

Rutland County College

Examination Guide

For

Students and Parents/Carers

Summer 2017

Centre Number 25160



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INTRODUCTION

It is the aim of everyone at Rutland County College to make the examination experience as stress-free and successful as possible for all candidates. Hopefully this booklet will prove informative and helpful. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problem arising

Mrs Michala Jackson, as Head of Centre for the College, is Head of the Examination Centre. She is responsible to the Awarding Bodies for making sure that all examinations and assessments are conducted according to the instructions and qualification specifications issued by the Awarding Bodies.

The administration of external examinations is the responsibility of the Performance, Data and Examinations Manager, Sarah Peace.

The Awarding Bodies (or Examination Boards) set down strict criteria which must be adhered to for the conduct of examinations and all schools and colleges are required to follow them precisely. You should therefore pay particular attention to the information in this booklet

If you have any queries or need help or advice at any time before, during or after the examinations, please contact the college on 01572 722863

The majority of the exams will begin on the 15th May and end on the 30th June, although Controlled Assessments and practical examinations have been happening from the beginning of the term after Easter. Timetables have been issued to all students, and are also available on our website.

Remember – we are here to help and want the examination process to run as smoothly as possible for you

BEFORE THE EXAMINATIONS

Candidate Name

Candidate entries are made using student's legal names. These names are the ones which will subsequently appear on exam certificates, which are legal documents. Preferred names should not be used. If you have a query about which name may be used for your exams, please contact Mrs Peace.

Candidate Number

Each candidate is issued a four digit exam number by the college. This is the number which must be written on all examination papers. It will appear on seating plans and examination registers, and will also be recorded on an examination card which will be placed on your desk for the exams themselves.

Contact Numbers

Although we encourage all candidates to arrive in plenty of time for all exams so that there is no last minute panic, it is still important that we have up-to-date contact telephone numbers and email addresses for both students and their parents/carers, or anyone else who might be able to help in an emergency. We also suggest that you save the College number on your mobile phone so that you may call in if you have a problem on your journey into college.

Please make sure that the college has your current telephone numbers. If in doubt, write them down and give them to Mrs Millner on reception

Coursework and Controlled Assessments

During the year, Controlled Assessments are carried out, and Coursework is worked on. The college has an internal appeals procedure to deal with concerns about Coursework and Controlled Assessments, copies of which are available on request. It should be stressed that an appeal can only be considered against the processes which led to the assessment and not against the mark or grade awarded.

Exam Entries

- Student course registrations are made in September
- Students are entered for GCE and GCSE summer examination sessions in the February of the same year
- Any students entering for any units they wish to re-sit in college will be liable for re-sit fees. Information on fees is available from the Exams Officer.

Exam Equipment

You must make sure that you have all the correct equipment before your examinations and bring it to the exam with you. Please remember that black ink must always be used, and gel pens are not allowed. Pens must be non-erasable ink. Any disadvantage caused by arriving at an exam without the necessary equipment is the responsibility of the student.

Timetables

All candidates have received a timetable for the upcoming exams, which details all of the exams for which they have been entered. If you have any concerns or queries about the exam entries you should speak to your subject teacher or academic coach at the earliest opportunity, and make sure that the Examinations Officer is informed of any changes.

You must check everything on the timetable very carefully. In particular, check all personal details such as the spelling of your name, and date of birth to ensure that they are accurate. Please report any errors to the Exams Office as soon as possible

A few candidates may have a clash, where two or more exams are timetabled at the same time. The college will make special timetable arrangements for these students, and they will be advised of how the clash has been resolved and what arrangements have been put in place for them. If anyone thinks that there is a clash on their timetable that has not been resolved, they should contact the Exams Officer immediately.

Access Arrangements

Access Arrangements are made for those students who:

- Have permanent or long-term disabilities and/or learning difficulties
- Suffer temporary physical injuries and/or other indispositions during the examination period

The Special Educational Needs Co-Ordinator (SENCO) will make an application to the relevant Awarding Bodies for the appropriate Access Arrangement to be approved. Students will all be made aware of the Access Arrangements, if any, which are in place for them. If any student believes that they should have an Access Arrangement in place, and have not had this confirmed by their Academic Coach, they should speak to their Coach or to the Exams Officer as soon as possible.

Special Considerations

Sometimes, the performance of a candidate in the examinations can be affected by circumstances outside of their control. In some of these situations, the Examinations Officer can apply to the Exam Board for special consideration for that student. Examples of these situations are illness, bereavement and domestic crisis at the time of the exam. If it is possible that a student's performance on the day may have been affected, then contact must be made as soon as possible with either the Academic Coach, or the Exams Officer. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

Copies of the documents you must be aware of, which are issued jointly by the JCQ for all the Awarding Bodies, are included at the end of this booklet. Some are also on display outside of the exam rooms. The Instructions for Candidates form is attached to the timetable which has already been issued.

The college must report any breach of regulations to the Awarding Body. Any student causing disruption during the exam, using abusive behaviour or found under the effects of illegal drugs or alcohol, will be removed from the examination and may be barred from the college permanently.

TIMING OF EXAMINATIONS

Unless advised otherwise, **all morning sessions begin at 9.00 am and all afternoon sessions begin at 1.30 pm.** Students should aim to arrive in plenty of time before the start of the exam. It is not necessary to register with your Academic Coach when you arrive in College, as registers will be taken in the exam room.

INVIGILATORS

The College employs external invigilators to conduct the examinations in a number of venues around the College. Candidates are expected to behave in a respectful manner towards all invigilators and to follow their instructions at all times.

If any student has any concerns during the examination they should not hesitate to bring them to the attention of the invigilators by clearly raising their hand and waiting quietly for the invigilator to come to them. The invigilator cannot discuss the content of the examination paper or explain the questions in any way.

NON-ATTENDANCE

If you are ill and unable to attend an exam, phone the College as soon as possible. You may need to provide a medical note detailing the reasons for non-attendance. It may be possible to sit the exam, even if you are unwell, and then apply for Special Consideration. When you speak to the College, the Exams Officer will be able to assess the situation and look at the best way forward.

If in doubt – **PHONE THE COLLEGE on 01572 722863**

YOUR EXAMS – WHAT HAPPENS NEXT

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and on time
- Seating Plans will be displayed in the Marketplace the day before the exam
- Candidates should be outside the examination room at least 15 minutes prior to the start of the examination. Please wait quietly outside the exam room until the invigilator invites you to enter
- Exam conditions exist from the moment candidates enter the examination room
- Normal College rules apply regarding dress codes for the examinations
- All items of equipment are the responsibility of the candidate, and the College cannot guarantee having spare items
- All items of equipment should be visible to the invigilator at all times
- Equipment can be kept in a clear plastic bag or transparent pencil case
- Pens should be black ink only. Gel or erasable pens are prohibited
- Calculators must conform to the examination regulations. If in doubt, ask your teacher. Any covers or instructions must be removed, and memory erased
- A clear bottle of water with the label removed can be brought in
- No mobile phones or other electronic devices are to be brought into the examination room. All phones should be switched off, as should any watch alarms. No iWatches or Smart watches are allowed.
- If you bring any unauthorised item, such as notes, into an examination, this could represent malpractice and would be reported to the Awarding Body
- Do not attempt to communicate with, look at, or distract the other candidates
- Listen carefully to instructions and notices read out by the invigilators as they may affect your exam
- Check that you have the correct exam paper and ensure that your candidate number, name and signature where required are on every sheet
- Read the instructions on the paper carefully and number your answers clearly
- If you use more than one answer book, or additional sheets of paper, ensure that they have all of your details written on them, and that they are attached together.
- You must remain in your seat until the end of the examination. If you finish early, use the remaining time to check and recheck your answers.
- Absolute silence must be maintained until the papers have been collected and you are outside the exam room.
- Show consideration for other students who may still be working
- If the fire alarm sounds during an exam, remain calm and follow the instructions of the invigilator. You must not communicate with anyone else if you are evacuated or you may be disqualified from the exam.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results from the Summer 2017 Season examinations will be available for collection **FROM THE CASTERTON SITE** on:

Thursday 17th August 2016 for GCE

Thursday 24th August 2016 for GCSE

Someone else may only collect your results for you if you have authorised this in advance. If you would like to be advised by email on the day, you must advise the Examinations Officer in advance, and provide a valid email address.

POST RESULTS

If you need post results advice, College staff will be available to assist on results days. The Awarding Bodies set deadlines for the submission of requests for reviews of marking, access to scripts and appeals. Priority is given to requests from those students awaiting results for university entrance, and other enquiries will take longer.

It is important to note that there is a charge for all of these services, as well as specific deadlines. It is also important to note that **when marking is reviewed, marks – and therefore grades – can go down as well as up.**

CERTIFICATES

Certificates are issued after the completion of Post Results Enquiries. They will be available for collection from the beginning of November **from the Casterton site**. If a student is unable to collect them personally, they can authorise someone to collect them on their behalf by sending a signed letter to the College either by post or with their representative.

Certificates are important legal documents and will be required many times in the future when applying for jobs. The college is only obliged to retain certificates for collection for one year. Uncollected certificates will eventually be destroyed, and so we recommend you collect them as soon as possible, and keep them securely.

COPING WITH EXAMS

Preparing for exams is a stressful time. Most people experience pressure, stress and anxiety when it comes to exams. People deal with it in very different ways. The good news is that a little bit of stress can be helpful. In fact, pre-exam nerves might actually spur you on to get that higher grade.

GETTING ORGANISED

Everyone is different but some of these tips may help:

Create a daily revision timetable – make sure you include times to study and times to have a break and do something nice

Don't leave revision to the last minute or try and cram it in the night before the exam

KEEPING MOTIVATED

Planning a reward for when you have completed a piece of work will help you keep going

Start with some of the topic you find easier

Get yourself into a routine

Don't revise all the time

Don't study for more than 45-60 minutes without having a 10 minute break

Doing the work takes less effort than thinking about having to do it

MAKE YOURSELF COMFORTABLE

Everyone finds that they concentrate better for different amounts of time. Experiment with what suits you best

Make sure you don't have too many distractions

Is there enough light/heat etc?

Is the table and chair suitable for studying?

Try not to work on your bed – leave it for sleeping and relaxing away from studying

Remember that it's important to eat and sleep well

LEARNING AND REVISING

Everyone has different ways of learning, but some of the ideas below may help

- Make key points
- Use headings
- Highlight words and phrases
- Use cue cards for notes
- Buy a revision guide
- Use trigger words which link to a piece of work
- Use different colour papers and pens
- Use mind maps, spider graphs or lists
- Use post it notes and stick them where you will see them
- Do practise essays/papers
- Study with a friend and test each other
- Create images of scenes in your mind
- Say your work out loud or record it
- Walk about when learning
- Use your own system of symbols
- Use Mnemonics – make your own

ON THE DAY

- Remember, anxiety is normal
- Have a good breakfast
- Give yourself plenty of time to get ready and get to the exam
- Take all the equipment you may need. Get them ready the night before so you're not running around looking for them
- Take in a bottle of water with the label removed
- Go to the loo before heading into the room
- It is common for your mind to go blank at first, and at these times it is easy to start to panic. Pause for a moment, slow down your breathing and let your body relax. Then you can refocus back on the exam. Read, plan and pace yourself

Once the exam is finished, don't worry about how it's gone. Walk out and move on, giving yourself a pat on the back for having completed it.

CONTACTS

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