

Overview for students and their parent/guardian regarding all external examinations taken at Godalming College

Exam Entries:

You will be notified (via your college email to guide you further) when your Statement of Entry (exam details) are available on GOL in February.

It is **your responsibility** to *check all entry details and all personal details are correct* on this Statement of Entry. You should speak to the exams Office if there are any discrepancies-failure to do so *could result in large fees payable by you for late entry to exams or for certificates to be re-printed.*

Your personal timetable will be available before the Easter break, along with details of which room to go to and which seat is allocated to you in each exam. This will be online but do please *keep a hard copy visible* so someone else is able to talk it through and ensure you arrive on time. Missed examinations cannot be taken later and must be paid for by you.

If you find you have examinations that are scheduled for the same start time on the same day, these will be resolved when you get your exam timetable. Please come and see us in the exams office if you have any queries.

Exam Regulations:

JCQ (Joint Council for Qualifications) give strict guidelines and regulations re your conduct in examinations. Please see attached the Candidate Warning and Information for candidates for written examinations. These are to advise you in advance what is expected of you and what to do if you have any concerns. *Please do read them-we do not wish to have to disqualify you because you did not abide by them.*

We will also post notifications on the Exams site on GOL and email you from time to time to keep you up to date in the build up to your examinations.

On Exam Days:

You must attend at the correct time for each exam- *please be in college at least 15minutes before the start time* to ensure all exams start promptly. *Please also bring your college id card to each exam-* we must be able to identify you at all times.

You must bring all the correct equipment with you- we do not have calculators or any other equipment to lend you. Please ensure your pencil case is *transparent (see through)* and *your water bottle must not have a label on it.*

If you are unwell it is best to try to attend, please call the exams office if in any doubt. You will *always need proof from a medical practitioner if you do not attend an exam-* please note your overall grade may be affected if you miss an exam and you may be charged the full exam fee if you do not provide this evidence within 5 days of the missed exam.

Our Examination Policy states:

'JCQ rules on students' use of mobile phones/smart watches and all electronic devices apply at all times. Invigilators are required to check that students are not in possession of electronic devices etc in the exam room. Students may be asked to demonstrate that they do not have any unauthorised items on their person. All watches must be placed on the desk in clear view of the invigilator.

Normal college rules on appropriate dress and behaviour apply. Hats, coats, hoodies and any ear coverings are not allowed to be worn during the exam, unless worn for religious reasons. However, students will still be asked to show that they have no unauthorised items on their person.

Students' personal belongings remain their own responsibility and the college accepts no liability for their loss or damage.

Disruptive students are dealt with in accordance with JCQ guidelines.'

Exam Results:

GCSE Maths/ English taken in November: Thurs 12th Jan 2017

GCE exams taken in May/June: Thurs 17th Aug 2017

GCSE Exams taken in May/June: Thurs 24th Aug 2017

You results will be available to view via GOL on the morning of the above dates-you must print these off since you will need the statement of result as evidence of your achievement for university or an employer.

Lower 6th- you will be advised your AS Level (and any other qualifications) certificates are ready for collection from the exams office in December/January.

Upper 6th-Your certificates will be posted to you in the December/January after you leave us.

Review of marking and obtaining a copy or original exam script(s):

JCQ ask that we advise you that it is possible to apply for a review of marking- however, please note it will bear a cost and it is rare that grades change. Any student wishing to apply for a review must speak to a Director of Faculty and obtain their written consent. Full details for this service will be advised nearer the time.

A script or a copy of the script can be purchased after the results are issued, either to see if a review is applicable or to aid learning. Full details for this service will be advised nearer the time.

Please visit the exams office link on GOL where you can view all relevant exam information, you can also visit us in the exams office at any time (open between 8.30-4.00 every day) if you have any questions.

Contact with/from us:

We will contact your son/daughter at regular intervals during the year via their Godalming College email.

Our contact is debigratton@godalming.ac.uk or michelemclachlan@godalming.ac.uk

Telephone 01483 423526