



STANLEY PARK HIGH EXAMINATIONS RULES AND REGULATIONS

Introduction

This is designed to explain the entry procedures and regulations governing all External Examinations taken at Stanley Park High. This includes modular exams taken during the two year period of the course as well as the final GCSE exams in the summer term.

Please take time to read and familiarize yourself with the “Notice to Candidates” regulations. These regulations are set by the Joint Council for Qualifications, an external body which regulates all external examinations nationwide.

Stanley Park High must abide by these regulations and does not have any discretion in their implementation and we are unable to alter the date and time of any external exam. I would like to draw your attention to the following points.

Time Keeping

Please arrive at least 15 minutes before the timetabled start for your exam – If you are concerned about buses being late, ensure you have organised a lift into School. If, for any reason, you arrive late and the examination has begun, enter the exam room quietly and report to the nearest invigilator. **Do not go home** - we will do our best to make sure you take the exam.

Equipment

Black Pens – This is an Exam Board regulation they frequently scan answer booklets, colours other than black do not scan well

Pencil & Sharpener

Ruler

Rubber

Calculator – For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations.

Mathematical Equipment

Unauthorized Materials

Mobile phones, I-pods, MP3 players, electronic equipment of any description even turned off, are not allowed in the exam room. The discovery of these items will lead to **disqualification of the candidate** by the exam boards.

Correcting pens, correcting fluid or tape, erasable pens, highlighters or gel pens must not be used on answer papers.

No food or Sweets are allowed in the exam room. A diabetic kit will be available, but any student with a known medical need should see the Exams Manager prior to the start of each exam season to make suitable arrangements

Illness You should make every effort to sit your exams as this enables you to be given a grade, taking into account special consideration for illness where applicable (see below). However, if you are too ill to take an exam, the School must be informed before 8.30am on the day of the exam; if this was the final opportunity for you to take the exam, advice will be given about the need for a medical note. If the School was not informed before 8.30am of the illness then a request for special consideration may not be considered.

Requests for Special Consideration

The Exam Boards will only consider requests for Special Consideration if they have received the appropriate forms within one week of the final exam in the subject concerned. They will not consider any requests made after the publication of results. For this reason it is very important that any personal difficulties affecting performance are reported, in confidence, to the Exams Manager Miss Patel as soon as possible.

Behaviour

The highest standards of behaviour are expected from all students. All staff are duty bound to follow rules laid down by the Exam Boards – there can be no exceptions to this. Any student who misbehaves can be removed from the Exam Room. This will lead to disqualification from that exam. It may also result in disqualification from all exams set by that Exam Board. Any misbehaviour in exams, will lead to students paying a deposit for future entries.

Charges for Absence and Retakes

Holidays should not be taken during term time. Stanley Park High will pay for every student's **first** examination in any subject. However, if a holiday or routine medical appointment results in exams not being taken at the appropriate time, the exam may be retaken in a later session (where applicable) but the student must pay for the cost of the second exam entry fee.

Summer Exam Series

Two copies of the student's individual timetables of entries are printed for each student and posted home a month before the start of the season. Students **must**:

1. Check carefully and contact the subject teacher with any queries ASAP
2. Check that all your subject entries, tiers and levels are on your timetable. If unsure please contact the Exams Manager Miss Patel.

Students who wish to make very late changes to their entries may be able to do so subject to payment of the exam board penalty fees. However it is hoped that by careful checking of provisional entry statements this can be avoided.

Results procedure

Results will be available for collection, between 10am-12 noon on the day notified by the Exam Boards. They will only be posted if students have provided a stamped addressed A5 envelope. Results cannot be issued by phone. A friend or family member may collect them but only bearing a letter of request signed by the candidate and producing some form of ID.

Certificates

The Examining Boards issue certificates well after the publication of results has taken place. The Exams Manager will inform you in writing when Certificates are available to collect mid November. These Certificates are valuable documents and can only be replaced by contacting each Exam Board and paying their fees of around £35. We only keep certificates for 2 years after which they are destroyed.

Statement for Students:

If at any stage during your examinations you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework /portfolio / projects) you should see the Examinations Manager, as soon as possible.

PUBLIC EXAMINATIONS

INTERNAL ASSESSMENT APPEALS PROCEDURE

Policy on Internal Assessments for Qualifications with Awarding Bodies

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCDA, Stanley Park High is committed to ensuring that:

- Internal assessments are conducted by members of staff which have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment can only do so after attending compulsory training sessions.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Manager will be able to advise students and parents of these procedures. Appeals may be made to the School regarding the procedures used in internal assessment, but **not the actual marks or grades** submitted by the School for moderation by the Awarding Body.

A student or parent wishing to appeal against the procedures used in internal assessments should contact the Miss Patel, Examinations Manager, as soon as possible to discuss the appeal; a written appeal must be received by the School at least **two weeks** before the date of the last external exam in the subject.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Manager. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The student appealing will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates. They may then opt for a personal hearing if still dissatisfied. The Head Teacher and a Governor will hear the appeal under normal appeal procedures. A written record will be made.

The Examinations Manager is Miss D Patel and can be contacted on 0208 254 7803 or by email on dpatel28@suttonlea.org in the Post-16 office.