



BEAUCHAMP COLLEGE

A Specialist Technology and Community College

NAME:

CANDIDATE/EXAM NUMBER:

EXAMINATIONS SUMMER 2011

Information for Students and Parents

This booklet contains much essential information. Please do not lose it. Read carefully all the pages. You will find the rules and regulations about the exams which you will need to know, and the full examination timetable.

Go through these timetable pages carefully.

This exam period is an important one for you. Knowing the information and following the advice in the booklet will help you pass through it smoothly.

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INTRODUCTION

We do hope that parents as well as students will find this booklet of interest. Do check particularly the sections on 'Attendance' and 'Examination Regulations' and check the dates of the examinations to be taken. If any part of an examination is missed failure in that subject is usually automatic.

It would help greatly in creating the necessary calm atmosphere for the examinations if parents could ensure that their son or daughter is at the College in good time. Also please note that some examinations continue beyond normal end of school time and that transport arrangements may need to be made on these occasions.

Students should attend tutor time as normal in the mornings with their Group Tutor (till 8.50 a.m.) so that important messages about the examinations, summer activities or sixth form entry, for example can be passed on. This also gives the student time to check pens, pencils, calculators, rubber or other requirements, as no borrowing can be allowed in the examination.

To allow preparation and revision studies to continue, **lessons take place in all subjects until the last paper of the examination in that subject.**

Some students who leave College may decide later to rejoin us, either during the Autumn Term or at some time in the future. We will always be pleased to talk about possible courses. Just contact the Year 12 Office at the College.

Finally, may we ask you to ensure that all College textbooks or library books are returned to the college. Books are so expensive to replace, your help in checking shelves, bedrooms, etc., would be much appreciated. We will even pass back books borrowed from the High Schools!

CONTACT INFORMATION

Principal:

Mr Richard Parker

**Examinations Officer:
Examinations Assistant**

Mrs Rita Khosla
Mrs Karina Taylor

**KS4 Co-ordinator/s
KS5 Co-ordinator/s**

Mr Reynard
Mr Martin

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RULES AND REGULATIONS

You will need: **BLACK** biro or pen, plus a spare, pencil, ruler and rubber.

You must NOT have:

Tippex:	Any mistakes should just be crossed out.
Pen, pencil cases:	Unless they are transparent.
Bags and outdoor coats:	Leave them outside or at the front of the examination room.
Large drink containers or food.	

Morning examinations begin at **9.00 a.m.**

Afternoon examinations begin at **1.15 p.m.**

Please make sure you know which room your exam is taking place.

Go to the examination room 15 minutes before the starting time.

Should you be unable to attend an examination for any reason, please notify the college as early as possible before the commencement of the examination.

If you arrive late for any reason you may have to finish with other candidates, unless there is a genuine problem like transport breakdown.

'You are warned that no unauthorised materials, such as books of notes, are allowed into the examination room. **NO COMMUNICATION IS PERMITTED BETWEEN CANDIDATES DURING AN EXAMINATION. NO MOBILE PHONES SHOULD BE TAKEN INTO AN EXAMINATION ROOM.** Students will be charged **50pence** to claim any phones taken into custody by teachers/invigilators/exams office. Should you be suspected of such unfair practice the Examination Board may disqualify you from all subjects.

CALCULATORS are only allowed in certain examinations. Your subject teacher will advise you. On no account should calculator instruction booklets or cases be taken into the exam. **All programs on programmable calculators must be removed before the examination.**

Please also remember that you will not **be allowed to leave the examination room before the official end of the examination.** In the afternoon, this may mean making special arrangements to get home after a late finish.

NB All subjects are marked for spelling, punctuation and grammar.

ATTENDANCE DURING THE EXAMINATION PERIOD

The main examination period this year begins on **May 16**.

All students should attend all lessons in each subject until the last examination in that subject.

A2 lessons for Year 12 will start on Monday June 20th 2010.

RETURN OF BOOKS AND EQUIPMENT

Students will understand that because of the high cost of books and materials, whether borrowed from subject departments or from the library, it is essential that all are returned to the College. All books borrowed for courses will need to be returned to your teachers by the end of the examination session.

Failure to respond will result in delay in providing examination results.

We hope that this system will result in all books and equipment borrowed from the College being returned as smoothly as possible. Please have a good look around at home and bring back any school items (including from your High School!) Thank you for your co-operation.

EXAMINATION TIMETABLE

There is a copy of the Summer Timetable at the back of this booklet.

The timetable shows the rooms allocated for exams as well, however, these can be subject to change and students should keep a lookout for posters showing these changes if necessary.

Students must check with subject staff about dates and time for Language **ORAL** papers and **PRACTICAL** papers in certain subjects. If you have any uncertainties about times and dates you should consult subject staff.

TIMETABLE CLASHES

NB

Examination timetable clashes are not shown in the details on these pages. Students with clashes will be notified later about alternative arrangements.

RESULTS

What happens when the results come out?

This year the examination results are due out as follows:

GCE A-LEVEL + AS	Thursday, August 18
GCSE LEVEL	Thursday, August 25

For most of you the results will be in line with expectations and you will be able to carry on with your selected courses or careers. Some students, however, will have surprises - either good or bad.

Remember the following advice:-

- just because you get a low grade at GCSE level it does not necessarily mean that you cannot follow an A-level course if you are still really keen.
- do not choose A-level courses simply on the basis of good GCSE level grades. It is important to choose the subjects you **want** to do.
- If you are a Year 13 student whose A-level results are below the grades required, not all is lost. You will still have a chance of getting into higher education. Phone the universities and get their advice.
- On the day you get your GCSE results you will have an interview to confirm your entry to Beauchamp's sixth form. Here you will have the opportunity to change or confirm your options.

COLLECTION OF RESULTS AND CERTIFICATES

RESULTS

Your examination results will be available for personal collection from 8.30 a.m. onwards on the day of publication.

If you prefer to have the results posted to you, please leave a stamped addressed envelope with main college or examinations office.

On the result days mentioned, staff will be available from 9.00 a.m. to give out results and to give assistance

Please do not ring the college for your results - we are unable to offer this service for reasons of confidentiality.

POST RESULTS SERVICES

These are services provided by all the exam boards for students who wish to have their paper remarked or have a script sent back. Remarks are normally expensive to carry out so, students are advised to speak to subject staff before they request one.

This procedure cannot be carried out privately, only through the college Examination Office.

Requests for re-marks have to be with the boards by 20th September.

For Year 13 students a priority remark service is also available and requests have to be with the boards by 26th August.

A remark does not automatically mean a change of grade.

CERTIFICATES

These are very important. For many employees and institutions they are regarded as **the only valid documents** of your examination grades, and are very difficult to replace if lost.

A celebration evening will be held for A Level students to enable them to collect their certificates. Students will be notified about these by the year offices in due course.

AS and GCSE certificates will be distributed to the students by the Examinations Officer towards the end of November.

Students who leave after the summer examinations should leave a stamped self-addressed envelope to enable their certificates to be posted to them.