



Centre Name: Sullivan Upper School

EXAMINATIONS 2010

**GUIDANCE FOR
STUDENTS AND PARENTS**

Candidate Name:

Candidate No:

UCI:

Class:

CENTRE NUMBER: 71564

School Telephone Number: 028 90428780

CONTENTS

Introduction	2
Before the Examinations	
Candidate Name	3
Candidate Number	3
Contact Numbers	3
Coursework	4
Entries	4
Equipment	4
Statements of Entries	4
Special Arrangements	5
Special Consideration	5
Timetables	6
UCI	6
Awarding Bodies	7
During the examinations	
Exam Regulations	8
Attendance at exam	8
Invigilators	11
What to do if you are ill	12
After the Examinations	13
Appendices:	
Appendix 1 Notice to Candidates	15
Appendix 2 Contact Detail	17
Appendix 3 Results	18
Appendix 4 Frequently Asked Questions	19
Appendix 5 Exam Check List	22

INTRODUCTION

It is the aim of Sullivan Upper School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

Mr Stevenson, as Principal of the School, is Head of the Sullivan Upper Examination Centre. The administration of GCE and GCSE examinations is the responsibility of the Examinations Officer, Mrs Milligan.

The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Sullivan Upper School is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed on Appendix 1.

Some of the questions you may have asked are answered at the back of this booklet (See Appendix 4). An exam check list has also been provided at Appendix 5 for your information. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer: **Mrs Patricia Milligan**

The school telephone number is: **028 90428780**

Remember - we are here to help.

BEFORE THE EXAMINATIONS



CANDIDATE NAME:

- Candidates are entered under the name format of First Name + One middle name + (Legal) Surname, e.g Adam John Smith.

CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on the front of this booklet. **Please learn it.**

CONTACT NUMBERS:

- Sometimes in the past students have had problems getting to an exam on time. Although we encourage all students to arrive in plenty of time for all exams so that there isn't a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.
- If you are late for an exam, we may not be able to get the exam paper accepted by the Awarding Bodies. Therefore we need to move fast if there is a genuine problem.
- I also suggest that you save the School telephone number (**028 90428780**) on your mobile phone (if you will be carrying one) so you call in if you have a serious problem on your journey to school.
- **Please complete the relevant information in the table at Appendix 2** and return it to Mrs Milligan, Exams Officer. This will be kept confidentially within the School for the duration of the exams.

COURSEWORK:

- During March and April, Coursework marks, Coursework samples and estimated grades are collected from Departments and are sent to the relevant Awarding Bodies in May. The School has an internal appeals procedure to deal with concerns about Coursework. 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.

ENTRIES:

- Year 12 Pupils are entered for Summer GCSE examination sessions in February of that year.

EQUIPMENT:

- Make sure that you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates (Appendix 1) and the information on the following pages.

STATEMENTS OF ENTRY:

- All candidates receive a statement of entry from the school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- Candidates may also receive statements of entry from the Awarding Bodies. You must check everything on your Statements of Entry very carefully. Particularly check that all personal details (e.g. date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

SPECIAL ARRANGEMENTS:

- Special Arrangements are made for those pupils who have permanent or long-term disabilities and/or learning difficulties and, where appropriate, for those pupils who suffer temporary disabilities, illness and indispositions during the examination period. After consultation with the Special Educational Needs Co-ordinator, Mrs Purcell, Mrs Milligan will make an application to the relevant Awarding Bodies for the appropriate Special Arrangement to be approved.

SPECIAL CONSIDERATION:

- A candidate may be eligible for Special Consideration if;
 - (a) Performance in an examination is affected by circumstances beyond the control of the candidate, e.g. recent personal illness, bereavement.
 - (b) Part of an examination is missed due to circumstances beyond the control of the candidate e.g. an accident. (Note that there are minimum examination requirements that need to be met for a grade to be awarded).
 - (c) Special Arrangements, which were made in respect of a permanent or long-term disability, proved inappropriate or inadequate. Parents should contact Mrs Milligan regarding Special Consideration. Evidence, e.g. a doctor's letter, may be required to support the application. Mrs Milligan applies to the relevant Awarding Body for Special Consideration to be given to a candidate. The Awarding Body decides the level of Consideration given to a candidate, but parents should be aware that no feedback is ever given.

TIMETABLES:

- You will receive an individual timetable showing your own specific examinations with details of date, time, duration of exam, venue and seat number. Check it carefully. **If you think something is wrong see Mrs Milligan in the Exams Office immediately.**
- A few candidates might have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. The Examination Officer will make each candidate aware of how their clash has been resolved and check that they are happy with the arrangement. Also, on the day of the clash, the Examination Officer and /or Invigilator will ensure that the candidate is fully aware of their arrangements. **If you think there is a clash on your timetable that has not been resolved, please see Mrs Milligan immediately.**

UCI:

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of Statements of Entry. This number will usually begin with the Centre Number (71564) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

AWARDING BODIES:

SUBJECT	LEVEL	BOARD
Additional Maths	GCSE	CCEA
Art & Design	GCSE	CCEA
Biology	GCSE	CCEA
Chemistry	GCSE	CCEA
Design & Technology	GCSE	CCEA
English	GCSE	CCEA
English Literature	GCSE	CCEA
French	GCSE	AQA
Geography	GCSE	CCEA
German	GCSE	AQA
History	GCSE	CCEA
Home Economics	GCSE	CCEA
ICT	GCSE	CCEA
Mathematics	GCSE	CCEA
Music	GCSE	CCEA
Physical Education	GCSE	AQA
Physics	GCSE	CCEA
Religious Studies	GCSE	CCEA
Spanish	GCSE	AQA

DURING THE EXAMINATIONS



EXAMINATION REGULATIONS:

- A copy of the “Notice to Candidates”, which is issued jointly by all the Awarding Bodies, is printed at Appendix 1 of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The School Must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive at least 20 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination may still be admitted but will not receive any additional time. If a special consideration applies then you must speak to the Exams Officer.
- Full school uniform must be worn by all students attending school for examinations.
- Candidates are not to bring mobile phones or other electronic devices such as iPods, MP3 players, pagers, reading pens or any other products with text or digital facilities into the examination room. If candidates have unauthorised items in an examination, this may represent malpractice and could make you subject to sanctions and penalties. A report would be forwarded to the Awarding Body. Any

mobile phones that are brought in must be switched off and handed to the Invigilator at the start of the examination.

- All items of equipment, pens, pencils, mathematical instruments etc, should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black ink or ballpoint**. NO erasers or correction pens are allowed.
- For Mathematics and Science exams, students should check their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate or distract other candidates.
- Examination regulations are very strict regarding items that may be taken in to the examination room. If you break these rules you will be disqualified from the examination.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the

exam if it is less than one hour) and cannot leave in the last 10 minutes. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed you details correctly.

- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have use more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS



- The school employs external invigilators, led by Mrs Valerie Gamble, to conduct the examinations in a number of venues around the School. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required.
- If a pupil has any concerns during the examination, do not hesitate to highlight them to the invigilators.
- To attract the invigilators attention, raise your hand and wait for the invigilator to come to you.
- Invigilators cannot discuss the examination paper with you or explain the questions.

What to do if you are ill on the day of an exam



- If you are ill and are unable to attend an exam it is vital you phone the School first thing in the morning (**028 90428780**) to inform us.
- You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Awarding Body to ask for Special Consideration. The Awarding Body looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.
- If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.
- If in doubt – **PHONE THE SCHOOL**

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

Results will be available for collection on:

<p>Tuesday 24th August 2010 From 8.45 am</p>

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. See Appendix 3.

Candidates who do not collect their results on 24th August will receive notification through the normal post. Letters will be posted on 24th August.

NO results will be given out by telephone under any circumstance.

POST RESULTS

If you need post results advice, Sullivan Upper teaching staff will be available on Results Day.

If you wish to query an exam mark you can do so via the Enquiry about Results Service (EAR's). There are various services available, and your options can be discussed with the Examinations Officer. There will be a charge for any enquiry made to the Awarding Body.

Enquiry about Results

Clerical Check;

Remark;

Re-moderation of Coursework

Access to Scripts

Access to photocopy of re-marked script with mark scheme after re-mark;
Access to original script with mark scheme.

There is a charge for these services. The Awarding Bodies have set deadlines for the submission of requests for remarks, access to scripts and appeals. Information is issued with the results by the school regarding the deadlines, cost and other matters relating to the Post-Result Services available to pupils.

If a pupil has any concerns regarding the outcome of a re-mark, they should contact Mrs Milligan as soon as possible to discuss the Appeals procedure set up by the Awarding Bodies. Appeals are made by the school on the behalf of the pupil. Please note that there is a deadline of 14 calendar days after the receipt of the outcome of a remark in which the school may instigate an appeal. Pupils may also wish to discuss their concerns with the relevant Head of Department, but should not delay in informing Mrs Milligan of a possible appeal being made.

AQA City & Guilds CCEA Edexcel OCR WJEC

Notice to Candidates

For written examinations held in the period 1 September 2009 to 31 August 2010

This notice has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules

- 1 Be on time for all your examinations. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the examination.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the examination room the materials and equipment which are allowed.
- 5 Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, **including mobile telephones**, iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the examination room must be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 6 Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the examination has started.
- 8 If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the examination.

B Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your examinations.
- 2 Arrive at least ten minutes before the start of each examination.
- 3 If you arrive late for an examination, report to the invigilator running the examination.
- 4 If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
- 5 Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
- 6 You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C Calculators, Dictionaries and Computer Spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the examination room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the examination

- 1 Listen to the invigilator and follow their instructions at all times.
- 2 Tell the invigilator at once:
 - if you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.

E Advice and assistance

- 1 If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the examination if:
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F At the end of the examination

- 1 If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
- 2 Do not leave the examination room until told to do so by the invigilator.
- 3 Do not take from the examination room any examination stationery, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.

The invigilator will tell you when you may leave the examination room.

CONTACT DETAILS**NAME:**.....**FORM CLASS:**.....

Sometimes in the past, students have had problems getting to an exam on time. Although we encourage students to arrive in plenty of time for all exams so that there isn't a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an exam, we may not be able to get the exam paper accepted by the Awarding Body, Therefore we need to move fast if there is a genuine problem.

I also suggest that you save the School telephone number on your mobile phone (if you will be carrying one) so you can call in if you have a serious problem on your journey to school (**028 90428780**).

Please can you complete the relevant information in the table below. This will be kept confidentially within the School for the duration of the exams. The School is registered under the Data Protection Act (1998) for holding personal data. The School has a duty to protect this information and keep it up to date. This sheet will be shredded after the examination period.

Home phone number	
Student's mobile number	
Mother's work number	
Mother's mobile number	
Father's work number	
Father's mobile number	
Other Contact	
Other Contact	

Please return this form to Mrs Milligan, Exams Officer, via your form tutor.

RESULTS



GCSE Results are received on Thursday 24th August 2010

Students will be able to collect results in person. Any results which have not been collected at that time will be put in the first-class post to the home address.

If you want results collected by somebody different, or if you want them posted to a different address, please complete the form below and return it to Mrs P Milligan, Examinations Officer, Sullivan Upper School. Results will not be given to any other person without this written consent.

.....

Name of Student

Name of person collecting results (if not named student)

.....

Address to which results should be sent (if not home address)

.....

.....

Signed (student)..... Date.....



FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

A. The school will re-schedule papers internally (on the same day) where there is a clash of subject. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

A. Invigilators will ask you to check the paper before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

A. Candidate numbers are printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Main Office before going into the exam room.

Q. What do I do if I forget the School Centre Number?

A. The Centre Number is **71564**. It will be clearly displayed in the examination rooms.

Q. What do I do if I have an accident or am ill before the exam?

A. Inform the School at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (See Below).

Q What is an Appeal for Special Consideration?

A. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered in appropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance

in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I am late can I still sit the examination?

A. Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published start time, the school must inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

A. NO. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A. Yes. Normal school regulations apply to uniform.

Q. How do I know how long the exam is?

A. The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all the examination rooms.

Q. Can I go to the toilet during the exam?

A. If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q If I have more than one exam on a day can I get lunch at school?

A. Pupils who have examinations in the morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q. Why do I need to check my Statement of Entry?

A. The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificate does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer of college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

EXAM CHECK LIST



Aim to arrive at school 20 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



When taking exams, bags and coats should be left at the back of the room. Because of this, there are some things to be considered – money, keys, valuables etc. I would suggest that you keep money and keys with you.



Phones – Students must not have mobile phones in their possession (either on or off). They can be handed in for safe keeping during the exam if necessary. This is very important – if a phone is found, there is a good chance that your whole exam will be cancelled.



You are not allowed to have notes, pagers, MP3 players in your possession.



You should bring a pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk, any others should be left in your bag. Do not use gel pens – this is because many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.



In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.



There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



No food allowed in the exam hall (if you have a special requirement – please see Mrs Milligan, Exams Officer, before the exams).



Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be **no label** on the bottle.