



**Carmel  
College**

**EXTERNAL EXAMINATIONS  
SUMMER 2018**

**NEWSLETTER for  
PARENTS & STUDENTS  
A Guide to Examinations**



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Examinations Manager**

*Academic Strength, Spiritual Depth*

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## EXAMS – SUMMER 2018

External exams begin from Monday 14th May until Monday 25th June. The last day for year 13 students is Friday 25th May, full attendance is required for each subject until the exam is completed. Year 12 students who are not sitting an external exam will have internal exams from 23rd April until 11th May. In line with the new A' Level syllabus, year 12 students will continue working, as normal, until the end of the academic year (Thursday 19th July 2018).

All Year 11 students must attend timetabled classes for revision sessions until exams in that subject is complete.



Your son/daughter will have their individual timetable showing the exams that they have been entered for. Please check these with them to ensure they know the dates and places of their exams.

## EXAM TIMETABLES, ROOMING AND STUDENT CARDS

You can access an electronic version of the College's timetable by visiting [www.carmel.org.uk](http://www.carmel.org.uk), hover over the **Information** link then click **Examination Assessments, SUMMER EXAM TIMETABLE** (available from February half term).

All students should check their individual timetable for rooming – exams this summer will be taking place in the **Sports Hall and other specified rooms around the College**, so it is important that students are clear in their minds of the precise location for each of their exams.

All students will have a student card on their desks for ID and candidate number purposes; invigilation staff do not regularly see these students so cannot identify them in an examination room.

## EXAM CLASHES

Occasionally a student may find that they have modules timetabled for the same session creating a clash of exams. If the clash involves 2 or more modules, totalling 3hrs or less, these will be taken one after the other. If the clash involves modules totalling more than 3hrs, students will have been notified of the arrangements that will take place. If your son/daughter is one of these, please note they have been asked to **bring a packed lunch with them**. Please ensure they do this, as they must be supervised between exams.

## EXAM REGULATIONS



The College has to implement a very precise set of requirements in all public exams. May I stress the importance of knowing, understanding and applying these requirements? They are largely common sense; however, everyone has to be sure to get them right. Occasionally, during the exam period we are inspected by the Joint Council for Qualifications (JCQ) to ensure the

College, as an exam centre, is setting the expected standards. Please take the time to read this with your son/daughter to ensure that you are both aware of the regulations.

Exam Board rules state that you **MUST** be silent. If there is any communication between any students' it will be assumed that you are cheating and will be treated accordingly. You must not talk until you leave the exam room. **JCQ Information for Candidates Privacy Notice, Information for Candidates for written exams and Information for Candidates – Controlled Assessments can be found on our website under News and Events/Examinations.**

## ATTENDANCE IN EXAMS

Punctuality is important. Exams are scheduled **to start at 9.00 am and 1.00 pm**; these are **actual** start times. Students must **arrive 15 minutes prior to this time** - this is to ensure efficient preliminary administration including seating students, distribution of materials, going over instructions etc. If you are up to 30 minutes late, you will be allowed to sit the exam and you will be entitled to your full time allowance. PLEASE NOTE: The Exam Boards will have to be notified and they will make the final decision regarding your circumstances as to whether or not your paper will be marked. If you miss an exam, you will NOT be able to do it again in this exam series.

# Punctuality matters

## ILLNESS



One would hope that every student will be fit and well throughout the exam period. However, unforeseen illness can strike; in which case the College needs to know as soon as possible so we can advise on the best approach. The importance of making every effort to sit each exam has to be understood. Furthermore, students who miss any component of an exam without supporting medical evidence will not get an exam result.... only a bill for a wasted entry! This is approximately **£40.00 - £70.00 per GCSE or £100.00 per GCE**.

## EQUIPMENT

It is important that your son/daughter is prepared for the exams. It is their responsibility to ensure that they have all the tools they will need to sit the exams, ie **Black Pens**, Pencils, Ruler, Rubber, Sharpener, etc in a clear pencil case/bag. Please encourage them to be prepared before every examination they are due to take. **HIGHLIGHTER PENS** may be used but you must only highlight questions or key words in questions. You must not highlight any answers.

To ensure conformity to the JCQ regulations all calculators taken into exams must have been authorised by a class teacher to confirm that it is the type of calculator allowed. During the exams all calculator lids must be removed and left in bags; invigilators will be checking their removal and validity.

**YOU ARE NOT ALLOWED TO USE TIPPEX IN ANY EXAMS.**



## MOBILE PHONES, iWatches/Watches, OTHER ELECTRONIC DEVICES (mp3/4 Players, iPods etc), HEADWEAR

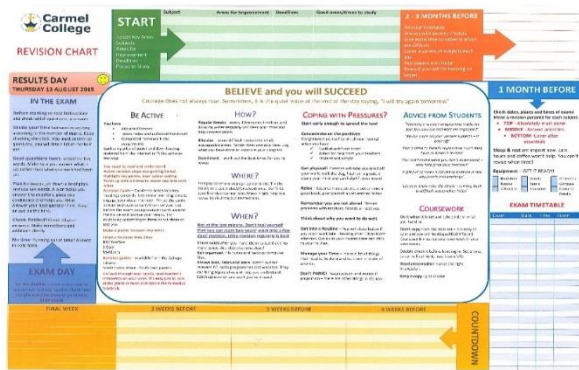


Please encourage your son/daughter to leave their mobile phone or any other electronic device at home, students will be asked to remove wrist watches. They will not be allowed to have it on their person in the examination room. Anyone found in the possession of any of this equipment during the examination, whether they intended to use it or not, will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams. Students may be asked to prove they do not have these items on their person. Only headwear worn for religious beliefs can be left on during the exam. Advise the invigilator of this and a check can be conducted in private (by a female member of staff if required) to ensure headphones are removed. **Sports caps and woolly hats, hoodies, scarves etc. will not be allowed.** Refusal to observe staff requests may result in the student not being allowed into the examination room.



**NOT ALLOWED**

## REVISION



Students should now be 'fine-tuning' their revision programmes. Advice will have been given to students about revision strategies and they will also have their own revision chart but it is worth restating some broad principles. Students should:-

- (i) Endeavour to revise in an active manner, that is, to rewrite and reorganise their notes and not just read through them. Sometimes students find it helpful to produce pyramids, flow charts, diagrams, lists etc. to aid their learning and retention of material.
- (ii) Ensure they learn the more unfamiliar and 'harder' parts of the work before the more familiar 'easier' topics.
- (iii) Seek to revise in short bursts of time, punctuated with a break, then a short walk, a cup of coffee or such like, can be taken. None of us have the ability to concentrate for lengthy periods of time without becoming distracted!
- (iv) The timing of revision is very important for many people. Some study best in the early morning, others late at night and others at yet a different time.
- (v) Having a revision timetable and sticking to it is important. The task is seen to be a manageable one and students are able to see that they are 'on target' to complete a topic by a set date.



## SUPPORT AND GUIDANCE

- Any student who is encountering any problem with their revision programme should seek the support of an appropriate teacher or learning mentor.
- If you have any concerns during your exam, please notify the invigilator immediately before leaving the exam. You must also inform Pastoral Learning Manager and Mrs Spraggon directly. **Concerns cannot be resolved after results are issued.**
- You are allowed to bring a clear bottle of water with the label removed into the exam room. However, you are NOT allowed to bring in the following items: - canned or cartons of drinks, chewing gum, or any other food
- You are not allowed to leave the exam room until you are told to, even if you have finished your exam, so do not ask!

## APPLICATIONS THROUGH UCAS



For those of you who have applied through UCAS, you should have started receiving decisions by now unless you have applied through UCAS Extra. Although students have until mid-May to do this, they are more than welcome to accept their firm and insurance offer, as long as they are 100% sure on it. However, we must stress that students must ensure they **make an informed decision** - they have visited as many (if not all) of their universities they have applied to and they have researched them on the various league tables and they feel 100% sure of their 2 choices. They also need to ensure that **their insurance offer choice is lower than their firm choice**. Students should make use of their form tutor, or the UCAS team (Mrs Parnaby or Mrs Lowe) who can support them in this accepting of offers process.

## INFORMATION, ADVICE AND GUIDANCE FOR THOSE WHO HAVEN'T APPLIED TO UNIVERSITY

Anyone who decided not to apply to university has been offered the opportunity of an appointment with our Careers Advisor. If your son/daughter has not done this yet, they must do this as soon as possible so that they can receive accurate information, advice and guidance on their future.

## ARRANGEMENTS FOR THE RECEIPT OF RESULTS – IMPORTANT DATES & COSTS

Results will not be handed to a 3<sup>rd</sup> party unless they have written authorisation from the student giving us permission to release them – please complete the slip at the end of this newsletter if you know you will not be able to collect your results.

Results can, however, be posted out after results day, if the student leaves a **stamped addressed envelope** with the Exams Manager.

### **RESULTS WILL NOT BE GIVEN OUT OVER THE PHONE.**

**Results not collected on the day will be kept safe until you can collect them.**

|   |   |
|---|---|
| <b>AS / A Level Results' Day:</b>   | <b>Thursday 16<sup>th</sup> August 2018</b> |
| <b>GCSE Results' Day:</b>   | <b>Thursday 23<sup>rd</sup> August 2018</b> |
| Deadline of Priority Review of marks<br><b>(for University placements)</b>    | Thursday 23 <sup>rd</sup> August 2018 *     |
| Deadline for requesting <b>Priority (return script to decide on review) *</b> |   |
| Copies of GCE scripts before Review of marks                                  | Thursday 23 <sup>rd</sup> August 2018       |
| Copies of GCSE scripts before Review of marks                                 | Thursday 30 <sup>th</sup> August 2018       |
| Deadline for requesting Original Scripts:                                     | Wednesday 19 <sup>th</sup> September 2018 * |
| Deadline for Review of marks:   | Wednesday 19 <sup>th</sup> September 2018 * |
| * <i>Fees involved – please see below</i>                                     |   |
| <b>Requests received after deadline dates will not be accepted</b>            |   |

### **COSTS for missing exams and Enquiries about Results**

|  |   |
|--|---|
| Missing a GCSE Exam:   | Up to £70.00  |
| Missing an AS/A2:  | Up to £100.00   |
| * Cost of A2 Priority Review of mark<br>(only for University placements) | Vary dependant on exam, between £46.00 and £60.00 per unit.<br>The target for completion is within 20 calendar days of the awarding body receiving the request. |
| *Cost of AS/A2 Unit Review of mark<br>(written papers):                  | Vary dependant on exam, between £35:00 and £50.00 per unit.<br>The target for completion is within 30 calendar days of the awarding body receiving the request. |
| *Cost of GCSE Review of mark (written papers):                           | Vary dependant on exam, between £35.00 and £66.50 per unit<br>The target for completion is within 30 calendar days of the awarding body receiving the request.  |
| **Cost of Original or Photocopied Script:                                | Vary dependant on exam board, £11.00 and £13.00   |

**\*If you wish to query any marks you receive for any of your exams, you must first complete a consent form from Mrs Spraggon. Once completed, please bring this to the Exams Office with the correct payment. Please be aware that when requesting a review of mark of an exam paper, your mark could go down as well as up or even stay the same.**

\*\*If you request an Original Script, you can NOT then request a review of mark. You can request a review of mark if you request a priority photocopied script (AS/A2 units only and **some** GCSE).

All cheques are to be made payable to Carmel College. Payment can also be made via ParentPay.

## PUBLISHING OF RESULTS

Results are the personal property of individual students. They will therefore not be put on display.

Once your son or daughter is in possession of their results, there will be information available relevant to their results. On results day, staff will be in College to offer advice and guidance on the best course of action, so it is important that they come into College on results day, particularly if this is their final year of study. If they are in their 1st year of study and need to re-sit modules next year, a charge will be made.

## ARRANGEMENTS FOR RECEIPT OF EXAM CERTIFICATES



Certificates will be collated and students will be invited to attend Presentation Evening. This will be held for Year 11 at approximately the end of November; Year 13 will be mid-December. **Certificates will not be posted out.**

Carmel will not hand Certificates to a 3<sup>rd</sup> party unless they have written authorisation **from the student giving us permission to release them. Please complete the slip at the end of this newsletter if you know you will not be able to collect your certificates.**

Please keep certificates in a safe place as they cannot be replaced. If you misplace certificates you will need to apply to the exam board for a Certifying Statement of Results – exam boards charge approximately £40.00 per Certifying Statement of Results.

### **Exam board links to apply for Certifying Statement of Results if original certificates are lost**

#### **AQA**

<http://www.aqa.org.uk/help-and-contacts/past-results>

#### **EDEXCEL / PEARSONS**

<http://qualifications.pearson.com/en/support/Services/replacement-certificates.html>

#### **OCR**

<http://ocr.org.uk/administration/stage-6-certificates/replacement-certificates/>

#### **WJEC**

<http://www.wjec.co.uk/students/certificates/>

**Carmel College**

**Summer 2018 – 3<sup>rd</sup> party authorisation to collect results**

**Student Name.....Year Group ..... Student No .....**

**Signature of Student ..... Date.....**

**Name of 3<sup>rd</sup> party authorised to collect results .....**

**Contact Details in Emergency : Tel No .....**



**Carmel College**

**Summer 2018 – 3<sup>rd</sup> party authorisation to collect Certificates**

**(Please note that certificates will not be available until Presentation evening in December 2018, students will receive an invite to the evening in November)**

**Student Name..... Student No .....**

**Signature of Student ..... Date.....**

**Name of 3<sup>rd</sup> party authorised to collect results .....**

**Contact Details in Emergency : Tel No .....**