



Upton Hall School FCJ

YEAR 13 EXAMINATION INSTRUCTIONS SUMMER 2018

Candidate Name

Candidate Number

Morning Exams – Outside Sports Hall at 8.30 AM

Afternoon Exams – Outside Sports Hall at 1.10 PM

EXAMINATION INSTRUCTIONS: YEAR 13

1. You are responsible for knowing your own timetable and for arriving at school in good time. If you have withdrawn from an examination you must collect an up to date timetable from the administrator, Mrs Whitehurst. **At all times you must have the most up to date examination timetable.**
2. If you are late, the examination will start without you and you may not be able to make up the time you have missed. If your telephone number has changed, please ensure that we are informed of the new number as we may need to call you to discuss your examinations.
3. All examinations will be held in the **Sports Hall** unless you are told otherwise.
4. For the morning examinations you must be outside the examination room by **8-30am** and by **1-10pm** for the afternoon examinations.
5. You may only take into the examination rooms the items that you are permitted to use for that examination. **Bags, books, iPods, smart watches, fitness trackers, Kindles, mobile phones, MP3/4 players, pagers,** etc must be left elsewhere. Candidates must remove all wrist watches, and place them on their desk.
6. Once you enter the examination room you are under Examination Regulations and you must, therefore, be **silent** and not attempt to communicate with the other candidates.
7. You must make sure that you have everything you need for the examination; **black** pens, pencils, eraser, ruler, mathematical instruments and a **calculator** if appropriate. It would also be wise to bring spares. Please use a **clear plastic case/bag** to carry these things so the invigilators can see what is inside. Do not use tin containers for mathematical instruments. Calculators must be battery or solar powered, and free from lids, cases or covers which display printed instructions or formulas. The candidate is responsible for ensuring that the calculator memory is cleared prior to the examination. Calculators must not be borrowed from another candidate at any point during an examination.
8. **Do not use liquid paper.** Simply cross out any mistakes neatly using a pen or pencil. Use **black** ink or biro for your examinations. **Do not use a pencil for**

writing.

9. You must **not** use:
 - Correcting fluid /liquid paper /Tippex
 - Reading Pens
 - Blotting paper
 - Highlighter pens in your answers (although you may use them to highlight questions)
 - Pale-coloured / gel pens
10. You may take water into the examination room but **not** sweets, food, mascots etc. Water must be in a clear plastic bottle with all labels removed. You are responsible if water spills on your examination paper.
11. You may **not** leave the examination room until the examination is finished. Please do not ask the invigilators for permission to leave early.
12. Should you be ill the evening before or on the day of an examination please get a Medical Certificate from your doctor and give it to Mrs Whitehurst in the Administration Office as soon as possible.
13. Applications for Special Consideration can only be processed if a medical certificate is received within 7 days of the examination.
14. **Should you be too ill to come to school on the day of an examination, please telephone school by 8-15am. Ask Reception to inform Mrs Whitehurst.**
15. Candidates must respect the Sixth Form Dress Code, which is **Business Wear**. Low cut tops and bare midriffs are unacceptable. Remember it can be quite cool in the Sports Hall.
16. Candidates who have made a re-sit entry and have not completed a withdrawal form prior to the day must present themselves at the start of the examination in order to complete all administration work.

RESULTS DAY

1. A level Results will be sent to centres to arrive on **Thursday 16 August 2018**.
2. The school will be open from **8.00am** onwards, for year 13 students and UCAS candidates to receive your results. You will need to sign for your results. A member of your family may collect and sign for your results if a request is put in writing in advance to Mrs Griffiths by **30 June 2018**.
3. You will receive a sealed envelope containing your statement of results printed from our management information system. Read this carefully. Check all your results are present. Keep the results slip safe, this is your only evidence, until the certificates arrive in November, that you have passed your examinations.
4. Year 13 should be equipped with a **mobile phone, University contact numbers** and their **UCAS number and log on details**. Often a telephone call to your university can resolve problems quickly. Check the status of your UCAS application online in UCAS Track which will be updated on the morning of Results Day.
5. Should there be any problem with your results you must see a member of staff immediately. Please do not leave the school premises without seeing Mrs Whitehurst if there are any problems with the processing of your results.
6. Information about making an 'Enquiry About Results' is available from the school website. These requests must be made between **16 August 2018 and 14 September 2018**. Requests made for priority review of marking or to request a priority copy script must be made by **22 August 2018**.

Service 1 (Clerical re-check)

A request must be submitted by 14 September 2018.

This is a re-check of all clerical procedures leading to the issue of a result.

Service 2 (Review of marking)

A request must be submitted by 14 September 2018

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly.

Priority Service 2 (Review of marking)

A request must be submitted no later than 22 August 2018.

This service is as Service 2, but is only available if a candidate's place in higher education is dependent upon the outcome.

Service 3 (Access to Photocopied Scripts)

A request must be submitted no later than 14 September 2018.

Priority copies of scripts to support Enquiries about Results i.e. sending for a copy of your script may help you to decide whether or not to request a re-mark.

Priority Service 3 (Access to Photocopied Scripts)

A request must be submitted no later than 22 August 2018.

This service is as Service 2, but is only available if a candidate's place in higher education is dependent upon the outcome.

Service 4 (Access to Original Scripts)

A request must be submitted no later than 14 September 2018.

If an original script is requested, the candidate will be unable to request a clerical re-check or a review of marking.

Collect a form from Mrs Whitehurst in the Administration Office, if you require any of the above services. Your signature is required before any action can be taken for some of the services.

7. A copy of our policy about making appeals with regard to results and coursework is available on the school website.
8. Year 13 should see a senior member of staff or Mrs Douglas if they have not met the grade requirements for their chosen universities. Check the notices in Reception to see which staff member you have been allocated for support.