

# St Bede's Catholic College



## Examinations Policy External Policy for Students & Parents

**2021/2022**

## **Entries**

- Students will be entered for exams when they have completed the necessary coursework and made satisfactory progress within the subject. Once entered they may only be withdrawn or have their tier altered by written agreement from the teacher.
- When amendments to entry or personal details are needed, these must be made by direct contact with the Examinations Secretary well before the date of the exam.
- In certain circumstances the costs of making the amendments are required to be met by the student or parents.

## **Examination Contingency Date – Wednesday 29<sup>th</sup> June 2022**

Wednesday 29 June 2022 will be a 'contingency day' for all exam boards in the UK. In line with Ofqual's exam system contingency plan. This is an additional day at the end of the exam period and all candidates must remain available in the event that examinations need to be rearranged due to local or national disruption/emergencies.

## **Fees**

- Exam entry fees are expensive. The college will pay for the first attempt at any level.
- In all cases, students will be charged for any exam they elect to retake. Typical costs levied by the exam boards are £11.00 per module or unit. These fees must be paid to the Exam Office before entries for re-sits can be made.
- Late entry fees for re-sits must be paid for by students or their parents.
- When a student has been entered for an exam but fails to attend for any reason other than certified illness or bereavement, the exam fee must be reimbursed by the student or parent.

## **Access Arrangements**

- Students and their parents may consider applying for access arrangements if they have been receiving support from special education needs.
- Levels of access vary from extra time granted for the completion of exams (up to 25%) to the use of a reader, scribe or word-processor.
- Students seeking access arrangements must initially speak to the SENCO who will arrange for the Student to be tested by an appropriately qualified person. Provided that the recommendations are applied in the classroom the SENCO will then ask the Examinations Secretary to make the application.
- In all cases written evidence in support of applications must be provided and must cover the dates appropriate to the claim.

## **Timetable Issues**

- The college's default times for the start of examinations are 09.00am and 1.15pm. This can vary at times but all students will be informed.
- Individual timetables will be produced by the Examinations Office.
- It is the responsibility of all candidates to arrive at the correct exam venue no less than five minutes before the advertised starting time.
- Students with clashes must liaise with the Examinations Secretary about how the clashes will be resolved. This needs to be done well in advance of the date for the exam.
- In most cases, clashes will be resolved by all the clashing exams being taken on the same day one after each other with the student being supervised in between. Where this is not a possible option, arrangement for overnight supervision will be made.

## **Expectations During Exams**

### **Behaviour**

- Students need to be aware of the need for excellent personal and group behaviour at all times. This is essential to create a positive atmosphere in which exams may be sat.
- Behavioural problems will be dealt with by a member of the Senior Leadership Team or Head of House.

- Any malpractice within the exam room will be dealt with in strict accordance with the guidelines published to students at the start of each exam season.
- It is the responsibility of the students to make themselves fully aware of these guidelines

### **Uniform**

- It is expected that students below the Sixth Form will wear normal college uniform including black shoes. No other clothing will be permitted in exam rooms.
- Sixth Form students are expected to dress in an appropriate manner.

### **Mobile Phones**

- Any student found with a mobile telephone or any other such communication device will be reported to the exam board. If a mobile phone is heard during an exam this will also be reported and the student can expect to be disqualified from at least that subject or unit.
- Ideally mobile phones should not be brought into college on exam days. If they are, then they should be handed in before the start of the exam. **PLEASE NOTE THAT THE COLLEGE WILL NOT ACCEPT RESPONSIBILITY FOR THE SECURITY OF ANY MOBILE TELEPHONE ON THE COLLEGE PREMISES AT ANY TIME.**

### **Exam Equipment**

- It is the Student's responsibility to equip themselves with all they need for their exam and to bring this and nothing more into the exam room.
- All equipment must be kept in a transparent plastic case.
- When permitted, calculators may be used but must be of a type that is non-programmable and in accordance with exam board/JCQ regulations. They must not have cases attached.
- Water is permitted into the exam room but must be in a clear bottle with any labels removed.

### **Arriving Late**

- If a student arrives late for an exam, they should enter the room quietly and speak to an invigilator who will show them to their seat. A report will be issued

to the examination board and it is the board's discretion and decision as to whether they will accept the exam paper, as a result of arriving late.

- The amount of time you will be allowed will depend upon your time of arrival.
- If you arrive later than the official finish time of the exam, you will not be allowed to sit the exam.

### **Leaving Exams Early**

- You will only be allowed to leave an exam early with the direct permission of Mr King, Vice Principal. This will only be granted in exceptional circumstances.
- You are to remain in the exam room until the official finish time of the exam.
- If you disrupt or disturb other students, you may be penalised by being disqualified from the exam. Your behaviour will be reported to the examination board.

### **Results**

- Dates and times for collection/distribution of results will be notified to all candidates prior to the start of the examination season.
- Students may only collect their own results.
- Students may delegate a parent or responsible adult to collect their results for them. This must be notified in writing to the Examinations Office.
- On arrival in college all the certificates are checked and prepared for distribution to students.

Once this preparation has been completed certificates are stored securely prior to distribution. A letter will be included with the exam results giving dates when certificates can be collected from the Examination's Office at St. Bede's.

### **Appeals Against Internal Assessment of Coursework**

*See St. Bede's Catholic College Internal Appeal Procedures Policy available from the Examination Office.*

### **Post Results Service – Enquiries About Results (EAR)**

*See St. Bede's Catholic College Internal Appeal Procedures Policy available from the Examination Office.*