

**PARKHALL INTEGRATED COLLEGE  
KS4 EXTERNAL EXAMINATIONS  
INFORMATION FOR PARENTS**



September

Dear Parent

As your son/daughter embarks on Examination Courses which will be ‘finally’ examined in two years’ time it is important that you are aware of some of the issues/procedures which may be relevant to you or your child during this time. While these notes do not cover every eventuality they are a detailed outline of the most important examination procedures. Please spend some time familiarising yourself with the content.

Also included are instructions for Candidates. Please read over these with your son/daughter and emphasise the need to follow all the instructions to the letter. If you have any queries regarding the content please do not hesitate to contact our Examinations Officer (Ms McCrea) or the Assistant Examination Officer (Mr A Cunningham)

**This policy is based on the principle that all pupils will be entered for the appropriate examination linked to the course that they have followed in Years 11 and 12 unless there are exceptional circumstances.**

**ENTRIES**

Entry for GCSE/ENTRY/OCCUPATIONAL STUDIES/BTEC/OCN level examinations will be made by the relevant HOD following consultation with the subject teacher. The decision to enter and at which level will be made on the basis of evidence available in the form of :

- Mock examination results
- Standard of completed Controlled Assessments
- Inability to keep to the stipulated deadlines for GCSE tasks
- Failure to meet Controlled Assessment requirements
- Attendance record
- Failure to produce expected standard/amount of work in class

All deadlines regarding Controlled Assessment, estimated grades, and final entries are set by the Examining Boards and are non-negotiable.

Parents will be given the information as to which examinations their son/daughter has been entered for prior to the Parent/Teacher Interviews in January. These candidate statements of entry **MUST** be signed by a parent and returned to the Examinations Officer by the designated date. **Failure to do so may result in the pupil not being entered for any examinations.**

Parents wishing to have the entries changed must consult with the relevant HOD. A letter requesting the changes must be forwarded to the Examinations Officer by the date designated on the candidate entry statement.

Once final exam entries have been submitted to the Boards, **pupils will be committed to those exams, and will be liable for the full fee if they do not meet the Controlled**

**Assessment deadlines, or fail to turn up for the exam.** Parents will receive a bill detailing such fees before the end of June, a reminder in August and non payment will result in exams results not being released until payment is made.

The relevant HOD may alter the pupil's entry if he/she feels that the circumstances prior to final entry have changed. Parents will be informed in writing of any such change.

## **TIMETABLES**

Pupils will be provided with individual examination timetables. Once these timetables are distributed it then becomes the responsibility of the pupil to arrive on time and on the right date for each of their exams. For modular examinations the relevant HOD will inform pupils and parents of the dates of these exams, in writing.

## **ABSENCE**

If a pupil is absent for an examination this will be recorded on the official attendance register and sent to the Exam Board. If there are extenuating circumstances for the absence then a responsible adult for the pupil would be expected to contact the school prior to the examination. Exam board regulations will be applied. Should the reason for absence be of a medical nature, a certificate from a doctor outlining the problem should be forwarded to the Examinations officer within 3 days of the date of the examination. For Modular Exams where the absence falls into a category which is acceptable to the Exam board the pupil will re-sit the exam.

However, simply forgetting an exam, over-sleeping, going on holiday, attending a wedding, having a prior appointment or misreading the exam timetable etc. are not acceptable reasons for missing an exam.

**In such circumstances there would be no special consideration and pupils would be expected to pay the cost of re-sitting modular exams or the full fee for Terminal exams.**

## **INCAPACITY**

If a pupil finds him/herself temporarily unable to write (eg broken arm/damage to writing hand) a writer may be used during the exam. In order to arrange this, the Examinations Officer must be informed at least 24 hours prior to the exam, where possible.

## **EXAMINATION REGULATIONS**

1. Pupils are expected to follow exam regulations regarding their conduct inside the exam room/s. Warning notices will be clearly posted inside and outside the Assembly Hall during the Exam Season. Pupils will receive individual copies of these regulations prior to the examinations. These regulations are very clear and will be strictly adhered to by the Invigilator/s. Pupils must pay particular attention to what is and what is not authorised material to be brought into the exam room.

**Mobile phones, ipods, MP3 players etc may not, under any circumstances, be brought into the exam room by a pupil, even if they are switched off.**

2. Pupils are expected to provide their own basic equipment of **black pen**, ruler, pencil, eraser, calculator, compass, protractor, and clear pencil case. Tippex is not allowed.
3. Pupils should arrive no later than 10 minutes before the starting time.
4. Once the exam has started, pupils will be expected to remain in the exam room until the exam has finished. Pupils will not be allowed to leave the exam room during the examination except for very exceptional circumstances. In these cases, pupils must be supervised by an Invigilator.
5. **Pupil misconduct during examinations will not be tolerated.** The pupil/s concerned will be dealt with according to Exam Board regulations.
6. Watches of any type are not allowed to be worn by the pupil. There will be clocks in the examination hall

### **RESULTS/CERTIFICATES**

Pupils will be informed of the dates, in August, when they may come to school to collect their results. Results cannot be given to anybody else except on receipt of written permission from the pupil.

Certificates will be available from the school office from the beginning of November. The school can only give the certificate to the person whose name is on the certificate, except on receipt of written permission from the pupil.

The school will retain certificates for one year after which they will either be returned to the Exam board or destroyed, depending on individual board policy.

### **APPEALS/REMARKS**

Pupils and parents have the right to appeal the Controlled Assessment Process or request remarks of final Examination Papers.

Appeals concerning Controlled Assessments must be made, in writing, to the Exams Officer (Ms McCrea) at least two weeks before the final GCSE Exam in June.

Requests for Remarking Exam papers must be requested within two weeks of collection of results in August of final Year.

These procedures are posted on Exams Noticeboard and are explained in full in the External Examinations' Policy, a copy of which can be acquired from either of the Exam Officers on request.