

THE LEIGH TECHNOLOGY ACADEMY

EXTERNAL EXAMINATIONS

SUMMER 2011

INSTRUCTIONS &
INFORMATION FOR
POST 16 STUDENTS
AND PARENTS



Mrs. J Williams

Examinations Office

EXAMINATION INSTRUCTIONS FOR STUDENTS

1. At least a month before your exams are due to take place you will receive a green Statement of Entry. This shows your personal details i.e. your name, date of birth, etc and all the exams and coursework entries that have been made for you. It is your responsibility to check that all the details are correct. If any of your personal details are incorrect you should come and advise the Exams Office immediately. If any of your entries are incorrect you should go to see the subject teacher, discuss your query with them, ask them to write the amendment on your Statement of Entry and return it to the Exams Office as soon as possible in order that they may make the changes for you.
2. Once you are happy with all the contents of your Statement of Entry you should sign it and date it and swap it for a yellow Timetable. This should be put in a safe place as it is your reference guide to when all your exams will take place.
3. If you have a clash of exams (i.e. two or more exams at the same time in the same session), the Exams Office will make special arrangements for you and you will be notified of these. If this involves moving one of your exams to an earlier or later session you will normally be given a supervised rest period and it is a good idea to bring a drink and biscuit/snack for this time. If you have any questions regarding clashes, always check with the Exams Office first. **DO NOT TAKE ADVICE FROM FRIENDS THEIR ARRANGEMENTS COULD BE DIFFERENT FROM YOURS.**
4. Make sure that you know exactly when your exams are especially whether they are morning or afternoon. Lists will be on display on the Exam Notice board in the Restaurant. All dates and sessions can be found on your Student Timetable.
5. You need to make sure that you bring in **ALL** relevant items for each exam, e.g. a calculator for a Maths exam. Please make sure you also bring in pens, pencils, eraser, ruler and a sharpener in a **clear** pencil case or plastic bag. **YOU ARE NOT ALLOWED TO USE TIPPEX OR HIGHLIGHTER PENS IN ANY EXAMS.**
6. Please ensure you allow enough time to get to school so if you are delayed for any reason e.g. traffic, you will still arrive in good time.

TIMINGS

Be at the appointed venue AT LEAST 15 MINUTES BEFORE THE START OF AN EXAM.

Exams will start at the following times:

Morning exams: 8.30am

Afternoon exams: 1:00pm

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If you arrive late for any of your exams without good reason you will **NOT** be entitled to any extra time. If you arrive more than 30 minutes after the start of any exam, Mrs. Williams and Mrs. Barnsley will decide whether you will be able to sit the exam but in any case the Exam Boards will have to be notified.

on a lime green slipsosomething to eatblack **ONLY, OR GEL** The Exams Office sell Stationery Packs which contain everything you need for your exams. These are on sale for £11.50 for a pack including a calculator recommended by the Maths Department or £3.00 for the Stationery Pack. You would need to pay for this in the Finance Department and collect the Pack from your Administration Office.

If you are ill and cannot take the exam, you **MUST** telephone the school immediately and leave a message for the Exams Office even if this is not the first day of your absence. You **MUST** provide a sick note from your doctor.

4005If you do not have a genuine reason for missing an exam you will be charged for that exam at a cost of £12.00 per unit. Failure to pay may result in your results being withheld.

6. **ARRANGEMENTS FOR ADMISSION TO PUBLIC EXAMS**

Please line up in Candidate No. order with all students sitting the same exam as you – check on your Timetable, before arriving, which level you are taking. There may be as many as 6 or 7 different exams taking place at the same time and this system ensures that you will be seated quickly and correctly so that you receive the correct exam paper!

7. Bags and coats are NOT allowed into the exam room unless otherwise instructed. Leave them in the designated areas before going to the exam room. Any students turning up with bags or coats will be sent away. **NORMAL SCHOOL UNIFORM SHOULD BE WORN.**

8. Once inside the room, 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 are well away from the examination room.

9. **MOBILE PHONES, MP3 PLAYERS, ETC**

We cannot stress enough how important it is **NOT TO BRING THESE INTO SCHOOL ON THE DAY OF YOUR EXAMS.** We do not accept responsibility for phones or MP3 Players brought into school and handed in or left in your bags. Anyone caught with a mobile phone, even if it is turned off or not will be severely reprimanded by the appropriate Exam Board. You may be disqualified from that exam and also all other exams.



10. If your exams are longer than 60 minutes and you wish to bring a bottle of water into the examination room, please remove the label before arrival. However you are **NOT** allowed to bring in the following items: -
 - Canned or cartons of drinks
 - Chewing Gum
 - Any other food
11. You are not allowed to leave the exam room until the finishing time for your examination, so do not ask!
12. If you or your parents have any queries regarding your exams you must forward it to the Exams Office.
13. If you are expecting final results this Summer, you will be able to come into school to collect them from 10.30am on the morning of Results Day. Please come in person and do not ask friends to collect them for you, they will not be able to. If you are unable to collect your own results that day, please provide an A5 stamped, addressed envelope so that we may post them to you.
14. If you wish to improve a grade, it may be possible to re-sit a unit and this should be discussed with your subject teacher. It is probable that, if it is your decision to re-sit, you will be asked to pay for your entry – on average the charge for this is around £15 per unit. The Request to Re-sit Form should be completed in consultation with your subject teacher. You should then take this form to the Finance Department and pay for your re-sits. The receipt will be stapled to the top of the form and left with the Finance Office. This process needs to be completed by the end of September in order to be entered.
15. If you are returning to the College to complete Year 13 courses, your certificates will be available for collection from the Exams Office, possibly by

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mid-November. Please check the rolling screens and Exam notice boards nearer the time. If you are not returning to this College, you will receive a letter informing you when certificates are available. You may collect them in person (please bring some ID) or give permission to someone else to collect them on your behalf. If you choose the second option, the person designated should bring with them written permission from you and some form of ID for themselves. **Please remember that your exam certificates are official documents. Always collect them as soon as possible – we can only hold them for a limited time. Take good care of them – they cannot be replaced.**

IMPORTANT DATES FOR YOUR DIARIES

A Level Results Day:	Thursday 18 th August 2011
GCSE Results Day:	Thursday 25 th August 2011
Deadline for Re-Marks: (Discuss with your subject teacher)	Tuesday 20 th September 2011

Good Luck with your Exams this Summer!!