The Lakes School

EXTERNAL EXAMINATIONS

2014 - 2015

INSTRUCTIONS & INFORMATION FOR STUDENTS AND PARENTS

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Examinations Office
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EXAMINATION INSTRUCTIONS FOR STUDENTS

1. Make sure that you know exactly when your exams are especially whether they are morning or afternoon. Venues will be on display on the noticeboard at the bottom of the stairs. All dates and times can be found on your Examination timetable. *Please check your personal details on your timetable (name, date of birth) as this is what will appear on your certificates.*

2. You need to make sure that you bring in ALL relevant items for each exam, e.g. a calculator for a Maths/Science exams, equipment for Technology exams. Please make sure you also bring in pens, pencils, eraser, ruler and a sharpener in a ***clear*** pencil case or plastic bag. Exam regulations state that BLACK ink must be used. YOU ARE NOT ALLOWED TO USE TIPPEX OR HIGHLIGHTER PENS ON ANSWER PAPERS IN ANY EXAMS.

   It is your responsibility to have the correct equipment. School cannot provide students with equipment for exams.

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:	8:50am
Afternoon exams:	12:50pm

If you arrive late for the start of any exam, the Exams Officer and Director of Learning/Deputy Head will decide whether you will be able to sit the exam. The Exam Boards will have to be notified, the Exam Boards have the right not to accept the script.

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 for your Year Head and the Exam Officer. You MUST provide a sick note from your doctor within 3 days.

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. Failure to pay may result in your results being withheld.

4. ARRANGEMENTS FOR EXAMS HELD IN THE SPORTS HALL

Please line up outside the Sports Hall with all students sitting the same exam as you. There may be several different exams taking place at the same time in the gym or hall and this ensures seating can be done effectively within the shortest amount of time. It also ensures that you receive the correct exam paper.

5. UNDER NO CIRCUMSTANCES are bags or coats allowed by your desks in the exam room. Leave them in the Sports Hall foyer before going to the exam room (or along the wall as you enter the Sports Hall).

6. Wait quietly outside your exam room, the invigilator will need to call your group to seat you in the correct seat. Once inside the room, Exam Board rules state that you MUST be silent (copy attached). 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 leave the exam room.* Not all the exams finish at the same time - be aware that other students may still be completing their exam after yours has finished.

7. MOBILE PHONES & MP3 PLAYERS

We cannot stress enough how important it is NOT TO BRING IN ANY ELECTRONIC DEVICES, MOBILE PHONES OR MP3 PLAYERS. Anyone caught with Any electronic device, whether it is turned off or not will be severely reprimanded by the appropriate Exam Board. You may be disqualified from that exam and also any other exams. All electronic devices that are brought into the exam room players must be handed to the invigilators for safe-keeping.

8. You are allowed to bring a clear bottle of water into the exam room. However you are NOT allowed to bring in the following items: -

Canned or cartons of drinks/bottles with labels on
Chewing Gum
Any other food

9. Students in Years 9, 10, 11 must wear the correct school uniform and shoes. You may be refused admission to the exam hall if you are not wearing uniform.

10. Grafitti on desks. *Students must not write on or deface the examination desks.* Those student caught doing so will have to stay

behind after the exam to clean the desk. They will be reported to the Director of Learning or a member of Senior Management.

11. You are not allowed to leave the exam room even if you have finished your exam, so do not ask! Wait to be dismissed by a member of staff.

12. If you or your parents have any queries regarding your exams you must forward it to the Exams Office.

13. Certificates will normally be available for collection from school at the end of October.

IMPORTANT DATES

A2/AS Level Results Day:	Thursday 13 August 2015 Results available from 9.00 am
GCSE Results Day:	Thursday 20 August 2015 Results available from 9.30 am
Deadline for Priority Re-marks requests: (AS/A2 Exams only)	Friday 21 August 2015
Deadline of Photocopied Scripts requests: (AS/A2 Exams only)	Friday 21 August 2015
Deadline for return of Original Scripts:	11 September 2015
Deadline for Re-Marks:	11 September 2015

COSTS

Missing a GCSE Exam:	£27.00
Missing an AS/A2 Unit:	£20.00
*Cost of Priority Re-mark:	£50.00
*Cost of GCSE Re-mark:	£35.00
*Cost of AS/A2 Unit Re-mark:	£40.00
**Cost of Photocopied Script:	£13.00
**Cost of Original Script:	£10.00

*If you wish to query any marks you receive for any of your exams you must first complete the consent form attached (Post-Results Consent Form, page 6). 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. You can request a re-mark if you request a photocopied script (AS/A2 units only).

All cheques are to be made payable to The Lakes School

THE LAKES 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 Examinations Office with the correct fee as soon as possible. This tells the Exam Office Staff that you have understood what the outcomes could be and that you are happy to proceed.

NO APPLICATIONS CAN BE PROCESSED WITHOUT THE CORRECT FEE

CANDIDATE CONSENT FORM FOR RESULTS ENQUIRY

Centre Name: The Lakes School Centre Number: 42353

Candidate Name: _____

Candidate Number: _____

Level: GCSE / A LEVEL *(Circle as appropriate)*

Subject: _____

Units: _____

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:_____