



# Upton Hall School FCJ

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## YEAR 11 EXAMINATION INSTRUCTIONS SUMMER 2018

<b>Candidate Name</b>	<input type="text"/>
<b>Candidate Number</b>	<input type="text"/>

**Morning Exams – Register in Chapel at 8.30AM**

**Afternoon Exams – Register in Chapel at 1.00PM**

# EXAMINATION INSTRUCTIONS: YEAR 11

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1. You must be in **school uniform** at all times.
2. You are responsible for knowing your own timetable and for arriving at school in good time. Examinations have to start at a specified time and cannot be delayed or postponed. If you are late, the examination will start without you and you may not be able to make up the time you have missed.
3. All examinations will be held in the Sports Hall unless you are told otherwise.
4. **You should assemble in the Chapel for all examinations.** You should sit in your identified place in Chapel.
5. You should be seated in the Chapel by **8-30am**, for morning examinations, and by **1-00pm** for afternoon exams. You will be sent from the Chapel to the appropriate examination room. Most exams take place in the Sports Hall but check your timetable daily.
6. You may only take into the examination rooms those things, which you are permitted to use for that exam. **Bags, books, iPods, smart watches, mobile phones, MP3/4 players, Kindles, fitness trackers, pagers, etc must be left in your locker.** Candidates must remove all wrist watches, and place them on their desk.
7. You may take water into the examination room but not sweets, food, mascots, etc. Water bottles must be clear plastic with **no labels**. You are responsible if you spill water on your examination paper.
8. 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.
9. You must make sure that you have everything you need for the examination; **black** pens, pencils, eraser, ruler, mathematical instruments and a calculator (essential for Maths and all Science examinations). 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 bring mathematical instruments in tins; **they must be in a clear plastic case/bag**. 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.

10. Do not use liquid paper. Simply cross out any mistakes neatly and using a pen. Use **black** ink or **black** biro for your examinations. **Do not use a pencil for writing.**
11. 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
12. You may **not** leave the examination room until the examination is finished.
13. Should you be ill the evening before or on the day of examinations please get a Medical Certificate from your doctor and hand it to Mrs Whitehurst as soon as possible. An application for Special Consideration will be made on your behalf 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 before 8-15am. Ask Reception to send a message to Mrs Whitehurst.**
15. After the last written examination in a subject you must return your textbooks.

# RESULTS DAY

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1. GCSE Results will be sent electronically to centres to arrive on **Thursday 23 August 2018**.
2. The school will be open from **9-00am** onwards, for you 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 to Mrs Griffiths in advance 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. Should there be any problem you must see a senior member of staff immediately.
5. Information about making an 'Enquiry About Results' (EAR) is available on the school website. These requests must be made between **23 August 2018 and 14 September 2018**. Requests made for priority review of marking (Edexcel qualifications only) or a request for a priority copy script (Edexcel and WJEC scripts only) must be made by **29 August 2018**.

The following services are available:

## **Service 1 (Clerical re-check)**

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

This is a re-check of all clerical procedures leading to the issue of a result. This process will be completed within 10 calendar days of the awarding body receiving the request.

## **Service 2 (Review of marking)**

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

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The deadline for completion is within 20 calendar days of the awarding body receiving the request.

### Priority Service 2 (Review of marking)

**A request must be submitted no later than 29 August 2018.**

This service is as Service 2, and is available for Edexcel qualifications only.

### 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 29 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. **This service is available for Edexcel and WJEC qualifications only.**

### 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.

***Senior Staff will be available on Results day to advise you of these options.***

### Review of moderation

This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample. The appropriate subject leader will be responsible for this decision, and candidate consent is not required. Changes to candidates' results arising from a review of moderation cannot lead to a subsequent late request for a review of marking of a written examination component.

**Where there has been a reduction in marks or a downgrade, the request cannot be revoked and the original mark or grade cannot be reinstated.**

6. A copy of our policy about making appeals with regard to results and coursework/controlled assessments is available on the school website.