

# THE ARCHBISHOP'S SCHOOL EXAM INFORMATION

## 2017-2018

Please find below some answers to frequently asked questions regarding examinations:

### **What time do the examinations start?**

Morning exams start at 8.50 a.m. and afternoon exams at 1.20 p.m. It is essential that candidates arrive well before those times so that they can check the seating plan to see where they are sitting.

### **What do candidates have to bring to the examination?**

As a minimum candidates should have:

- a black ball point pen / biro or a pen with black ink
- a spare black pen
- two sharpened pencils
- a pencil sharpener
- a rubber
- a calculator (the case/lid of which must be removed – probably best left at home as these are not allowed in the exam room.)
- a protractor
- a 30 cm ruler

Candidates may bring a clear bottle of water into the exam room, **the label of which must be removed.**

**Only "see through" pencil cases** / clear plastic bags are acceptable ways of storing equipment in the exam.

Items such as tins of maths equipment, glasses cases and tissues in packaging are not allowed.

Some subjects require candidates to have more specialised equipment, for example in maths a pair of compasses is also needed, or in some subjects a copy of the text that they have studied. Your child's subject teacher will tell them about this in advance.

### **What are the examination regulations?**

These are set by the exam board and have to be enforced by us as a school. A copy of the current regulations is available from the Regulations section of the school website. As with all schools we will be visited by an examination inspector who will check that we are following these rules.

### **What if my child is ill?**

If your child can get into school to do the examination then this is often the best course. If this means that your son/daughter feels that this has meant that they have had difficulty doing the exam please let the school know in writing / via email so that we can ask the exam board to take this into account when the exam paper is marked.

If your child is too ill to come into school to take an exam please let us know as soon as possible. It isn't usually possible to take the exam at another time of year but in extenuating circumstances the exam board may be able to award a grade where the majority of the assessed work has been completed. This does vary from subject to subject and is only something that would be considered in extreme circumstances.

In either case a doctor's note does help to provide us with evidence when asking the exam board for what is called special consideration.

### **What if my child is running late?**

Please telephone the school to advise us of the situation so that we are made aware. Where possible we will give a student the full amount of exam time if they are late. If a student is very late then we have to inform the exam board who may or may not accept the paper for marking. Candidates arriving late must report straight to the school office and they will be escorted into the examination room. In these circumstances we would advise you to take away any mobile phones /communication devices from your son / daughter and if possible escort them into school yourself.

### **When will my child take exams?**

GCSE controlled assessments, non-examined assessments and tests for BTEC and ECDL for years 10 and 11 will take place throughout the year.

Year 11 students will take GCSEs and may take BTECs in May/June.

Sixth form students will take A levels, AS or A2 units or AS resits in May/June.

### **When are the exams and when do the results come out?**

Exam Season	Written Exam dates	Results published
November 2017 exams	1 <sup>st</sup> -8 <sup>th</sup> November 2017	11 <sup>th</sup> January 2018
January 2018 exams L2 BTEC	10 <sup>th</sup> - 11 <sup>th</sup> January 2018	14 <sup>th</sup> March 2018
Summer AS/A level and L3 BTEC	14 <sup>th</sup> May-26 <sup>th</sup> June 2018	16 <sup>th</sup> August 2018
Summer GCSE, L2 BTEC	14 <sup>th</sup> May-26 <sup>th</sup> June 2018	23 <sup>rd</sup> August 2018

### **Can I collect my child's exam results?**

Results are only issued to the students themselves. However, if a student wishes someone else to collect their exam results they may do so as long as they bring written authorisation from the student and proof of their identity. Results can be posted if a SAE is left with Mr Sibley before the end of term.

### **What can I do if I have a query about my child's exam results?**

If you wish to query any exam results please see Mr Davies or Mr Sibley in the first instance. If you would like the school to contact the exam boards to request a review of marking your child must first complete the consent form. Please bring this to Mr Sibley with the correct payment. Please be aware that when requesting a review of marking of an exam paper the mark, and grade, could go down as well as up or even stay the same. Please note that a review of marking is not a remark and only marks that are the result of a genuine marking error, not a difference in judgement, will be changed. Please see the examinations sections on the school website for consent forms and more information.

### **Can I ask for a copy my child's exam script?**

You can request a priority photocopy of the marked exam paper to help you to decide whether to request a review of marking for A levels and Pearson GCSEs. You can request the original script to be returned if you want to see a script, but do not want a review of marking. Please see the examinations sections on the school website for consent forms and more information.

### **When will my child receive their exam certificates?**

On results day in August students are issued with a provisional statement of results, the actual exam certificates are sent to school in the November following the summer exams. These are given to students at Prize Giving or students may use one of the following options to collect/ receive their certificates:

**By Collection:** Please visit the school Reception between 8.00am and 4.00pm during term time. If the student is unable to come in person they may ask a friend/family member to collect certificates on their behalf. Their representative must bring a letter of authorisation from the student and personal ID. Certificates will not be released without this evidence.

**By post:** Certificates can be posted to a secure address but will need to be 'signed for'. A payment of £4 to cover the cost of this Royal Mail service must be received before certificates will be sent out. You should make cheques payable to 'The Archbishop's School' and enclose details of the address you require to be used.

### **Can my child resit an exam?**

BTEC and ECDL tests may also be retaken and sixth formers may resit English or maths GCSEs and AS units if available. A resit form must be completed and exam entry fees paid as required.

Please remember that we are here to help in any way to make the exam process as simple as possible, and to help your child achieve the best results that they can. If you have any queries or concerns please don't hesitate to contact us by phone or email [rdavies@archbishops.kent.sch.uk](mailto:rdavies@archbishops.kent.sch.uk) or Mr Sibley (Exams Manager) [asibley@archbishops.kent.sch.uk](mailto:asibley@archbishops.kent.sch.uk)