

**Huish Episcopi Academy**  
**Examinations Guidance for Students and Parents**  
**huishexam@educ.somerset.gov.uk**

**1. Entries**

- Students will be entered for exams when they have completed all relevant parts of the course within a subject. Once entered they may only be withdrawn or have their tier altered by written agreement from the teacher.
- Parents and students are required to check their Statements of Entry and notify the exams officer if they think there is a problem.
- Amendments to entry or personal details should be notified by direct contact with the exams office at least one month before the date of the exam season through the email address above.
- In some cases, the cost of making amendments will be met by the student or parents.
- Students may occasionally be entered for exams which are not part of the school curriculum. This can only take place in exceptional circumstances and through discussion with the Principal and exams officer.
- The school does not accept external candidates.

**2. Fees**

- Exam entry fees are expensive. The school pays for the first attempt at any level but students will be charged for exams they retake. Costs vary according to the subject and level.
- Resit fees should be paid to the exams office before entries for re-sits can be made. Late entry fees will incur additional penalty fees paid for by students or parents.
- When a student has been entered for a first exam but fails to attend, other than illness or bereavement, parents will be invoiced for the cost of the exam.
- If possible a valid medical certificate should be sent to the exams office **within 5 days** of the missed exam.

**3. Access Arrangements and Special Considerations**

- Access arrangements are determined, and applied, for by the SENCo in discussion with staff.
- Levels of access vary from extra time (up to 25%) to the use of a reader, scribe or laptop.
- Some access arrangements can be awarded by the school but must be 'the normal way of working'. Others, such as readers/scribes must be applied for and approved by the awarding body. In all cases written evidence in support of applications must be provided and must cover the dates appropriate to the claim.

#### 4. Timetable Issues

- The official start times for exams are 09:00 and 13:30. Afternoon start times may be brought forward to fit in with the end of the school day.
- Individual timetables will be produced and distributed by the Exams Officer. Start times will be shown on these timetables and must be strictly adhered to.
- It is the responsibility of all candidates to arrive at the correct exam venue **no less than ten minutes before the advertised start time**. The time shown on the candidate statement is the expected start time of the exam.
- Students with exam clashes should talk to the Exams Officer about how the clashes will be resolved. This needs to be done well in advance of the date for the exam. In most cases clashes can be resolved with all exams being taken on the same day. However, in rare cases, it may be necessary for overnight supervision arrangements to be made.
- The school will do everything possible to ensure that all exams finish in time for school buses. However, if an afternoon exam is expected to overrun parents will be notified in advance in order to make arrangements for collection.

#### 5. Expectations During Exams

##### Behaviour

- Excellent behaviour is expected at all times.
- Students enter the Sports Hall through the back doors as instructed by a member of senior management and the Gym through the doors from the playground or changing rooms.
- Bags are placed at the back of the Hall.
- There should be no talking within the exam room.
- All malpractice will be reported to the exam boards who make the decision whether a student will receive a grade for the unit, or in some circumstances, an overall grade.

##### Uniform

- It is expected that students wear normal school uniform.

##### Mobile Phones

- The school adheres to regulations on mobile phones set by the JCQ.
- **Before entering the exam room students should ensure that mobile phones are turned off and placed in their bags.** Any student found with a mobile phone or any other digital communication device will be reported to the awarding body and can expect to be disqualified from at least that subject. In extreme cases a candidate may be disqualified from all exams relating to that particular awarding body.
- PLEASE NOTE THAT THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR THE SECURITY OF ANY PHONE ANYWHERE ON THE SCHOOL PREMISES AT ANY TIME. THEY ARE BROUGHT INTO SCHOOL ENTIRELY AT THE RISK OF THE OWNER.

### Exam Equipment

- Students are expected to bring all equipment needed for the exam, and nothing more, into the exam room.
- All equipment must be held in a transparent plastic case.
- When permitted, calculators may be used but must be of a type that is non-programmable and in accordance with exam board/JCQ regulations. They must not have cases attached.
- Water/Juice is permitted in clear bottles, with the labels removed.

### Arriving Late

- If a candidate arrives late for an exam they should enter the room quietly and speak to an invigilator who will show them to their seat.
- The amount of time allowed will depend upon your time of arrival and is at the discretion of the Exams Officer.
- If you arrive after the end of the exam you will not be allowed to sit it.

### Leaving Exams Early

- Students will only be allowed to leave an exam early in exceptional circumstances with the direct permission of the Exams Officer.
- You will be expected to remain silently in the exam room until dismissed.

## **6. Results**

- Dates and times for collection/distribution of results will be notified to all candidates via the school website.
- Students may only collect their own results. They may delegate a parent or responsible adult to collect their results if they know that they will be absent on results day and should prearrange this with the Exams Officer.
- Results which are not collected will be posted, to the address held on record, on results day.

## **7. Post Results Service – Enquiries About Results**

- Students may request re-marks for most scripts. A consent form must be signed by the student as grades may be changed up or down.
- Levels of re-marking vary from clerical checks to full individual re-assessment of papers.
- Requests may be made by individuals or departments (students will be notified if a department decides to request a review).
- Students/Parents are expected to pay for enquiries about results. Fees will be shown on the consent form.

- Students or departments wishing to apply for an enquiry about results, or have their papers returned through the Access to Scripts (ATS) service, must apply directly to the exams officer who will complete the necessary paperwork. Under no circumstances should direct communication be made to the awarding bodies.
- Enquiries about Results and requests for scripts must be carried out as soon as possible after the issue of result. Any enquiry requested after the deadline cannot be processed.

#### **8. Appeals Against Internal Assessment of Coursework**

- Internally assessed coursework will have been standardised and moderated by subject staff. Parents and students may discuss this process with appropriate teachers but the marks awarded are at the professional judgement of the teacher and not usually subject to change.
- Some internally assessed work is externally moderated and is subject to change. Marks awarded by the subject teacher may be raised or lowered by the exam board.
- An internal appeals process is available when students or parents do not agree with internal assessment decisions. Decisions regarding the outcome of such appeals will be notified to parents and students in writing.
- All appeals must be dealt with within the time allowed.

#### **9. Appeals Against External Assessment of Coursework**

- The decision to request a full moderation appeal for coursework will be decided by the school if it is considered that results have been unfairly lowered by the exam board. An individual cannot request a full moderation. The process and must be completed through the exams office.

#### **10. Lost certificates**

- If a certificate is lost a replacement statement of results may be obtained by applying to the relevant exam board. There is a fee for this service.