

Exam Programme and School Events Year 11, Lower and Upper Sixth Summer 2008

Our aim is to provide a supportive working environment for those doing exams. Please help us to achieve this and, in particular, make sure that Housemasters are fully aware of your programme and arrangements.

1. The Examining Bodies' rules will be given to you. Remember that any breach of these rules, whether deliberate or accidental is regarded as malpractice and may result in disqualification from **all of your examinations**.
2. If you have any concerns about your coursework these should be addressed through the schools internal appeals procedure in the first instance.
3. You, as candidates, are entitled to see
 - The exam board procedures for carrying out internal assessment.
 - The marks awarded by your teachers in internal assessment
 - Any comments made by the school about the internally assessed coursework.
 - Any correspondence between the school and the exam board about the coursework.
 - The marks from the external moderator when they become known.
 - Details as to whether your work is part of the sample to be externally moderated.

The dates for external moderation by post or inspection are displayed on the examinations notice board.

If you wish to appeal about the procedures used in assessing your coursework your parent or guardian must write to the Director of Studies before the external moderation takes place, stating the reason for the appeal. (You cannot appeal the mark that you have been given.) A panel made up from either the Director of Studies or the School Examination Officer, and at least two other teachers will consider the appeal. These will include the Head of Department and another teacher in the subject for which the appeal has been made. At least one member of the panel must not have seen the coursework before.

Your Parent or Guardian can help you to present your appeal to this panel. You should be aware that, in making an appeal, the final coursework mark can be changed down or up or left the same.

The school will keep a written record of the appeal proceedings. This record will include:

- The reasons for it
- A review of the procedures by which the marks have been awarded.
- The result of the appeal

A copy of the appeal will be kept on file, you will get another, and a third will be sent to the examining body.

All internal appeals should be resolved by the date of the final exam of any subject in that exam session. If this is not possible then you and the exam board will be notified as soon as possible.

4. Exam leave begins at the end of school on Friday 23rd May for Year 11 and the Upper Sixth. The Lower Sixth begin theirs at the end of school on Wednesday 14th May. The Lower Sixth Form return to lessons on Monday 9th June. Year 11 return to school for Visitation Day on Saturday 28th June and then begin their induction programme to the Sixth Form on Monday 30th June.
5. Whilst exams that take place before the study period begins are shown in the calendar in bold italic type, you must look at your timetable for the specific details of where and when the exam will take place. Once study period begins you must consult your timetable to establish where and when you have an exam as they are no longer highlighted in the calendar. The following rules apply in the exam period.
6. Exams will take place in the rooms indicated on the Notice boards in the passageway under the Richard Platt building. Any necessary changes to venue and time will be posted on these Notice Boards. Therefore, you must check these on a regular basis.
7. **Morning exams will always begin at 9.00am.** Examination candidates must go to the examination room after Call. **Afternoon exams will begin at 1.45p.m.** You must be present outside the exam room at least 10 minutes before the time the exams begin.
8. If you have an examination clash, it is vital that you are supervised throughout the whole period between the examinations. You should not leave the exam room at the end of the first exam until a member of staff arrives to supervise you.
9. If you have any doubts or questions about any aspect of the exams please contact Mr. T.A. Ford or Mr. P.S. Green immediately. If through no fault of your own you are in danger of being late for an examination, ring up your Housemaster, or the School Office, and explain clearly what has happened. If the fault is yours, there is obviously nothing we can do to compensate, but you should still come in as soon as possible so that you are not further disadvantaged. In any event it is important that a responsible adult supervises you for all the time between the start time of the exam and the time of your arrival at school so that we can guarantee that you have not had any contact with anyone who knows the content of the exam.

Beevor's House	01923 851620	Paull's House	01923 851623
Kennedy's House	01923 851621	Leeman's House	01923 851624
McGill's House	01923 851622	Riding's House	01923 851625

Main School Number: 01923 858122

10. As a matter of school policy we do not prevent you from taking subjects for reasons of sex, race, religion or disability. Similarly in making our exam arrangements for you, we want you to do your best and we will do our best to ensure that such criteria have no impact on your performance in the exams. If you do require any special access arrangements for the exams for these reasons please let us know as soon as possible as we will need to let the exam boards know. Supporting documentation will be needed for this. Those of you with extra time and the use of computer must check the exam arrangements very carefully.
11. If you are unwell (or if there is any other reason why you think you have been at an unfair disadvantage when you take a paper) let Mr. T.A. Ford or Mr. P.S. Green know **at the time**. We can do nothing about it afterwards. The key requirement in all of these circumstances is to make sure that we are told as soon as it is possible to do so. A medical certificate will be required from your doctor if consideration is to be given.
12. In the unlikely event that a fire or evacuation alarm sounds during an exam the invigilator will tell you what to do.
13. School events, matches, orchestra, choir, activities etc., remain a commitment. In particular, you should be available for athletics as required and the whole school should attend the Sports Day competition on Monday 30th June. Similarly, everyone must be present for Open Day on the afternoon of Saturday 14th June and Visitation Day on Saturday 28th June.
14. In addition to any other commitments all pupils must return to School by 8.30a.m. on Friday 4th July.
15. Day Boys and Day boarders are not required to come in on days when they have no exams or school commitments. When they do have morning exams they must come in by 8.30a.m. as usual and must attend Call. Where they have afternoon exams but no morning exams, they must come in by 1.00p.m. and sign in with their Housemaster/mistress. Houses will make detailed arrangements, including when they may leave school each day. **Boarders must have written permission from parents to be absent from School at any time.**
16. During school lesson (or exam) time, Houses must be as quiet as for a Quiet Period (no music, games or unnecessary moving about). You may not leave the school grounds without specific permission from your Housemaster/mistress.
17. Pupils may revise in the Library or in Houses, with the Housemaster's permission, if they have no exam in a morning or afternoon session.
18. There must be no revision outside of these areas. During school lesson time you may not go outside of the House or School buildings, or onto the Top Field between the Tuck Shop and the Pavilion.
19. Any textbook that is to be returned must be given to Heads of Departments by Tuesday 1st July. Heads of Department will make arrangements with you for the return of these books after your exams. Pupils will be charged for books not returned by this deadline.

20. The rules governing the use of cars apply in the exam period as at other times.
21. Details of post examination period arrangements will be distributed separately. AS and A2 results are published on the **14th August** and GCSE results are released on the **21st August**.
22. Following the publication of results there is a short period when an enquiry or appeal about the result may be made. Such enquiries or appeals must be made in writing on the official form, which can be obtained from the Examinations Officer, Mr T.A. Ford. It should be returned to him, accompanied by a cheque for £40 per module, made payable to Aldenham School, to cover the Examination Board's fee for this service.
23. Make sure that you have prepared as carefully and thoroughly for these exams as possible. If you are sure of content, details of, and arrangements for the exam-check again. If you are not sure – find out. Good Luck.