

**BEACON HILL COMMUNITY SCHOOL**

**EXAMINATIONS SUMMER 2013**

# **INSTRUCTIONS & INFORMATION FOR STUDENTS AND PARENTS**



## EXAMINATION INSTRUCTIONS FOR STUDENTS

1. Make sure that you know exactly when your exams are, especially whether they are morning or afternoon. All dates and times can be found on your Statement of Entry and on your personal timetable. Please check these carefully to make sure that your name and date of birth are correct, and that you have been entered for the right subjects and units.
2. **It is your responsibility to make sure that you bring in all relevant equipment for each exam.** These need to be in a **clear** pencil case or plastic bag. Any equipment not brought to school can be purchased from the school office. YOU ARE NOT ALLOWED TO USE CORRECTING PENS, FLUID OR TAPE, ERASABLE PENS, HIGHLIGHTERS OR GEL PENS IN ANY EXAMS. **YOU MUST ONLY WRITE IN BLACK INK.**
3. 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 your exam room at the following times:**

**Morning exams:** 8.55am

**Afternoon exams:** 1.25pm

If you arrive more than 30 minutes after the start of any exam, Miss Thornton (Exams Officer) will decide whether you will be able to sit the exam. The Exam Board will have to be notified.

If you miss an exam you will **NOT** be able to do it again. If you are ill and cannot take the exam, you **MUST** telephone the school immediately and leave a message. You **MUST** also provide a sick note or letter from your doctor.

If you do not have a genuine reason for missing an exam you will be charged for that exam. All costs are on page 5 of this booklet.

#### 4. **ARRANGEMENTS FOR EXAMS HELD IN THE GYM**

Please line up outside the gym with all students sitting the same exam as you. Bags and coats can be taken into the gym but they must be put either at the side or the front of the gym - bags are not allowed near desks.

Once inside the room, Exam Board rules state that you **MUST BE SILENT** and you must not talk until the exam has finished, all papers are collected and you are dismissed.

## 5. **MOBILE PHONES AND OTHER UNAUTHORISED ITEMS**

We cannot stress enough how important it is **NOT TO BRING IN MOBILE PHONES**. Anyone caught with a mobile phone, whether it is turned off or not, will be severely reprimanded by the appropriate Exam Board. Other electronic devices, such as MP3/4 players, iPods, reading pens, wrist watches which have a data storage device or any other products with an electronic communication/storage device or text/digital facility are also not allowed in the examination room. Possession and use of these items may result in you being disqualified from that exam and also any other exams (see attached Information for Candidates).

Calculators may be used unless you are told otherwise. However, you must remove any parts such as cases, lids or covers which have printed instructions for formulas. In addition, do not bring into the exam room any operating instructions or prepared programs and you must clear anything stored in it.

6. You are allowed to bring a bottle of water/ juice drink into the exam room but any **labels must be removed**. However you are **NOT** allowed to bring in the following items: -

Canned or cartons of drinks  
Chewing Gum

7. A note with regard to invigilators - they can only answer questions from candidates about the instructions on the front of the examination paper. They are not allowed to answer any question relating to the content of the exam paper and cannot offer any advice or comment on your work. They are also not allowed to read a word or words printed on the questions paper to a candidate, other than the instructions on the front cover, so please do not ask them to do so.
8. You are not allowed to leave the exam room even if you have finished your exam, so do not ask!
9. If you or your parents have any queries regarding your exams you must forward it to your subject tutor, Mr Millne or Miss Thornton.

## 10. **STUDY LEAVE/ REVISION SESSIONS**

Year 11 students are, in principal, expected to attend school full time up to the half-term holiday in June. However, Mr Millne will publish a slightly amended timetable during the exam period which may allow some students to finish early on certain days towards the end of term. Even though some subjects will have been completed and examined before the end of May, being in class will allow students further opportunity to carry out needed revision and seek advice before each exam takes place.

## **INSTRUCTIONS FOR A FIRE DRILL DURING THE EXAMS**

We do hope that there are no fire alarms during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence. Leave all equipment in the exam room.
3. You will be taken to the tennis courts but will not be allowed to communicate with other students. Any suspected communication between candidates may be reported to the Examining Body.
4. When you return to your exam room, do not start writing until the invigilator tells you to do so.

## **LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC**

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### **Internal Assessment Procedure - Appeals**

If you have concerns about procedures used in assessing your internally marked work for public exams (e.g. controlled tests/ coursework/ portfolios/ projects) you should speak to the Deputy Headteacher, Mr Millne, as soon as possible. You are entitled to make an appeal regarding procedures used but only after you have discussed the matter thoroughly with your subject tutor.

If you wish to have a copy of the Appeals Procedure please speak to the Examinations Officer, Miss Thornton.

## IMPORTANT DATES

GCSE results day:	Thursday 22 <sup>nd</sup> August 2013 <i>(School will be open between 10am and 12pm for collection of results)</i>
Deadline for Re-Marks:	20 <sup>th</sup> September 2013
Deadline to request return of Original Scripts:	4 <sup>th</sup> October 2013

## COSTS

Missing a GCSE Exam:	£30.00
*Cost of GCSE Re-mark:	£39.00 (approx.) per paper
**Cost of Original Script:	£10.00 per paper

\*If you wish to query any marks you receive for any of your exams you must first speak to your subject tutor then complete the consent form attached (Post-Results Consent Form, page 5). Please bring this to the Examinations Office with the correct payment. **Please be aware that when requesting a re-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 re-mark.

All cheques are to be made payable to **Beacon Hill Community School**

## BEACON HILL COMMUNITY SCHOOL

### POST RESULTS CONSENT FORM

If you would like to make an enquiry about your result (a re-mark), there are 3 possible outcomes:

- Your original mark will be confirmed as correct and there will be no change to your grade
- Your original mark may be raised and this may or may not result in a change of grade
- Your original mark may be lowered and this may or may not result in a change of grade.

In order to proceed with the enquiry you must fill out the consent form below and return it to the School Office with the correct fee as soon as possible. This tells the Exam Officer that you have understood what the outcomes could be and that you are happy to proceed. Please speak to your subject tutor before requesting any re-marks.

**NO APPLICATIONS CAN BE PROCESSED WITHOUT THE CORRECT FEE**

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### CANDIDATE CONSENT FORM FOR RESULTS ENQUIRY

**Centre Name:** Beacon Hill Community School

**Centre Number:** 42201

**Candidate Name:** \_\_\_\_\_

**Candidate Number:** \_\_\_\_\_

**Level:** GCSE

**Subject:** \_\_\_\_\_

**Exam Board:** \_\_\_\_\_

I give my consent to the Head of my Examinations Centre to make an enquiry about the result of the examination(s) listed above. **In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CONTROLLED TESTS

Art Exam

29<sup>th</sup> and 30<sup>th</sup> April

### EXAM TIMETABLE

Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Mon 13 <sup>th</sup> May					FRENCH LISTENING and READING EXAM (higher=45m/ foundation=35m for both)	
Tue 14 <sup>th</sup> May	BIOLOGY UNIT 2 and 3 (1hr each)					
Wed 15 <sup>th</sup> May	CATERING EXAM (1hr 15m)					
Thu 16 <sup>th</sup> May	LEISURE & TOURISM EXAM (1hr)					
Fri 17 <sup>th</sup> May						

Mon 20 <sup>th</sup> May	ENGLISH LITERATURE UNIT 1 (1hr 30m)				CHEMISTRY UNIT 2 followed by UNIT 3 (1hr each) – <b>start at 1.15pm</b>	
Tue 21 <sup>st</sup> May						
Wed 22 <sup>nd</sup> May						
Thu 23 <sup>rd</sup> May	PHYSICS UNIT 2 followed by UNIT 3 (1hr each)				ENGLISH LITERATURE UNIT 2 (1hr 15m)	
Fri 24 <sup>th</sup> May						

Date	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Mon 3 <sup>rd</sup> June					HISTORY EXAM (2hrs) – <b>start at 1.15pm</b>	
Tue 4 <sup>th</sup> June	ENGLISH EXAM (2hrs 15m)					
Wed 5 <sup>th</sup> June						
Thu 6 <sup>th</sup> June					MEDIA STUDIES UNIT 1 (1hr 30m)	
Fri 7 <sup>th</sup> June						

Mon 10 <sup>th</sup> June	HISTORY EXAM (1hr 30m)				CHEMISTRY UNIT 1 (1hr)	
Tue 11 <sup>th</sup> June	MATHS UNIT 1 (1hr 45m)					
Wed 12 <sup>th</sup> June						
Thu 13 <sup>th</sup> June	PHYSICS UNIT 1 (1hr)				MEDIA STUDIES UNIT 3 (1hr 30m)	
Fri 14 <sup>th</sup> June	MATHS UNIT 2 (1hr 45m)				D&T PRODUCT DESIGN EXAM (2hrs) – <b>start at 1.15pm</b>	