



Sandbach High School

and Sixth Form College

Our Academy, Our Future

Exams A Quick Guide

This booklet is designed to answer all of your exam queries. It gives details of what is expected from candidates and also provides a glossary of commonly used exam terms.

Check out the exams section of the website
www.sandhigh.cheshire.sch.uk

Before the Exams

Entries

Some months before you sit exams, your teachers decide which exams you are going to be taking. These entries are then submitted to the Awarding Bodies (AB) . AB's have very strict deadlines by which entries must be made. Statements of Entry are circulated to all students showing the exams entered and also detailing times and dates. It is your responsibility to check this information carefully and speak to your teachers if you are at all concerned.

Amendments

These are changes to your entries—for example a change of tier from foundation to higher and must be submitted before the AB deadline.

Timetables

Closer to the exam series you will receive an individual timetable. This confirms the exams for which you have been entered and shows several important pieces of information:

- Exam details
- Exam/candidate number (try to learn this)
- UCI number
- Exam Room
- Seat Number

You should check this carefully and note the times at which your exams start. Any clashes will have been rectified and you will be notified on this timetable.

Seating

For security reasons you must sit in the seat allocated to you. Visiting Inspectors check that candidates can be identified via seat numbers.

Clashes

Some exams do clash - don't panic!

If you have two exams within the same session they will usually be sat one after the other with a short break in between.

Queries

If you have any questions or concerns please see the Exams Officer - most queries can be sorted very quickly.

On the Day

Make sure you arrive at least 15 minutes before the scheduled time on your timetable

Check the seating plan carefully to ensure there have been no last minute changes

Bring with you all the equipment you need (school cannot guarantee to supply replacement equipment)

Do not bring mobile phones into the exam room. If you do bring them in they must be turned off and left at the front of the room. Be aware that alarms will still go off even if the phone is switched off and this will be reported to AB's

Ipods and other MP3 players are banned from exam rooms.

Misconduct involving mobile phones and MP3 players is treated very seriously - you may lose all the marks awarded for the paper and ultimately AB's may not award you a grade.

Do not use eraser pens, brightly coloured gel pens or highlighter pens within your answers.

All stationery and equipment must be in a clear pencil case or clear plastic wallet.

Water bottles must have the labels removed.

Anyone arriving late to an exam will be reported to the AB.

Non- attendance with no valid reason may lead to you being charged for your entry.

During the Exam

Invigilators

Invigilators are employed by the school to supervise external examinations and are trained in exam room procedures. Their main role is to ensure that you abide by AB procedures and to ensure that you have everything you need. If they suspect anything suspicious they will report it to the Exams Officer who will inform AB's as necessary.

If you have a question during an exam, you need more paper, you need the toilet or you feel ill, raise your hand and wait for the invigilator to come to you. Quietly explain the situation and the invigilator will take appropriate action.

Leaving the exam room

Under normal circumstances you will not be permitted to leave the exam room until the end of the exam.

After the Exam

Results

Results will only be issued to the student whose results they are. If you are unable to make results day, a parent/close relative or friend may collect your results as long as they bring a letter written and signed by you, stating that you give them permission to collect your results. They may also be asked for identification.

Results may be posted if a stamped addressed envelope is provided with a minimum of £1.20 postage (to cover Special Delivery costs).

Under no circumstances will results be given out over the phone.

Enquiries about Results (EaR's)

Where results are significantly different to those expected an enquiry may be requested. There are various options available and should be discussed with subject teachers in the first instance. Deadlines for enquires are quite tight so if you have concerns you must raise them quickly.

Enquires are submitted at the school's discretion.

Exam Glossary

Candidate/Exam Number - A number which is allocated to you by school. It identifies you to AB's and is unique within school.

Unique Candidate Identifier (UCI) - This is made up of the centre number, a year reference, your exam number and a random letter. It identifies you to AB's. All of your results and entries are stored against it with all AB's rather like a bank account. If you move school your UCI number must be given to your new school to ensure all your results are kept together regardless of where you sat your exams.

Centre Number - Identifies the school to AB's

Cash in - Also known as aggregation or certification. When you have completed all the units you need to gain an AS or A2 qualification you have to ask the AB for your grade. This is known as 'cashing in'. The AB looks at the units you have completed and awards a grade accordingly.

Special Consideration - Sometimes events happen in the run up to, or during exams which cannot be foreseen and which can affect your performance. AB's do make allowances for certain situations such as illness or bereavement. Requests for special consideration for illness must be backed up with current medical evidence. Speak to your Achievement Coordinator or Head of Sixth Form if you have any concerns.

Access Arrangements - Some candidates have needs which require slightly different examination arrangements. Examples of these arrangements include, use of a scribe, practical assistant, modified papers. Applications for access arrangements are made to AB's via the Exams Officer.