Your exam results will be emailed to your School email account.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates  
For written examinations – effective from 1 September 2015**

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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device.</li> </ul> <p>Any pencil cases taken into the exam room must be see-through.</p> <p><b>Remember:</b> 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>
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	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
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 only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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.
<b>E</b>	<b>Advice and assistance</b>
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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
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	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. 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.
4. **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.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, IWATCHES,  
MOBILE PHONES,  
MP3/4 PLAYERS**

**NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

**DISQUALIFICATION**

from your examination and your overall qualification.

# Conduct of the examinations

## Notice to candidates

### General

- Candidates must know their session number.
- When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
- No form of refreshment may be taken into the examination room. (At the discretion of the Diploma Programme coordinator, drinking water is permitted.)
- Candidates may take to their desk/table only the following items:
  - general stationery (for example, pen, pencil, eraser, geometry instruments, ruler), but correcting fluid is not permitted;
  - a translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted);
  - other materials specified by the IIB as required for a particular examination (for example, an electronic calculator).

As required by the coordinator/invigilator, any item brought into an examination must be available for inspection. This includes electronic calculators.
- The following rules apply to the use of electronic calculators.
  - Candidates must not use or store data, programs or applications in their calculator that may assist them in an examination by removing the need to recall facts or formulae that are not provided in the examination materials.
  - Examination questions must not be stored or recorded in the memory of a calculator.
  - During an examination, no attempt must be made to conceal information or programs stored in a calculator.
  - As required by the coordinator/invigilator after an examination, a candidate must provide a list of information and programs stored on the calculator.
- The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/invigilator and remain seated until permission is given to leave the examination room.
- The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examination.
- Five minutes' reading time is permitted for all examinations except multiple choice examinations. Reading only is permitted during this time.

### Arrival

- Candidates must arrive in time for the start of an examination. Late arrivals may not be permitted.

### Temporary absence

- In cases of emergency, at the discretion of the coordinator/invigilator, a candidate may be allowed to leave the examination room and return. The temporary absence of a candidate will be recorded by the coordinator/invigilator.
- A candidate will be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.
- During a temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

### Academic misconduct

- During the examination, and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute academic misconduct, resulting in appropriate action by the IIB.
- All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute academic misconduct, resulting in appropriate action by the IIB. The impersonation of another candidate will be treated as a breach of regulations.
- If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), this material must be given to the coordinator/invigilator immediately. Failure to do so may lead to an allegation of academic misconduct against the candidate.
- No candidate is permitted to borrow anything from another candidate during an examination.
- A candidate attempting either to gain or solicit information about the content of an examination within 24 hours of the examination ending will be in breach of IIB regulations and may not receive a grade for the subject concerned.

### Early departures

- Candidates will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. If the duration of the examination is less than one hour, candidates will not be allowed to leave during the examination.
- If a candidate leaves the examination before the scheduled finishing time, the candidate will not be allowed to return.

### End of the examination

- It is the responsibility of the candidate to ensure that the front page of their certificate is correctly completed prior to departure from the examination room.
- Candidates must give all examination papers, answer booklets and multiple choice answer sheets to the coordinator/invigilator at the end of the examination.
- Candidates must leave the examination room in a quiet and orderly manner.
- Candidates must not disclose or discuss the content of any examination paper with any person outside their immediate school community within 24 hours of an examination ending. This includes any form of communication, whether verbal, written or electronic, be that through social media or direct contact.

# Conduct in the IB examinations

**None** of the following items may be taken to your desk in the examination room:

## Electronic devices

Note: Some electronic devices, such as an approved calculator, are permitted in certain examinations. Your Diploma Programme coordinator will advise you on exactly what is allowed for each examination.

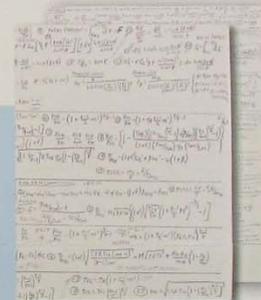


## Refreshments

Note: Water is permitted at the discretion of the Diploma Programme coordinator.



## Notes or rough/scratch paper



## Books or guides



If you take any of these items into an IB examination—even if it is *by mistake*—you will be in breach of regulations and may not be eligible for a grade in the subject being examined.

## Notice to Candidates

Make sure you know the rules before you take your examinations.

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** provide what you need e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so. You **must not** use the calculator function of another device.
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
  - sit an examination in the name of another candidate
  - have in your possession any unauthorised material, including electronic devices and mobile phones
  - have in your possession any equipment which might give you an unfair advantage.



6. Possession of a **mobile phone or other** unauthorised material is breaking the rules, even if you do not intend to use it. If found in possession of unauthorised material you will be subject to penalty and possible disqualification.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You **must**, when leaving the examination room, leave behind the question paper, your answer book or answer paper, rough work and any other (used or unused) materials.



**NO MOBILE PHONES, IPODS OR  
MP3/4 PLAYERS. NO PRODUCTS WITH  
AN ELECTRONIC COMMUNICATION/  
STORAGE DEVICE OR DIGITAL  
FACILITY.**

Possession of unauthorised items is an  
infringement of the regulations and could result in

**DISQUALIFICATION**

from this examination and the  
overall qualification.

This poster **must be** displayed in a prominent place outside and inside each  
examination room.

## **BEFORE THE EXAMINATIONS**

### **EXAMINATIONS BOARDS**

- The School uses the following Examination Boards: **AQA, CIE, Edexcel, OCR** and **WJEC** as well as the **International Baccalaureate**.

### **STATEMENTS OF ENTRY:**

- All candidates receive a Statement of Entry from School indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. At GCSE level some subjects have just one tier of entry, some have Foundation or Higher tiers.
- You must check everything on your Statements of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it will be very costly to change them once certificates are awarded. Notify Dr Moore immediately of any errors.

### **CANDIDATE NAME**

- Candidates are entered under the name format of (legal/official) First Name + middle name + (legal) Surname, e.g. Adam John Smith. No nicknames or other familiar forms are allowed.

### **CANDIDATE NUMBER**

- For GCSE, GCE and IB each candidate has a candidate number. This is the number you will enter on all examination papers whilst at St Edward's, it is always found on all statement of entries. It is also entered on all coursework, controlled assessments, etc.

### **UCI**

- For GCSE and GCE in addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of the statements of entry. This number will usually begin with the Centre Number (62351) unless you have transferred from another School that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **ULN**

- All candidates who have entered a GCSE/IGCSE or GCE exam whilst being a pupil at St Edwards will also have a Unique Learner Number (ULN). All exam records are now being held by a central body so that should any exam results be required in the future (for example by employers) then they will be able to contact the central repository directly rather than having to go through the

School, or needing to see certificates. The ULN, which will be found on certificates, does need to be kept as it may be required in the future.

## **TIMETABLES**

- A copy of the School's Examination timetables for 2016 can be found on the School website. You will also receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, and venue (most exams take place in the Hall). Check it carefully when you get it. If you think something is wrong, contact Dr Moore immediately.
- A few candidates have a clash where two subjects are timetabled at the same time. The School will make special timetable arrangements for these candidates only. You must check your individual timetable and contact Dr Moore if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please contact Dr Moore immediately.

## **CONTACT NUMBERS**

- Please check that School has at least one up-to-date contact number for you.
- We also need a non-St Edward's email address – this is particularly important for those leaving the School in the summer of 2016

## **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

## **DURING THE EXAMINATIONS**

### **EXAMINATIONS REGULATIONS**

- A copy of the "Notice to Candidates", which is issued jointly by all the Examinations Boards, is printed on pages 3 – 9 of this booklet. All candidates must read this carefully. Be warned that to break any of the examination rules or regulations could lead to disqualification from all subjects. The School must report any breach of regulations to the Examinations Board.

### **ATTENDANCE AT EXAMINATIONS**

- Candidates are responsible for checking their own timetables and arriving at School on the correct date and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examinations. Please wait quietly outside your exam venue until you are invited to enter by the examination invigilators.

- At St Edward's School, morning examinations start at 9am, students are required to be outside their exam venue at 8.50am and afternoon examinations begin at 1.30pm, students are required to be outside their venue at 1.20pm.
- Candidates who arrive late for an examination may still be admitted but will not necessarily receive any additional time. If special consideration applies then you must speak to Dr Moore (see ABSENCE FROM EXAMINATIONS).
- **Full School Uniform** must be worn by all students attending School for examinations.
- All items of equipment, pens, pencils, mathematical instruments, etc, should be visible to the invigilators at all times. You must either use a transparent pencil case or a clear plastic bag.
- Pens should be black ink or ballpoint. No erasers or correction pens 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. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examinations venue (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.
- **MOBILE TELEPHONES MUST NOT BE BROUGHT INTO THE EXAMINATION VENUE.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. If you have brought one into the exam room, hand it to the invigilator before the exam begins.
- No food is allowed in the examination venues. If you bring water with you it should be in a clear plastic bottle, with no labels and should have a "sports" top. It should normally be kept under your chair when you are not drinking from it.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the Examination Board may refuse to accept your paper, or even disqualify you for misconduct.

- 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 venue for the whole duration of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. If you are allowed extra time you are strongly encouraged to use it all, but you may leave at the end of “normal” time if you are sure that you have completed the work.
- “Rough” paper is not permitted in examinations.
- At the end of the examination all work must be handed in – remember to cross out any work you do not want marked. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination 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 told to leave the examination venue. Please leave the venue in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Do not panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## INVIGILATORS

- The School uses members of Staff and also 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.

- Invigilators are in the examination venues to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examinations, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination venue by invigilators or members of the Senior Management Team.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the School at the earliest possible point so we can help or advise you.
- Only in ‘exceptional circumstances’ are candidates allowed Special Consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay in all cases where an application is to be made for Special Consideration.
- 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 50% of the examinations (including coursework) must be completed.
- Parents and candidates are reminded that no refunds of entry fees will be made on the event of pupils not attending the examination.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

#### **A/AS LEVEL RESULTS**

**Results will be sent out by email to pupils' St Edward's email accounts about 6.30 am on Thursday, 18<sup>th</sup> August 2016.**

We have taken this decision due to the pressure on university places and the fact that we anticipate there will be very few clearing places at Russell Group and 1994 Group universities. Pupils should be aware that should they not achieve their university offers and need to proceed through Clearing, they should do so themselves if necessary, and not rely on parents or the School to do it for them. Full details are on the UCAS website.

As usual, a team of staff including the Warden, the Sub-Warden, the Academic Director, the Deputy Academic Director, the Head of Higher Education, the Head of Careers and the Examinations Officer will be at School in the Library on Thursday 18 August, to congratulate and to give help and advice from 7.30am until 11am. Printed results will be available for collection from 7.30am. All uncollected envelopes will be posted in the afternoon. Refreshments will be available.

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#### **GCSE RESULTS**

**Results will be emailed to pupils' St Edward's email accounts by 9am on Thursday, 25<sup>th</sup> August 2016.**

Printed results will be available for collection from the Examinations Office in the IT building between 9 am and 11 am. Any results envelopes not collected will be posted that afternoon.

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#### **INTERNATIONAL BACCALAUREATE RESULTS**

**IB results are issued on the 6<sup>th</sup> July 2016.**

Mr Summers will provide exam results and be responsible for re-marks, etc.

## **CERTIFICATES**

- Certificates (which are legal documents) are not issued by the Examination Boards until early November. Certificates will be held securely by the School until a pupil leaves. At this stage all accrued certificates will be posted to the address held by the School by Signed-for Delivery. You must ensure that your home address is known by the School – particularly if you have moved home recently.
- Any certificates returned to St Edward’s School will be kept for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by the candidates direct application to the appropriate Examination Boards. This will require proof of identity (such as birth certificate) and a substantial fee per Examination Board. You are therefore urged to keep them safely. In the case of lost certificates candidates should contact the Examination Boards and ask for a Certifying Statement of Results.

## FREQUENTLY ASKED QUESTIONS

- Q. What do I do if there's a clash on my timetable?**
- 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 and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to be supervised over lunch if you have exams in the morning and afternoon and you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.
- 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 tell the invigilator immediately.
- Q. What do I do if I forget my Candidate Number?**
- Candidate Numbers are printed on seating cards placed on the exam desks prior to the examination.
- Q. What do I do if I forget the School Centre Number?**
- The Centre Number is 62351. It will be clearly displayed on your seating card.
- Q. What do I do if I have an accident or if I am ill before the exam?**
- Inform your HM and also Dr Moore at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the School to make an appeal for Special Consideration on your behalf (see below).
- 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 for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents and pupils should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately, so that necessary paperwork can be completed

(within 7 days of the last exam session for that subject) and the candidate will be required to provide evidence to support such an application.

**Q. What do I do if I fall ill during the exam?**

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before, or during an exam and you feel this may have affected your performance.

**Q. If I am late can I still sit the examination?**

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should report to Mr James or Dr Moore who will escort you to the examination room. You must not enter an examination venue without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the School must inform the Examinations Board and it is possible that the Board may decide not to accept your work.

If you are more than an hour late you will not be allowed to sit the examination.

**Q. Where are the exams held?**

- Exams are held in the Hall. Those who type exams will be in E1 (and occasionally room C in the Modern Languages Department). Those with special needs may take their exams in the Learning Support Department, however it is expected that the majority of pupils will be in the Hall

**Q. Do I have to wear School uniform?**

- Yes. Normal School regulations apply to uniform.

**Q. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (black ink only).
- For Science Modules exams you need 2 x HB Pencils.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on the question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

- Bags and coats and any other items not permitted under examination regulations must be left outside the examination venue. Do not bring valuables with you when you attend for an examination.
- No food is allowed in the exam room. Water may be taken into the exam – but it must be in a see-through bottle without a label but with a sports top. It should be kept under your chair during the exam and not left on the desk.
- Mobile telephones must not be brought into the exam venue even if they are turned off.

**Q. Why can't I bring my mobile phone into the exam room?**

- Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod, headphones, MP3 players, smart watches) is regarded as cheating and is subject to severe penalty from the Examination Boards.

**Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. It is also printed on the front of the question paper. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam venue. There will be a clock in all examination venues.

**Q. Can I leave the exam early?**

- It is not the School's policy to allow candidates to leave the exam venue early, as this is disruptive to other candidates. A candidate may not leave the examination venue without permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- The examinations invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exams?**

- No. You must use the toilet before you start your examination.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**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. The invigilators will include the additional time when they display the finishing time of your exam on the board. Those with special needs are catered for by other arrangements. The Learning Support Department will have made all necessary arrangements in advance of the exam.

**Q. What do I do if I don't get the grades I need?**

- If you feel strongly that it is necessary to make an enquiry about your result you should first consult with the Head of Department for that subject to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. For GCSE and GCE examinations re-mark requests must be submitted to the Examinations Officer by 20<sup>th</sup> September. You must complete an Enquiries About Results Form, see page 21.

## **RE-MARKS AND RE-TAKING – GCE/GCSE/IGCSE**

### **RE-MARKS**

- If your exam result is less than predicted it is possible to ask for a re-mark, or for a clerical check (to make sure all the numbers have been added up correctly), or for a return of your paper. All of these are costly so should only be requested on the advice of the relevant Head of Department.
- The ENQUIRIES ABOUT RESULTS form must be filled in and returned to Dr Moore as soon as possible after the results are announced. This form can be downloaded from the School website ([www.stedwardsoxford.org](http://www.stedwardsoxford.org) use the “Academic” menu, then click “Exam Information”)
- See page 22 for full details.

### **RE-TAKING**

- If you are in the U6th and wish to re-take an exam once you have left the School then you will need to fill in the EXAMINATION ENTRY REQUEST form. This form can be downloaded from the School website ([www.stedwardsoxford.org](http://www.stedwardsoxford.org) use the “Academic” menu, then click “Exam Information”)
- Please note that if you subsequently decide to withdraw from the exam you will be charged any entry and/or withdrawal fees.
- Re-takes will be sat the following summer for GCE and GCSE exams and in November for IB examinations.

## **ENQUIRIES ABOUT RESULTS for GCSE/IGCSE and GCE**

### **18<sup>th</sup> August – AS and A2 results published.**

- Service 1: Clerical re-check to ensure that all sections of the paper have been marked, the marks totalled correctly, and any adjustments and grade boundaries have been made correctly. The script is not re-marked. Cost: £12 - £16 depending on Board.
  - Priority Service 2: This is a rapid re-mark service for those whose grades may not just have reached their University Offer (note: Grades may go down as well as up). Cost: £41 - £51 depending on Board.
  - Service 2: Clerical check plus re-mark of script. A photocopy of the script may also be requested (note: Grades may go down as well as up). Cost £36 - £47 depending on Board.
  - Copy of Script: For those who would like to see their script – perhaps to discuss with their Head of Department to see where they went wrong. Cost: £8 - £12 depending on Board. Priority copies of scripts may be ordered.
  - The Deadline for Priority Service 2 is **25<sup>th</sup> August**. For all the other Services the deadline is the **20<sup>th</sup> September\***. In all cases an ENQUIRIES ABOUT RESULTS form must be filled in and returned to Dr Moore. Credit card numbers will be required. This form can be downloaded from the School website ([www.stedwardsoxford.org](http://www.stedwardsoxford.org) use the “Academic” menu, then click “Exam Information”)
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### **25<sup>th</sup> August – GCSE results published.**

- Service 2: Clerical check plus re-mark of script. A photocopy of the script may also be requested (note: Grades may go down as well as up). Cost £25 - £35 depending on Board.
  - Copy of Script: For those who would like to see their script – perhaps to discuss with their Head of Department to see where they went wrong. Cost: £8 - £12 depending on Board.
  - The deadline for all GCSE Services is the **20<sup>th</sup> September**. In all cases an ENQUIRIES ABOUT RESULTS form must be filled in and returned to Dr Moore. Credit card numbers will only be required for leavers. This form can be downloaded from the School website ([www.stedwardsoxford.org](http://www.stedwardsoxford.org) use the “Academic” menu, then click “Exam Information”)
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#### **Please note:**

- 1) For summer GCE and GCSE examinations returned scripts may not arrive at the School until mid-November.
  - 2) On re-mark grades may go down as well as up – the re-marked grade is the one that you will be awarded.
  - 3) If you order GCE Priority Service 2 we will also order a copy of the script, unless you let us know otherwise.
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