



Examination Guidance for Parents and Students

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Introduction

The purpose of this document is to guide students through the examination and assessment process and procedures and to provide answers to questions that you may have.

Who is responsible for the examinations?

The schools' Examinations Manager (Mrs Short) is responsible for administering all public examination arrangements and for oversight of students during exams, under the direct responsibility from the Head Teacher (Mr Read).

There is a team of adult invigilators who will be present during the exams at all times and who are supervised by Mrs Short.

The Awarding Bodies (AQA, Pearson Edexcel, OCR and WJEC) set down strict criteria which must be followed for the conduct of exams, and the school is required to follow them precisely.

Who is entered for Public examinations?

It is school policy to enter every student who is being taught a subject, for the most appropriate level of exam.

Can students take Holidays during term time?

Dates for exams are rigidly fixed by the Awarding Bodies (ABs) and are subject to change until their final timetable has been distributed. The Examinations Manager cannot give actual dates for exams to parents or students in advance, wishing to book holidays. Parents are reminded that they require the Head Teacher's permission to take students out of school (available for exceptional circumstances only, not holidays) and they book holidays during term time at their own risk. It is strongly against good practice, careful preparation and government policy to take holidays in term time.

Regulatory guidance in this document has been taken from the JCQ publication [Instructions for conducting examinations](#).

Information about your examinations and assessments

What information will students receive about their examination entries?

When the entries have been entered on the schools computer system, students will receive a statement of entry detailing the subjects and tiers for which they been entered. This should be checked and you are asked to inform the school if you believe there are any errors or problems.

This document serves three purposes:-

- to check that personal details are correct,
- to check that all entries have been made and are correct, and
- to inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.

Once the entries have been confirmed by the ABs, Candidate Timetables will be issued showing the subjects entered, giving the dates of the examination. These should be checked and kept safely by the candidate, as they are evidence that an entry has been made.

Sometimes candidates will receive updated timetables if the entries made for them are changed.

How can parent's/carer's best help their son/daughter during the examination period?

Examinations are inevitably a stressful time for some students and support from both school and home can be helpful. The school provides advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation. Key ways in which parents/carers can help students:

- Check their planner to ensure homework is completed and check for messages from teaching staff
- Encourage their son/daughter to work in a quiet place for 20 minute periods with regular breaks
- Make sure a revision timetable is being used to ensure organised, effective revision
- Help ensure any part-time jobs do not inhibit the revision and preparation for exams
- Help purchase a revision guide for every exam subject. They are cheap and a great investment.
- Regularly ask about progress at school and how the student is doing. They know their targets and how to get to them – they just need a little prod sometimes!

How will students know when they have an exam?

Students may download an overall timetable booklet from the school website and once all entries are correct and no further amendments are to be made your son/daughter will receive a personalised timetable. It is helpful if parents make sure a copy of this personalised timetable is available at home with the days and times highlighted.

How are exams started?

The Exams Manager or Lead Invigilator will usually announce the exam formally, and caution students that they are subject to the regulations. These regulations and warnings are displayed outside the exam room. Any instructions or awarding body notices, changes to papers etc. will be read out and the students asked to complete their details on the answer papers.

What standards of behaviour are expected during the examinations?

All candidates are given a copy of 'Information for candidates' produced by the regulatory body; this gives general guidelines for conduct, which must be observed. A link to the wording of this is included in the appendices of this booklet. Copies of the JCQ Notices are available via the appendices in this booklet and on the school website.

The school and the awarding bodies regard breaches of examination regulations very seriously. Parents should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated.

Any problem occurring during an examination should be brought to the attention of an invigilator supervising the examination. Remember that invigilators cannot answer any question regarding the content of a paper.

The Head Teacher Mr Read, and Examinations Manager Mrs Short, have the power to remove disruptive students.

Students are asked to wait quietly outside the exam room and to enter and leave in silence. This avoids disturbance to other students and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Students who try to communicate with other students inside the exam room, or who create a disturbance may be asked to leave and the circumstances will be reported to the Awarding Body. This may result in the student not receiving a grade for the whole of that examination.

What should students wear?

Examinations are a school activity and students must wear normal uniform. We ask for the co-operation of parents in ensuring students are correctly dressed as we wish to avoid causing stress to students in the examination room by moving them when they are not in correct uniform. All students know the school rules' regarding uniform, chewing gum, jewellery and make-up and it is their responsibility to ensure they observe them. Students not dressed properly or modestly will not be permitted to sit exams.

Please do not bring any other items such as jackets, jumpers, bags etc. into school as there are limited facilities to store them. The school cannot accept any responsibility for items that are left outside the exam room.

Wherever possible, a room will be set aside for the storage of student belonging during an examination. But this is not guaranteed, so please encourage your son/daughter to leave valuables at home on exam day.

Items of jewellery, such as rings or bracelets should not be worn as they make a noise on the desk and would be deemed a disruption to other students, likewise no keys around necks.

What do students do who finish early?

Students should use all the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave until the end of the exam. They must sit quietly at their desk so as not to disturb other students

Information about coursework/controlled assessment

Controlled Assessment / Coursework deadlines

Some of the subjects have an element of coursework or controlled assessment included in them. This work has to be completed, marked and assessed and the marks and work sent to the ABs well before the formal exam sessions take place. The school sets deadlines that allow time for this process and to meet the ABs deadlines. These cannot be changed. Students who do not submit work on time may not be allocated a mark for this portion of the assessment and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill, as they will not have completed the minimum completion requirements of the course.

What to do if you identify you have an exam 'clash'

What happens if a student has more than one exam at the same time?

If a student is timetabled to sit two or more exams at the same time this is known as a 'clash'. If these are for the same subject this is intentional on the part of the AB and the exams are meant to run one after another. If not, then this should be picked up during the timetabling process during April/May. If it has not been picked up when you receive the personalised timetable please inform Mrs Short immediately, she will then decide the course of action to be taken which is usually to do one exam first then carry straight on with the other depending on the length of each paper.

Sometimes it may be necessary for the student to take one exam in the morning and then be supervised over the lunch period and take the second exam in the afternoon. If this is the case, students should bring with them some lunch and a drink and some revision work to do. They are not allowed to communicate with any other student; if they do they are in breach of Awarding Body rules and will be disqualified from that examination or examinations.

Where you will take your examinations

Where will the examinations be held?

The main locations for written papers are in the Sports Hall, Main Hall or the Gym, though on occasion classrooms or smaller rooms are used. Students are asked to be in school at least 30 minutes before the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly in the designated area until invited to enter the exam room. Where a candidate sits will be determined by their candidate number, which appears on all statements of entry and timetable. The candidate will sit at the desk bearing a slip with their name & candidate number on it. On the noticeboard outside the Exams Office on the main corridor there will be a seating plan and any instructions needed for the a.m. and p.m. examinations that day. The arrangement follows Awarding Body rules and the school cannot change it. When entering

the exam room students must not talk to each other as this is dealt with as a serious breach of Awarding Body rules.

What time your examinations will start

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At what times do the exam sessions begin?

The Awarding Bodies dictate the permissible start times for exams. Students are asked to report no later than 8:30 a.m. for morning examinations (starting at 9:00 a.m.) and 1:00 p.m. for afternoon examinations (starting at 1:30 p.m.). Please be alert for changes in exam start times and ensure that students arrive at school no later than 30 minutes prior to the advertised exam start time. The length of examination papers varies and they will frequently not finish until after school ends. Students and parents should be aware of this and make appropriate arrangements for getting home. Students will not be allowed out of an exam early for any reason.

Candidates will enter the exam room one row at a time and should find the desk with their candidate details slip on it.

Some students may also receive an allowance of extra time for the examinations and their finishing times will be even later, so extra time students generally take their exams in a separate area or room. This will be arranged by Mrs Haythorne and Mrs Short prior to the exam and will be noted on the seating plans.

It is the students' responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for students to confuse AM and PM sessions. Please ensure your son/daughter checks his/her exam commitments for each day on the previous evening.

What to do in the examinations room

How are students supervised?

Adult invigilators will supervise students under the direct management of the Exams Manager. Once students enter the exam room they must remain supervised and follow the invigilators instructions at all times. Not to do so is classed as malpractice and could result in disqualification. INVIGILATORS MAY NOT HELP WITH THE QUESTIONS. The invigilators are experienced in exam procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Exams Manager to resolve any issues.

Examination papers will be set out on exam desks when candidates enter the room, these must not be opened until the candidates are advised to do so.

What happens if a student cannot find his/her place in the exam room?

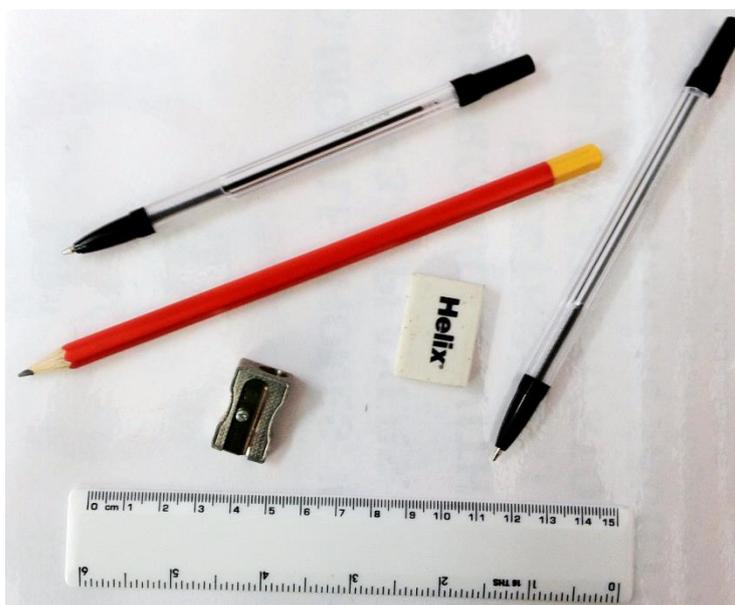
Occasionally problems arise because a student's number slip is not where he/she thinks it should be. Your son/daughter will be asked to wait to one side for a few moments whilst the invigilator on duty in that venue checks the entry and sorts the problem out with the Exam Manager. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered.

Students who have been officially withdrawn from an examination will not be permitted to sit the papers. It is helpful if the candidate has his/her statement of entry or personal timetable with him / her.

Equipment you need to bring to examinations

What should students bring to the examinations?

Students need to provide their own writing equipment, mathematics measuring equipment, erasers etc. in a transparent pencil case. Where calculators are required for an examination, students should bring their own regulations compliant equipment (lids, cases and covers for calculators are not permitted in the exam room).



Regulations relating to calculators are given in the table below:-

<p>Calculators must be:</p> <ul style="list-style-type: none"> • of a size suitable for use on the desk; • either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> • the calculator's power supply; • the calculator's working condition; • clearing anything stored in the calculator. 	

Some subject papers will require the use of dictionaries or set texts, and students will be advised by their subject teachers about this.

Students are responsible for ensuring that they bring any additional items that they need (for example coloured pencils are required in some examinations such as Technology subjects) to the examination.

May students bring a drink?

Students may bring a drink of plain water into the exam room, in a clear sports cap bottle to avoid any spillage, with all labels removed.

Bottles with labels will not be permitted and will be removed from the candidate.

No fizzy drinks, cans or pouches will be allowed. Don't forget that drinking too much may cause an issue since students may not be allowed to use toilet facilities during short exams due to issues of supervision.

What you should not bring into the examination room

Items which are not allowed into the exam room

Some items are strictly banned from exam rooms and should not be brought into school under any circumstances. The Awarding Bodies treat mere possession of these items as an infringement.

MOBILE PHONES also IPODS / SMART WATCHES / MP3/4 Players / Data storage devices

These items (which MUST be turned OFF) can be handed in before the start of an exam, but the school cannot be responsible for the security of these items while the examination is in progress. Non-SMART watches may be placed on the exam desk in sight of the invigilator prior to the start of the exam commencing. Once placed on the desk the watch should not be touched until the exam has concluded and papers have been collected in.

The use of 'tippex' or correction pens is not permitted. Students should cross through work they do not wish to be marked with a single line.

Notes, papers and text books etc. are only allowed in certain exams and students will be informed by the subject teachers in advance, if this is the case.

Under no circumstances are bags or coats allowed in the exam room.

Students should not bring lucky mascots etc. into the examination room.

No food items or chewing gum are allowed.

No lids, cases or covers for calculators are permitted in the examination room.

What are the regulations regarding technological/web enabled devices?

The regulations state that technological / web enabled devices are not to be brought into examination rooms under any circumstances. This applies to all public and school / PPE

(mock) examinations. They cause a disturbance to other students if they ring and can present opportunities for malpractice. Any student found to have such a device in the exam room will be reported to the appropriate Awarding Body. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject. Even if the device is not in the students' possession, if a phone rings, a warning letter will be issued by the awarding body.

It is a very serious offence and our advice is that web enabled devices should not be brought to school. We can take no responsibility for the security of such devices brought to school.

What to do if you arrive late for an examination

What happens if a student is late?

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to Mrs Short, the Exams Manager. Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by Awarding Body regulations on this matter. Normally students with a genuine reason and who are brought straight to school may be admitted within the first 30 minutes of the start time, after this time the board will decide whether or not to accept any paper sat.

It is important that a parent/carer keeps the student **under supervision at all times from the start time of the examination** until the student is handed over to a member of staff. On handover, both parent/carer and student will be asked to complete and sign a statement stating why the student was late and to document the supervision arrangements that were in place until the student was handed into the supervision of a member of staff at the school.

Students who arrive more than 1 hour after the official start time or after the end of the exam will not be admitted to the examination.

What to do if you are ill on the day of an examination

What do I do if my son/daughter is unwell at the time of one of the examinations?

Please ensure that you fully complete a self-certification form (available from the Examinations section of the school website—see sample at the back of this booklet) and return it to Mrs Short within 3 days of the examination. If the student sits the exam, you should still return the self-certification form along with any medical evidence, so that if necessary the school can forward it to the Awarding Body to request special consideration on the grounds of illness. If the student is unable through illness to sit a paper the Awarding Body may, after examining the application and any evidence of performance on other papers, decide to award a grade (some part of the assessment needs to have been taken to enable the Awarding Body to calculate a grade). It is essential that you return the form promptly for this to happen. Retrospective information is not accepted by the Awarding

Bodies and any forms must be forwarded to the Examination Manager, Mrs Short without delay, as there is a tight deadline.

Please telephone the school if your son/daughter will not be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a student is not feeling well.

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Please also be aware that any medical information must be accompanied by a self-certification form detailing the examinations to which it refers and the date on which the paper was sat. We cannot guarantee otherwise that relevant examinations will be covered.

What happens if a student does not turn up for an examination?

A student, who absents themselves from any examination without providing a self-certification form along with any medical evidence, or a satisfactory reason for a request for special consideration, will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the school will seek to recover the exam fees if a child does not turn up for an examination and parents will be asked for a payment of £20 - £75 per GCSE, depending on the Awarding Body fees, in the event of absence. It is in all our interests to ensure that the examination budget is not wasted.

What is a Special Consideration

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to Mrs Short so that an application for special consideration may be made to the awarding bodies. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

What will happen in the event of an emergency in the exam room

Evacuation in the event of an emergency

It is hoped that no fire alarms will go off during the examination period, however if one does go off the instructions of the invigilator must be followed in COMPLETE SILENCE.

LISTEN CAREFULLY AND DO NOT PANIC

If you are asked to leave the room, do so only when instructed, in the order instructed by the invigilator

Do not finish the sentence you are writing

Leave all equipment in the exam room

Keep at least one metre from students around you

Do not walk to where you normally stand

You will be told where to stand (adjacent to the Choices Building)

When you return to the exam room do not start writing until the invigilator tells you to.

Adverse weather conditions or other event

In the event of adverse weather conditions or other event, examinations will still take place unless the school is unable to fulfil its statutory requirements as laid out by the qualifications regulators.

Should the school have to cancel, or relocate any examinations, on the day, this information will be made available via:

- Scalby school website – www.scalbyschool.org.uk
- Local radio stations - Yorkshire Coast Radio

Information about malpractice in examinations and the penalties imposed

What is meant by Malpractice?

Malpractice is the term that the Awarding Bodies use for any irregularity, or breach of the regulations of any form. This includes not following the instructions of Invigilators.

The Exams Manager is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. If the infringement warrants it students can be disqualified from all qualifications taken that year or even barred from entering examinations for a set period of time.

The Awarding Bodies take the integrity of exams very seriously and it is important that students heed the Exam Manager's and Invigilators instructions carefully.

Information about access arrangements for examinations

What is an Access Arrangement

Access Arrangements are adjustments agreed before an assessment takes place.

What to do if a student has problems that may affect examination performance?

Some students are eligible for examination adjustments. These are normally identified by the school and appropriate applications made supported by a specialist report. The Exams Manager and Head Teacher are empowered to grant permission to read aloud, provide prompter or similar arrangements, but only given the correct evidence and at their sole

discretion. Mrs Haythorne and the Learning Support Department will make arrangements for providing any assistance and inform the candidates of any rooming arrangements.

How students know what access arrangements are in place

Students with access arrangements will have a small laminated card placed on their exam desk. This indicates to the invigilator what adjustments the student is entitled to.

Information about results day

When and how are the results distributed?

GCSE results arrive in school on the last Thursday in August. Results will normally be available for collection on the day of release:-

From 11.00 am to 12.00 pm for Year 11 students

From 11.30 noon to 12.00 pm for Year 10 students

A letter giving details about results day will be sent home in June. Students wishing for a designated person to collect their results must complete first section of the reply slip and return the entire page by the deadline given in the letter. Results will not be given over the telephone under any circumstances. Candidates not intending to collect in person but wishing their results to be posted, should complete the second section on the letter and return the entire page, along with the fee stated, by the deadline in the letter. Result slips for GCSE not collected or posted on results day will be retained in school for collection at the start of term, by the student.

You may want to bring some useful items with you on the day:

- Mobile
- Pen/pencil
- Notepad/paper
- Calculator
- Tissues
- Money
- College/sixth form paperwork

Your grades and sixth form / colleges

Your results will be published as one of the following **GCSE grades**:

GCSE grade	A*	A	B	C	D	E	F	G	U
	Pass								Unclassified/ fail
Point score	8	7	6	5	4	3	2	1	U

Sixth Forms and Colleges award points to each GCSE grade. Your average point score will help you see if you reached the required score to attend the sixth form/college. Some colleges/sixth forms may require you to achieve a certain result score, for example 5.0, 6.0. To find your average score, you must add up all of your grade marks and divide it by the number of GCSEs you have taken. For example:

- Maths: B = 6
- Science core: B = 6
- Science additional :C = 5
- English language: A = 7
- English literature: B = 6
- Geography: C = 5
- Art: B = 6
- Drama: A = 7
- ICT: C = 5

So, $6+6+5+7+6+5+6+7+5= 53/9=5.8$

Making your average GCSE score 5.8

Some colleges may say that you need a score of 5.5. If so, you would have met the requirement. But check that you met individual subject requirements.

Your grades – old style versus new style

From 2016 English and mathematics are being graded differently under the new Reformed GCSE specifications. This table shows approximately what the new grades represent against the old grades.

GCSE grade	A*	A	B	C	D	E	F	G	U	
Pass									Unclassified/ fail	
Reformed grade §	9	8	7	6	5	4	3	2	1	U

§ Reformed maths and English grade

Your new style grades and sixth form / colleges

Sixth Form and College point score grades for the Reformed GCSE grades are below

GCSE grade	9	8	7	6	5	4	3	2	1	U
Pass									Unclassified/ fail	
Point score	9	8	7	6	5	4	3	2	1	U

What can I do if results are substantially different from what is anticipated?

Examinations can only measure performance on the day, and students can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate Awarding Body. If you think that your result might be wrong you should speak to your subject Head of Department as soon as possible to discuss submitting an "enquiry about results (<https://www.gov.uk/appeal-exam-result/overview>)" (EAR) to the relevant awarding body. The application form and details of fees are available from Mrs Short or the school website and the process should be started as soon as possible after consultation with the Head of Department concerned. The final date for submission to the Awarding Body is no later than 3 weeks after results day.

If an enquiry about the result is made, it must be pointed out to parents and students that there is also a possibility that the result could go **down** as well as up and that **a charge will be made** by the Awarding Body for the service.

How should fees be paid?

Where students are requesting a chargeable service, full payment by cheque (made payable to Scalby Learning Trust) should accompany the appropriate completed form and handed to Mrs Short.

Notification of enquiry outcomes

Once the enquiry has been considered by the awarding body they will respond with the outcome to the school. Mrs Short will write to you with the outcome and if you wish to appeal the outcome, you must do so within 7 days. Mrs Short will also notify Scarborough Sixth Form and Yorkshire Coast College of any adjustments to final grades to help with student course enrolments.

Retaking an exam

If you need to re-sit GCSE maths or English Language these are usually available in November at college or sixth form, otherwise you will have to wait until the following June. You may be able to start A-levels in the meantime. You should speak with your college or sixth form for advice about resits and A-levels.

Information about certificates

When do students receive certificates?

The Awarding Bodies issue certificates well after the examinations have taken place. The school distributes the certificates for that year's leavers in December (the confirmed date is published in the school Examinations Timetable each year and displayed on the school website Examinations page).

Students who have taken examinations before their final year will receive their certificates for that year after they have finished all their examinations at Scalby. All certificates for students will be collated together and issued in December of their final year.

Students are required either to collect in person, or to have the certificate posted by special delivery for which the current fee charged by Royal Mail will be required in advance. A designated person may collect certificates providing an application form signed by the candidate has been received by Mrs Short by the deadline on the form. The person collecting them must bring photographic proof of ID (such as a passport or driving licence). No certificates will be issued without a certificate authority form, naming the person who is to collect them.

Certificates not collected after 12 months may be destroyed by the school; they can only be replaced by direct application to the Awarding Bodies by the candidate, who will require proof of identity such as an original birth certificate and a substantial fee per certificate (currently in the region of £43.00). The awarding body will then issue a Certifying Statement of Results rather than a certificate.

What happens about return of school items at the end of term?

Students will have been informed by subject departments of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to school.

School Lockers

If students have rented a locker in the school they should arrange to empty it and return the key to either Miss Clark or Mrs Foster by the end of May for a refund of the deposit. Please be aware that deposits will not be refunded after this date as replacement keys will be cut during the summer holidays for any not returned.

How will colleges and universities learn of my achievements

What is a Unique Learner Number (ULN)?

When a student reaches Year 9 they are issued with a Unique Learner Number (ULN) which is used to register and make exam entries with awarding bodies. The ULN is designed to make individual achievements available to Learners (and to colleges and universities) at the Personal Learning Record (PLR) online:

(www.learningrecordsservice.org.uk/products/learnerrecord/)

(<https://nationalcareersservice.direct.gov.uk/tools/learn/Pages/whatisaPersonalLearningRecord.aspx>)

The ULN allows the PLR to be populated with verified achievements as Learners move through their lifelong educational journey. Using the ULN will help learners by: speeding up HE and FE applications and admissions, as well as making it possible for individuals to demonstrate qualifications to a potential employer.

This Privacy Notice explains how a student's data will be shared:-

Privacy Notice for: pupils, students, learners and trainees

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found at <https://www.gov.uk/government/publications/lrs-privacy-notice>.

Students will need to open a "Lifelong Learning Account" via the National Careers Service link given above. You will then need to verify your identity and may then review your qualifications and control who may view your record. Sharing your Personal Learning Record will allow you to register for new courses more quickly and easily. Your Lifelong Learning Account will enable you to access the tools on the site and act as a store for your action plans and CV.

Appendices

These are available from the school website, or if you require a paper copy, please contact the Examination Office.

The electronic version of this booklet, located on the school website, has links embedded to the documents listed below.

Appendices: **JCQ information notices**

Information for Candidates - Controlled Assessments 2016-2017



Information for Candidates - Coursework 2016-2017



Information for Candidates - Onscreen Tests 2016-2017



Information for Candidates - Privacy Notice



Information for Candidates - Social Media



Information for Candidates - Written Exams



Post Results Services (June 2017 and November 2017)



Appendices: **School information**

2016-2017 School Examinations Timetable



Exam Guidance for Parents and Students (this document)



Self-Certification Form

