



Sandringham School

'Everybody can be Somebody'

Examination Information for KS4 & KS5 students 2023-24

EXAMINATION DATES	2
RESULTS DATES	2
EXAMS WITH NON-EXAMINED COMPONENTS	2
GENERAL EXAMINATIONS	3
AT THE START OF & DURING THE EXAMINATION	3
AT THE END OF THE EXAMINATION	3
AFTER THE EXAMINATIONS.....	4
RESULTS DAYS	4
POST RESULTS APPLICATIONS	4
POST RESULTS SERVICES.....	5
CERTIFICATES	5

EXAMINATION DATES

EXTERNAL EXAMINATIONS

November Series: (<i>early November</i>)	Lv 3 EPQ/GCSE English & Maths - over 16's only
January Series: (<i>mid-January</i>)	Edexcel Awards/BTEC & CTEC units
March Series: (<i>during March</i>)	Functional Skills
June Series: (<i>mid-May - end June</i>)	ALL public exams

Many Qualifications involve assessments which are 'on-demand' and your teacher will advise you of the date of the exam.

SCHOOL EXAMINATIONS

Year 11 GCSE Trial Examinations 20th November – 5th December 2023
Year 13 GCE Trial Examinations 8th January – 19th January 2024
Year 11 GCSE Trial Examinations 26th February – 1st March 2024
Year 10 GCSE Trial Examinations 16th April – 26th April 2024
Year 12 GCE Trial Examinations 10th June – 21st June 2024

RESULTS DATES

Series	Results Date
November	11/1/24
January	28/2/24 (BTEC 21/3/24)
March	11/4/24
June (GCE/Lv3)	15/8/24
June (GCSE/Lv2)	22/8/24

EXAMS WITH NON-EXAMINED COMPONENTS

These are components which are also known as coursework and your work is internally assessed by your teacher before being submitted to the Exam Board for moderation. Your teacher will inform you of the marks that they have recommended, and you will be given an opportunity to appeal the marks. The relevant policy is called Policy_Internal Appeals Procedure (Internal assessment decisions) and a copy is available on the examinations page on the school website (Curriculum/General Information/Examinations).

GENERAL EXAMINATIONS

- Learn your 4-digit candidate number. You will need this for all trial & external examinations.
- Check your timetable on your device carefully. Ensure that you know the date, start time & venue.
- The times shown on your timetable are the actual starting times. You must be outside your exam venue at least 20 minutes before this.
- If you are going to be late for an exam, you must advise Student Services (KS4) or Sixth Form Administration (KS5). When you arrive, you must report to Student Services or Sixth Form Administration and not go straight to the exam venue, as you may have been moved to a different room. If you are very late for an exam, we will allow you to sit it but the Exam Board may not accept your paper.
- If you are not well on the day of an exam, make sure that Student Services (KS4) or Sixth Form Administration (KS5) are advised. If you are missing a public exam, it is recommended that you obtain a medical certificate, as this may help if we apply to the Exam Board for special consideration.
- Do not bring a mobile phone, any other electronic device, any watch or earphones into the exam room. The JCQ regulations are very clear and it is very likely that anyone breaking the rules will have their paper cancelled.
- Make sure that you bring all of your equipment with you in a clear pencil case. You must only use black ink and must not use gel pens.
- You cannot bring food into the exam room (except for that which has been pre-agreed with the Exams Officer for medical conditions).
- Water can be brought into the exam room, but only in a completely clear bottle which has no labels or writing on it.
- Toilet breaks are not permitted unless the Exams Officer has been pre-advised of a medical condition.

AT THE START OF & DURING THE EXAMINATION

- You must enter the exam room in silence, and you must not attempt to communicate with any other candidate.
- Do not write on the exam paper on your desk or open it until you are told to; this includes not completing your personal details on the front of the paper.
- Listen carefully to the instructions which are given by the invigilators.
- If you have a question, need more paper or feel unwell raise your hand & wait for an invigilator to come to you. Remember, an invigilator is not permitted to explain any of the exam questions to you.

AT THE END OF THE EXAMINATION

- As soon as the invigilator tells you that the exam has finished, you must stop writing, even if you are part-way through a word. Failure to do so could result in your disqualification.
- You will not be allowed to leave an examination room early.
- Invigilators will collect your exam script before allowing you to leave the room. You must wait in silence during this time.
- When instructed to leave the examination room, you must exit in silence.

AFTER THE EXAMINATIONS

RESULTS DAYS

- November, March & January Series Results will usually be passed to you by your teacher or emailed to your Sandstorm account.
- June Series Results may be collected during the morning of the August Results Day. Precise arrangements will be notified in due course and confirmed on the school website.
- You are strongly advised to collect your June Series Results Statements yourself, in case you have concerns about them and need advice (*see Post-Results below*).
- Results can only be released to the candidate and no results can be given out by telephone or by email.
- If you need another person (including a family member) to collect your results on your behalf, you should give your signed letter of authorisation to the Exams Office before the end of the Summer Term, as the Office will be closed between then and the first Results Day.
- Candidates who do not collect their June Series results on Results Day will receive them via First Class post. Please ensure that the school has your correct address. If you would like them sent to an address other than that held by the school, the candidate must request this in writing to the Exams Office, before the end of the Summer Term.

POST RESULTS APPLICATIONS

Post-results services include a Review of Results, Access to Scripts and the Re-moderation of Coursework (coursework marks cannot be reviewed for individual candidates). There are fees and deadlines for these services which are detailed on the application form.

June Series

- Some teaching staff, the Director of Sixth Form and the Exams Officer will be available during the morning of Results Day in August to give advice, should you have any queries about your results.
- Post-results “Surgeries” are usually held on the Friday morning following the Results Day at which you can discuss Sixth Form entry or other post-16 matters with the key Sixth Form staff. These times will be advised by letter in May of each year. The Examinations Office will also be open.
- GCSE Post-results requests must be received by noon on the date shown on the application form (mid-September). Please ensure that the form is completed in full and that the correct fee is included. Awarding Bodies will not process late applications.
- Apart from Results Days *and* the designated Surgery times, the Exams Office is closed for the summer holiday period. Telephone or email messages are not monitored when the Exams Office is closed.
- If you feel strongly that it is necessary to make an official Review of Results (ROR), you should first consult your teacher to discuss the advisability of such action.

Series other than June

- You should discuss any concerns about results with your subject teacher, as soon as possible after you receive them.

POST RESULTS SERVICES

Reviews of Results

- takes up to 20 days from the application being made to the Exam Board
- you will need to complete an application form which will be available at the results day & on the school website. A fee is payable.
- When a ROR outcome is received, it will be forwarded to you using the email address given on your application form.
- Outcomes are confidential to the candidate and cannot be given to anyone else without the written consent of the candidate. Supplying a parent or a teacher's email address will be taken as authorisation in this context. Outcomes cannot be given over the phone.
- The fee will be refunded if the overall grade changes.

Access to Scripts

- takes up to 30 days from the application being made to the Exam Board
- access to Edexcel scripts is generally much quicker as these are held online
- Scripts will be emailed to you using the email address given on your application

RE-SITS

- Awarding Body regulations allow for one re-sit of any given BTEC unit before final certification. Your teacher will arrange this with you.
- A GCE or GCSE subject may be retaken only by re-sitting all the component parts again, although it may be possible to carry forward endorsement marks from an earlier attempt. You will need to complete an application form which is available from the Exams Office. A fee is payable for the re-sit. Only re-sits of GCSE Maths and English are available in the November series.

CERTIFICATES

- GCSE Certificates are presented to former Year 11 candidates at the November/December Awards Evening, details of which will be notified by email during the autumn term.
- GCE certificates are handed out in mid-December and all former students are invited by email.
- Candidates who are unable to attend the Awards Evenings may arrange to collect their certificates from the Exams Office or to have them sent by recorded delivery upon payment of a fee (*see your Awards Evening invitation letter for details*). Certificates will not be given to anyone other than the candidate without the candidate's written authorisation. ID will be required where the person collecting the certificates is not known to the school. All certificates must be signed for.
- Candidates in lower years will be called to the Exams Office to collect their certificates.
- The school is obliged to keep certificates for only one year after issue. If you do not collect your certificates or if you mislay them, they can only be replaced by direct application to the appropriate examination boards. If you ask us to provide written confirmation of exam results, because you do not have your certificates, a charge will be levied

