

Late entry or amendment fees are paid by the candidates or the departments depending on the reason.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework/non-examination assessment requirements.

Resit fees for first and any subsequent resits are paid by the candidates, unless they are Year 13 students who have re-enrolled for the year on a Year 12 course. In this case the centre will pay for one re-sit per unit.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

**Contingency Day** - The date of the contingency day will be published with the timetable in the examinations section on the school website.

**Results issue** - Details of dates, times, charges and deadlines will be published on the school website. Senior members of staff will be available to candidates immediately after publication of results.

**Post-Results Services** - Clerical checks, review of original marking and access to scripts services are available for GCSE, GCE, Principal Learning and Projects. Information, charges and deadlines will be found on the school website.

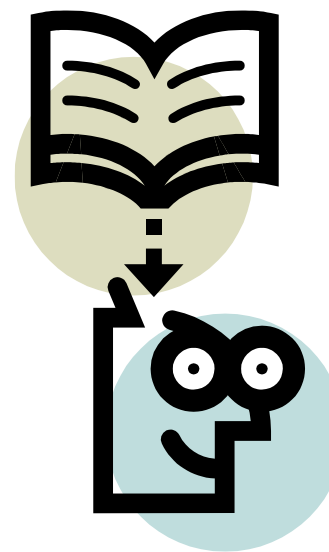
**Internal Appeals** - the schools written internal appeals procedure is published on the examinations section of the school website.

**Certificates** - Certificates can be collected from the main reception. A signature is required. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and bring a letter of consent from the candidate as well as a form of ID. Certificates are retained for 5 years from date of issue and any unclaimed certificates are then destroyed.

Please retain this document and refer to it during the exam seasons.

We would like to take this opportunity to wish all students every success in their exam courses.

# HAGLEY CATHOLIC HIGH SCHOOL EXAM PROCEDURES



## Exam Procedures Guide

**All candidates will be issued with 'Information for Candidates' documents from the Joint Council for Qualifications (JCQ) outlining guidance for coursework /non-examination assessments, on screen tests, written exams and social media. Candidates are strongly advised to read through these documents and understand the implications of malpractice. All documents are available on the examination section on the school website.**

### Statement of Entry

All candidates who have been entered for a public exam will be given a statement of entry, showing personal details and school details. The statement shows the exams that they are due to take and also the dates and sessions. It is the candidate's responsibility to check that the personal details are correct, (as these will appear on their certificates), that they are entered for the correct exam/s and also that they have no clashes with other subjects from Hagley or other schools.

The candidate is given two identical copies of the statement of entry – one to keep and one to sign and date and return to the Exams Office verifying correct entries.

### Exam Timetables

Candidates will be issued with an individual timetable prior to the exams. This will show the clash resolutions, exact start times, exam venues and also their seat number. The candidate's exam candidate number is on the top of the timetable and this should be memorised as it should be written on each exam paper that is completed. Candidates are advised to note the start time of the exam as this can be misread.

### Dress Code

Sixth Form candidates are expected to follow their normal dress code. **Please wear warm clothing as the temperature of all rooms is variable. Lanyards must be brought to each exam venue for proof of identity and placed face up on the exam desk.**

Lower school candidates should wear their full school uniform.

Private candidate - smart casual (no shorts or jeans)

### No outdoor coats are allowed in any venue.

Wearing inappropriate clothing may mean that your examination is delayed.

## Absence

If candidates are unable to attend their exam they must call the school reception, 01562 883193 before the exam start time. We would require written confirmation to explain illness/extenuating circumstances. **Failure to provide this will result in the candidate being charged for the missed examination.**

Exam Start Times	Morning	Afternoon
<b>Hagley Catholic High School</b>	<b>9.10 am</b>	<b>1.15 pm</b>

Students are instructed to arrive at their exam room **at least 15 minutes** prior to the start time of the exam.

**Late candidates:** Candidates **must** inform the school if they are going to be late for an exam.

**Mobile phones, MP3/4 players, iPods, smartwatches or any potential technological/web enabled source of information** are not allowed in any exam venue.

All other wrist watches must be removed and placed on the exam desk.

**Coats and Bags** are not allowed in any exam venue.

### Drinks

Candidates may bring water to drink. The bottle needs to be clear with no labels. It should also have a sports cap and not a screw top to avoid spillage.

### Miscellaneous

- Candidates should only bring the items that they need for an exam (Pens/Ruler/Eraser/Calculator, etc).
- **A Black pen is essential for each examination.**
- Candidates should use the toilet before they enter the exam room. It is disruptive for other students if they ask to leave the exam room during the exam.
- Please be aware when going to or leaving exam venues that other exams may be in progress - silence at all times!!

### Exam fees and reimbursement policy

For all public examinations for internal candidates the initial registration and entry exam fees are paid by the centre.