



SJSF

St Georges Academy Centre Number: 26358
Carre's Grammar School Centre Number: 26356
Kesteven and Sleaford High School Number: 26360

Support for Final Examinations

2017

Candidate Name: _____

Candidate Number: _____

St George's Academy Exams Office- 01529 301196
Carre's Grammar School Exams Office-01529 302181
Kesteven and Sleaford High School Exams Office-01529 414044

**'Aiming High'
to achieve
'Excellence for All'**

This booklet is designed to help you through the final preparations for the external examinations which will help you achieve your aspirations.

You have already received lots of guidance from teachers, parents, friends, study skills workshops, books, the internet but this guide is intended to give you precise details and dates so that you can plan your own revision effectively.

Key Dates:

March/ April - Art Exams, Expressive Arts and Modern Foreign Language Speaking Exams.

May - Main written exams start

15 May First written exam

May Revision Timetable commences for all subjects.

June - Main written exams continue/ revision timetable continues

August - Results!

17 August, 8.00am Collection of Results – A2

17 August, 10.00am Collection of Results-AS

24 August, 9.00am Collection of GCSE resit results

This booklet is divided into two main sections. The first section gives general guidance and the second section details Examination Board requirements.

Remember we are here to help. If you are unsure about anything then please ask.

The Examination Officers are:

Mrs N Hartill – Academy Examinations Co-ordinator

Mr J Wilson-Sleaford Site

Carre's Grammar School- Mrs T Williams

Kesteven and Sleaford High School- Ms J Parsons

Key Points:

- Your teachers will be available during normal lesson times, in your timetabled rooms, right up until the date of your examination in their subject. It is important you attend revision sessions as suggested by your teachers as they can quickly pass on lots of tips. Programmes are carefully planned and if you miss a lesson it is your responsibility to find out what you have missed and catch up. It will be no good telling the examiner you were away that day!
- Ensure you know the exact date and time of your examinations as these cannot be varied. You wouldn't be the first student to miss out on a qualification because you turned up in the afternoon for an exam rather than the morning. Remind each other and have arrangements to 'phone if friends don't arrive. Make sure you have a backup plan if you have to travel into Sleaford.
- Make sure you have all the right equipment for each exam. A calculator which isn't working properly is no good! Make sure you have spare pens, pencils etc. and these must be in a transparent container (plastic bag!). A lot of exams are now marked online and you must use **black** ink and no tippex.

The next pages detail the examination timetable and you should highlight your own personal examinations and transfer these to your own personal revision/exam timetable. A copy is printed in this booklet.

A further blank Examination Timetable is also included for you to record seat numbers on and any special notes.

Subject Revision support

Please ask individual subject teachers for a copy of their revision plan for your particular group. It is important that you plan your own revision to match those topics being covered by your teacher. Ask your teachers for past papers and keep a list of topics you find difficult. Ask your teacher for specific help; no-one minds explaining things if you have tried your best.

External Examination Timetable Summer 2017

PLEASE NOTE: If you cannot find the date and time of an examination you are expecting to take or if you notice a clash or if you notice conflicting information please see the Exams team immediately.

Level 3 Summer 2017 exams at SGA

Date	Start	Len	Component Code	Component Title	Level
Mon 15 May	09:00	02:00	G720/01	Trav & Tour: Written Paper	GCE/B
Tue 16 May	09:00	01:30	7191/1	Sociology AS Paper 1	GCE/ASB
Tue 16 May	09:00	02:30	11820001	Film ST. FM2: British / American	GCE/B
Tue 16 May	13:15	02:00	GEOG1	GCE Geography Unit 1	GCE/B
Tue 16 May	13:15	01:30	LAW01	GCE Law Unit 1	GCE/B
Tue 16 May	13:15	01:15	11410001	Electronics ET ET1	GCE/B
Tue 16 May	13:15	01:45	8GE0 01	Dynamic Landscapes	GCE/ASB
Tue 16 May	13:15	01:30	582901	DI3SP : U1 Body Sys & Eff of Phy Activ	CAMX/DI3
Tue 16 May	13:15	01:30	587201	ED3SP : U1 Body Sys & Eff of Phy Activ	CAMX/ED3
Tue 16 May	13:15	01:30	582601	CE3SP : U1 Body Sys & Eff of Phy Activ	CAMX/CE3
Tue 16 May	13:15	01:30	582701	EC3SP : U1 Body Sys & Eff of Phy Activ	CAMX/EC3
Wed 17 May	09:00	01:30	MPC1	GCE Mathematics Unit PC1	GCE/B
Wed 17 May	09:00	01:30	4721/01	Maths: Core 1 Written Paper	GCE/B
Wed 17 May	09:00	01:30	4729/01	Maths: Mech 2 Written Paper	GCE/B
Wed 17 May	09:00	01:30	F910/01	H & SC: Promoting Qulty Care Written	GCE/B
Wed 17 May	13:15	01:30	7041/1H	History AS Paper 1 Option H	GCE/ASB
Wed 17 May	13:15	01:30	G622/01	App Sci: Externally Assessed	GCE/B
Thu 18 May	09:00	01:15	RSS01	GCE Religious Studies Unit 1	GCE/B
Thu 18 May	09:00	02:30	12910001	Media Studies MS1: Representations	GCE/B
Thu 18 May	09:00	02:00	584301	CE3DM : U1 Media Products & Audiences	CAMX/CE3

Thu 18 May	09:00	02:00	584401	EC3DM : U1 Media Products & Audiences	CAMX/CE3
Thu 18 May	09:00	02:00	584601	DI3DM : U1 Media Products & Audiences	CAMX/CE3
Thu 18 May	13:15	01:30	6916 01	Invest. People at Work	GCE/B
Thu 18 May	13:15	02:00	583501	EC3BUS: U1 the Business Environment	CAMX/EC3
Thu 18 May	13:15	02:00	583401	CE3BUS: U1 the Business Environment	CAMX/CE3
Thu 18 May	13:15	02:00	583701	DI3BUS: U1 the Business Environment	CAMX/DI3
Fri 19 May	09:00	01:30	7706/1	English Lang and Lit AS Paper 1	GCE/ASB
Fri 19 May	09:00	01:00	4982	FSMQ Using Spatial Techniques	FSMQ/F
Fri 19 May	09:00	01:30	4725/01	Maths: Further Pure 1 Written Paper	GCE/B
Fri 19 May	13:15	01:00	GEOG2	GCE Geography Unit 2	GCE/B
Fri 19 May	13:15	01:30	LAW02	GCE Law Unit 2	GCE/B
Fri 19 May	13:15	01:45	8GE0 02	Dynamic Places	GCE/ASB
Mon 22 May	09:00	02:00	TEXT1	GCE D & T: Product Des [Tex] Unit 1	GCE/B
Mon 22 May	09:00	01:15	43503F	Use of Mathematics Unit 3 Tier F	L1L2/B
Mon 22 May	09:00	01:30	6GR0201	D & T in Practice	GCE/B
Tue 23 May	09:00	01:30	7191/2	Sociology AS Paper 2	GCE/ASB
Tue 23 May	09:00	02:00	GERM1	GCE German Unit 1	GCE/B
Tue 23 May	09:00	00:45	46701H	Chinese [Mandarin] Unit 1 Tier H	GCSE/B
Tue 23 May	09:00	01:30	8PH0 01	Core Physics I	GCE/ASB
Tue 23 May	09:00	02:00	7581/W	Physical Education AS Written	GCE/ASB
Tue 23 May	13:15	01:30	7041/2B	History AS Paper 2 Option B	GCE/ASB
Wed 24 May	09:00	01:30	MPC2	GCE Mathematics Unit PC2	GCE/B
Wed 24 May	09:00	01:30	4722/01	Maths: Core 2 Written Paper	GCE/B
Wed 24 May	09:00	01:30	4737/01	Maths: Decision 2 Written Paper	GCE/B
Wed 24 May	13:15	01:30	7706/2	English Lang and Lit AS Paper 2	GCE/ASB
Thu 25 May	09:00	01:00	4981	FSMQ Money Management	FSMQ/F
Thu 25 May	09:00	01:45	1MA0 1F	Non Calculator [F]	GCSE/FC
Thu 25 May	09:00	01:45	1MA0 1H	Non Calculator [H]	GCSE/FC
Thu 25 May	13:15	01:30	7401/1	Biology AS Paper 1	GCE/ASB

Thu 25 May	13:15	01:15	11420001	Electronics ET ET2	GCE/B
Fri 26 May	09:00	01:30	7404/1	Chemistry AS Paper 1	GCE/ASB
Fri 26 May	13:15	01:30	6921 01	Investigating Promotion	GCE/B
Mon 05 Jun	09:00	02:00	FREN1	GCE French Unit 1	GCE/B
Mon 05 Jun	09:00	01:30	F851/01	Govt & Pol: Contmpy Pols of UK Wrtn	GCE/B
Mon 05 Jun	13:15	02:30	GEOG3	GCE Geography Unit 3	GCE/B
Mon 05 Jun	13:15	00:50	46702H	Chinese [Mandarin] Unit 2 Tier H	GCSE/B
Tue 06 Jun	09:00	02:15	ENG1F	English/English Language Unit 1F	GCSE/B
Tue 06 Jun	09:00	02:15	ENG1H	English/English Language Unit 1H	GCSE/B
Tue 06 Jun	09:00	01:45	8700/1	English Language Paper 1	GCSE/FC
Tue 06 Jun	13:15	01:30	7401/2	Biology AS Paper 2	GCE/ASB
Tue 06 Jun	13:15	02:00	9EB0 01	Markets & How They Work	GCE/A
Wed 07 Jun	09:00	02:30	12940001	Media ST.MS4: Text Indus. & Audience	GCE/B
Wed 07 Jun	09:00	01:30	4732/01	Maths: Prob 1 Written Paper	GCE/B
Wed 07 Jun	13:15	01:00	11440001	Electronics ET ET4	GCE/B
Thu 08 Jun	09:00	01:45	1MA0 2F	Calculator [F]	GCSE/FC
Thu 08 Jun	09:00	01:45	1MA0 2H	Calculator [H]	GCSE/FC
Thu 08 Jun	13:15	01:30	8PH0 02	Core Physics II	GCE/ASB
Thu 08 Jun	13:15	01:30	F852/01	Govt & Pol: Contmpy Govt of UK Wrtn	GCE/B
Thu 08 Jun	13:15	02:00	7192/1	Sociology ADV Paper 1	GCE/A
Fri 09 Jun	09:00	02:00	TEXT3	GCE D & T: Product Des [Tex] Unit 3	GCE/B
Fri 09 Jun	09:00	02:00	6GR0301	Designing for the Future	GCE/B
Fri 09 Jun	09:00	02:45	11840001	Film Studies FM4 : Issues & Debates	GCE/B
Fri 09 Jun	09:00	02:30	7042/1H	History ADV Paper 1 Option H	GCE/A
Fri 09 Jun	13:15	01:30	7404/2	Chemistry AS Paper 2	GCE/ASB
Fri 09 Jun	13:15	01:30	GEO4B	GCE Geography Unit 4B	GCE/B
Mon 12 Jun	09:00	01:45	8700/2	English Language Paper 2	GCSE/FC
Mon 12 Jun	13:15	02:00	BIOL1	Biology 1	GCE/B
Mon 12 Jun	13:15	01:30	6925 01	Marketing Decisions	GCE/B
Mon 12 Jun	13:15	02:00	F853/01	Govt & Pol: Cntmp US Govt & Pol Wrtn	GCE/B
Mon 12 Jun	13:15	01:30	583703	DI3BUS: U3 Business Decisions	CAMX/DI3
Tue 13 Jun	13:15	01:30	LAW03	GCE Law Unit 3	GCE/B
Tue 13 Jun	13:15	02:00	9EB0 02	Competing in Global Econ.	GCE/A
Tue 13 Jun	13:15	02:00	7405/1	Chemistry ADV Paper 1	GCE/A
Wed 14 Jun	09:00	01:30	4733/01	Maths: Prob 2 Written Paper	GCE/B

Wed 14 Jun	09:00	01:30	4736/01	Maths: Decision 1 Written Paper	GCE/B
Wed 14 Jun	09:00	01:30	F920/01	H & SC: Undrstd Hmn Bhvr & Dvlp Wrtn	GCE/B
Wed 14 Jun	13:15	01:30	11450001	Electronics ET ET5	GCE/B
Wed 14 Jun	13:15	02:00	G728/01	Trav & Tour: Tourism Dvlpmnt Written	GCE/B
Thu 15 Jun	09:00	03:00	7707/1	English Lang and Lit ADV Paper 1	GCE/A
Thu 15 Jun	09:00	01:45	9PH0 01	Advanced Physics I	GCE/A
Thu 15 Jun	13:15	02:00	7192/2	Sociology ADV Paper 2	GCE/A
Fri 16 Jun	09:00	02:30	GERM3	GCE German Unit 3	GCE/B
Fri 16 Jun	09:00	02:00	PHED3	GCE Physical Education Unit 3	GCE/B
Fri 16 Jun	09:00	02:30	H446/01	Comp Sci: Computer Systems Wrtn	GCE/A
Fri 16 Jun	09:00	02:30	7042/2B	History ADV Paper 2 Option B	GCE/A
Fri 16 Jun	13:15	02:00	LAW04	GCE Law Unit 4	GCE/B
Fri 16 Jun	13:15	01:30	4728/01	Maths: Mech 1 Written Paper	GCE/B
Mon 19 Jun	09:00	02:30	FREN3	GCE French Unit 3	GCE/B
Mon 19 Jun	09:00	02:00	7405/2	Chemistry ADV Paper 2	GCE/A
Mon 19 Jun	13:15	01:30	RST3B	GCE Religious Studies Unit 3B	GCE/B
Mon 19 Jun	13:15	02:00	9EB0 03	Economic Env. & Business	GCE/A
Tue 20 Jun	09:00	02:00	BIOL2	Biology 2	GCE/B
Tue 20 Jun	09:00	02:00	F855/01	Govt & Pol: US Govt & Poltcs Written	GCE/B
Tue 20 Jun	13:15	01:30	4723/01	Maths: Core 3 Written Paper	GCE/B
Tue 20 Jun	13:15	02:00	7192/3	Sociology ADV Paper 3	GCE/A
Wed 21 Jun	09:00	01:45	9PH0 02	Advanced Physics II	GCE/A
Thu 22 Jun	09:00	02:30	7707/2	English Lang and Lit ADV Paper 2	GCE/A
Thu 22 Jun	09:00	02:30	H446/02	Comp Sci: Algrthms & Prgming Wrtn	GCE/A
Fri 23 Jun	09:00	02:30	6DR0401	Theatre Text in Context	GCE/B
Fri 23 Jun	09:00	01:30	4724/01	Maths: Core 4 Written Paper	GCE/B
Mon 26 Jun	09:00	02:00	BIOL3	Biology 3	GCE/B
Mon 26 Jun	13:15	01:30	4726/01	Maths: Further Pure 2 Written Paper	GCE/B
Tue 27 Jun	09:00	01:30	RST4C	GCE Religious Studies Unit 4C	GCE/B
Tue 27 Jun	09:00	02:00	7405/3	Chemistry ADV Paper 3	GCE/A
Thu 29 Jun	09:00	02:30	9PH0 03	Principles in Physics	GCE/A

Summer 2017 Level 3 exams at CGS

Date	Session	Components	Length
Mon 15 May, 2017	A	70 6A 7691/1 - SPANISH AS PAPER 1 LIST, READ & WRIT	105
		70 6A SPAN1 - GCE SPANISH UNIT 1	120
Mon 15 May, 2017	P	70 6A 7181/1 - PSYCHOLOGY AS PAPER 1	90
Tue 16 May, 2017	P	11 6C 8GE0 01 - DYNAMIC LANDSCAPES	105
Wed 17 May, 2017	A	01 6B 4721/01 - MATHS: CORE 1 WRITTEN PAPER	90
		01 6B 4729/01 - MATHS: MECH 2 WRITTEN PAPER	90
Wed 17 May, 2017	P	70 6A 7041/1D - HISTORY AS PAPER 1 OPTION D	90
Thu 18 May, 2017	A	70 6A 7691/2 - SPANISH AS PAPER 2 WRITING	90
		70 6A RSS01 - GCE RELIGIOUS STUDIES UNIT 1	75
		70 6A RSS04 - GCE RELIGIOUS STUDIES UNIT 4	75
Thu 18 May, 2017	P	11 6C 8BS0 01 - MARKETING AND PEOPLE	90
Fri 19 May, 2017	A	01 6B 4725/01 - MATHS: FURTHER PURE 1 WRITTEN PAPER	90
		01 6B H072/01 - ENG LIT:SHKSPRE & PTRY PRE-1900 WTN	90
Fri 19 May, 2017	P	11 6C 8GE0 02 - DYNAMIC PLACES	105
		70 6A GEOG2 - GCE GEOGRAPHY UNIT 2	60
Mon 22 May, 2017	A	11 6C 6RM0201 - D & T IN PRACTICE	90
		11 6C 8MU0 03 - APPRAISING	90
		41 6A B700U10-1 - Eng Lang Component 1 Anlysis of Text	120
		70 6A PROD1 - GCE D&T: PRODUCT DES (3D-DES) UNIT 1	120
Mon 22 May, 2017	P	70 6A 7181/2 - PSYCHOLOGY AS PAPER 2	90
Tue 23 May, 2017	A	11 6C 8PH0 01 - CORE PHYSICS I	90
		70 6A 7581/W - PHYSICAL EDUCATION AS WRITTEN	120
		70 6A PHED1 - GCE PHYSICAL EDUCATION UNIT 1	120
Tue 23 May, 2017	P	70 6A 7041/2N - HISTORY AS PAPER 2 OPTION N	90
Wed 24 May, 2017	A	01 6B 4722/01 - MATHS: CORE 2 WRITTEN PAPER	90
		01 6B 4737/01 - MATHS: DECISION 2 WRITTEN PAPER	90
Wed 24 May, 2017	P	01 6B H072/02 - ENG LIT:DRAMA & PROSE POST-1900 WRTN	105
Thu 25 May, 2017	A	01 6A J567/01 - MATHEMATICS B: PAPER 1 (FOUNDATION)	90
		01 6A J567/03 - MATHEMATICS B: PAPER 3 (HIGHER)	105
Thu 25 May, 2017	P	70 6A 7401/1 - BIOLOGY AS PAPER 1	90
		70 6A BIOL1 - GCE BIOLOGY UNIT 1	75
Fri 26 May, 2017	A	41 6A B700U20-1 - Eng Lang Component 2 Using Language	120
		70 6A 7404/1 - CHEMISTRY AS PAPER 1	90
Fri 26 May, 2017	P	11 6C 8BS0 02 - MANAGING BUS. ACTIVITIES	90
Mon 5 Jun, 2017	P	70 6A GEOG3 - GCE GEOGRAPHY UNIT 3	150
Tue 6 Jun, 2017	A	70 6G ENG1H - ENGLISH/ENGLISH LANGUAGE UNIT 1H	135
Tue 6 Jun, 2017	P	70 6A 7401/2 - BIOLOGY AS PAPER 2	90
Wed 7 Jun, 2017	A	01 6B 4730/01 - MATHS: MECH 3 WRITTEN PAPER	90
		01 6B 4732/01 - MATHS: PROB 1 WRITTEN PAPER	90
Wed 7 Jun, 2017	P	70 6A 7182/1 - PSYCHOLOGY ADV PAPER 1	120
Thu 8Jun, 2017	A	01 6A J567/02 - MATHEMATICS B: PAPER 2 (FOUNDATION)	90
		01 6A J567/04 - MATHEMATICS B: PAPER 4 (HIGHER)	105
Thu 8Jun, 2017	P	11 6C 8PH0 02 - CORE PHYSICS II	90

Date	Session	Components	Length
Fri 9 Jun, 2017	A	11 6C 6RM0301 - DESIGNING FOR THE FUTURE	120
		70 6A 7042/1D - HISTORY ADV PAPER 1 OPTION D	150
		70 6A PROD3 - GCE D&T: PRODUCT DES (3D-DES) UNIT 3	120
Fri 9 Jun, 2017	P	70 6A 7404/2 - CHEMISTRY AS PAPER 2	90
		70 6A GE04B - GCE GEOGRAPHY UNIT 4B	90
Mon 12 Jun, 2017	P	11 6C 9BS0 01 - MARKET,PEOPLE & GLOBAL BU	120
		70 6A 7402/1 - BIOLOGY ADV PAPER 1	120
		70 6A BIOL4 - GCE BIOLOGY UNIT 4	90
Tue 13 Jun, 2017	P	70 6A 7405/1 - CHEMISTRY ADV PAPER 1	120
		70 6A CHEM4 - GCE CHEMISTRY UNIT 4	105
Wed 14 Jun, 2017	A	01 6B 4733/01 - MATHS: PROB 2 WRITTEN PAPER	90
		01 6B 4736/01 - MATHS: DECISION 1 WRITTEN PAPER	90
		41 6A A700U10-1 - Eng Lang Component 1 Concepts	120
Wed 14 Jun, 2017	P	70 6A 7182/2 - PSYCHOLOGY ADV PAPER 2	120
Thu 15 Jun, 2017	A	01 6B H472/01 - ENG LIT: DRAMA & POETRY PRE-1900 WTN	150
		11 6C 9PH0 01 - ADVANCED PHYSICS I	105
Fri 16 Jun, 2017	A	70 6A 7042/2N - HISTORY ADV PAPER 2 OPTION N	150
		70 6A PHED3 - GCE PHYSICAL EDUCATION UNIT 3	120
Fri 16 Jun, 2017	P	01 6B 4727/01 - MATHS: FURTHER PURE 3 WRITTEN PAPER	90
		01 6B 4728/01 - MATHS: MECH 1 WRITTEN PAPER	90
Mon 19 Jun, 2017	A	11 6C 6MU0601 - FUR.MUSICAL UNDERSTANDING	120
		11 6C 9BS0 02 - ACTIVS,DECISION & STRATS.	120
		70 6A 7405/2 - CHEMISTRY ADV PAPER 2	120
Mon 19 Jun, 2017	P	70 6A RST3B - GCE RELIGIOUS STUDIES UNIT 3B	90
Tue 20 Jun, 2017	A	41 6A A700U20-1 - Eng Lang Component2 Change Over Time	135
		70 6A 7402/2 - BIOLOGY ADV PAPER 2	120
		70 6A BIOL5 - GCE BIOLOGY UNIT 5	135
Tue 20 Jun, 2017	P	01 6B 4723/01 - MATHS: CORE 3 WRITTEN PAPER	90
Wed 21 Jun, 2017	A	11 6C 9PH0 02 - ADVANCED PHYSICS II	105
Wed 21 Jun, 2017	P	70 6A GENA3 - GCE GENERAL STUDIES A UNIT 3	120
Thu 22 Jun, 2017	A	01 6B H472/02 - ENG LIT: CMPRTVE & CNTXTL STDY WTN	150
		70 6A SPAN3 - GCE SPANISH UNIT 3	150
Thu 22 Jun, 2017	P	70 6A 7182/3 - PSYCHOLOGY ADV PAPER 3	120
Fri 23 Jun, 2017	A	01 6B 4724/01 - MATHS: CORE 4 WRITTEN PAPER	90
		41 6A A700U30-1 - Eng Lang Component3 Creative&Criticl	105
Fri 23 Jun, 2017	P	11 6C 9BS0 03 - INVESTIGATING BUSINESS	120
Mon 26 Jun, 2017	A	70 6A 7402/3 - BIOLOGY ADV PAPER 3	120
Mon 26 Jun, 2017	P	01 6B 4726/01 - MATHS: FURTHER PURE 2 WRITTEN PAPER	90
Tue 27 Jun, 2017	A	70 6A 7405/3 - CHEMISTRY ADV PAPER 3	120
		70 6A RST4C - GCE RELIGIOUS STUDIES UNIT 4C	90
Tue 27 Jun, 2017	P	70 6A GENA4 - GCE GENERAL STUDIES A UNIT 4	120
Wed 28 Jun, 2017	A	01 6B 4731/01 - MATHS: MECH 4 WRITTEN PAPER	90
Thu 29 Jun, 2017	A	11 6C 9PH0 03 - PRINCIPLES IN PHYSICS	150

Summer 2017 Level 3 Exams at KSHS

A LEVEL SUMMER 2017 EXAMINATION TIMETABLE

Date	BOARD	QUAL	AM/PM	CODE	TITLE	LENGTH
15/05/2017	Pearson	(GCE)	AM	8DR002	Drama and Theatre Component 2: Theatre Makers in Practice	1h 45m
15/05/2017	AQA	(GCE)	PM	7181/1	Psychology Paper 1	1h 30m
16/05/2017	Pearson	(GCE)	PM	8GE001	Geography Paper 1: Dynamic Landscapes	1h 30m
17/05/2017	OCR	(GCE)	AM	4721/01	Core Mathematics 1	1h 30m
17/05/2017	OCR	(GCE)	AM	4729/01	Mechanics 2	1h 30m
17/05/2017	OCR	(GCE)	AM	F910/01	H&Sc Promoting quality care	1h 30m
17/05/2017	OCR	(GCE)	AM	G001/01	Home Economic: Society and Health	1h 30m
17/05/2017	AQA	(GCE)	PM	7041/1K	History Paper 1K	1h 30m
18/05/2017	AQA	(GCE)	AM	7061/1	Religious Studies (New) Paper 1	1h 45m
19/05/2017	Pearson	(GCE)	AM	8ET001	English Literature Paper 1: Poetry and Drama	2h 00m
19/05/2017	OCR	(GCE)	AM	4725/01	Further Pure Mathematics 1	1h 30m
19/05/2017	Pearson	(GCE)	PM	8GE002	Geography Paper 2: Dynamic Places	1h 30m
22/05/2017	WJEC	(GCE)	AM	1303/01	Music MU3	2h 00m
22/05/2017	AQA	(GCE)	AM	TEXT1	Design and Technology: Product Design (Textiles) 1	2h 00m
22/05/2017	AQA	(GCE)	AM	7701/1	English Language Paper 1	1h 30m
22/05/2017	Pearson	(GCE)	AM	6GR0201	Design And Technology Unit 2: Design and Technology in Practice (Graphic Products)	1h 30m
22/05/2017	OCR	(GCE)	AM	F386/01	Class Civ: City Life in Roman Italy	1h 30m
22/05/2017	AQA	(GCE)	PM	7181/2	Psychology Paper 2	1h 30m
23/05/2017	AQA	(GCE)	AM	PHED1	Physical Education 1	2h 00m
23/05/2017	AQA	(GCE)	AM	7661/1	German (New) Paper 1 (Reading Listening and Writing)	1h 45m
23/05/2017	Pearson	(GCE)	AM	8PH001	Physics Paper 1: Core Physics I	1h 30m
23/05/2017	AQA	(GCE)	PM	7041/2B	History Paper 2B	1h 30m

24/05/2017	OCR	(GC E)	AM	4722/01	Core Mathematics 2	1h 30m
24/05/2017	OCR	(GC E)	AM	G002/01	Home Economics: Resource Management	1h 30m
24/05/2017	Pearson	(GC E)	PM	8ET002	English Literature Paper 2: Prose	1h 00m
25/05/2017	AQA	(GC E)	AM	7061/2B	Religious Studies (New) Paper 2	1h 45m
25/05/2017	AQA	(GC E)	PM	7401/1	Biology Paper 1	1h 30m
26/05/2017	AQA	(GC E)	AM	7404/1	Chemistry Paper 1	1h 30m
26/05/2017	AQA	(GC E)	AM	7701/2	English Language Paper 2	1h 30m
26/05/2017	AQA	(GC E)	AM	7661/2	German (New) Paper 2 (Writing)	1h 30m
HALF TERM						
05/06/2017	AQA	(GC E)	AM	FREN1	French 1	2h 00m
05/06/2017	AQA	(GC E)	AM	7651/1	French (New) Paper 1 (Reading Listening and Writing)	1h 45m
05/06/2017	OCR	(GC E)	AM	F381/01	Class Civ: Archaeology: Mycenae and the classical world	1h 30m
05/06/2017	OCR	(GC E)	AM	H046/01	Computing principles	1h 15m
06/06/2017	AQA	(GC E)	PM	7401/2	Biology Paper 2	1h 30m
07/06/2017	OCR	(GC E)	AM	4732/01	Probability and Statistics 1	1h 30m
08/06/2017	Pearson	(GC E)	PM	8PH002	Physics Paper 2: Core Physics II	1h 30m
09/06/2017	AQA	(GC E)	AM	7651/2	French (New) Paper 2 (Writing)	1h 30m
09/06/2017	OCR	(GC E)	AM	H046/02	Computer Science: Algorithms and problem solving	1h 15m
09/06/2017	AQA	(GC E)	PM	7404/2	Chemistry Paper 2	1h 30m
16/06/2017	OCR	(GC E)	PM	4728/01	Mechanics 1	1h 30m

Organise yourself!

On the next 4 pages there are blank timetables for you to organise your revision and map out exactly what lessons you need to attend, what revision sessions/coursework sessions you need to attend and when your examinations are. There is also a blank timetable for you to record seat numbers as you have done over the last four years at St George's. Remember to build in some breaks.

Examination Requirements

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY:

- All Students receive a statement of entry from the Academy indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct.
- Students may also receive statements of entry from the Exam Boards. You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it will be very difficult to change them once certificates are awarded. It is also important that you check that the name that will appear on your certificates matches that on your birth certificate, unless your name has been changed by a legal process such as deed poll or formal adoption, as most employers / colleges **will** check evidence of identity (birth certificate / passport) and exam certificates, and if the names on the two do not match, you may have problems getting the job / training position you want in the future.

STUDENT NAME:

- Students are entered under the name format of First Name + middle initials + (Legal) Surname, e.g. Adam J. Smith. Our system only prints one middle initial on the provisional statement of entry; the Awarding Bodies will use all middle initials on the certificates.
- As mentioned above, we must use your legal surname and forename for certification purposes; to do otherwise would be to disadvantage you in the future. Once certificates have been issued they cannot be altered. Please make sure that we have the correct information.

CANDIDATE NUMBER:

- Each student has a four-digit candidate number. This is the number you will enter on examination papers. Your candidate number will be different for exams at all three schools. It will appear next to your name on seating plans and examination registers. You should write your candidate number on the front of this booklet. **Please learn it.**

CONTACT NUMBERS

- Please check that the Academy has at least one up-to-date contact number for you on which we may contact you with minimum delay in an emergency.

Understanding your statement of entry

For most subjects we have to put in an entry code for each component and also what is known as a “cash in” code. The “cash in” code tells the exam board that we want them to award you a grade this season.

This system means that on your statement it will look as if you have several different entries for the same subject.

This system is used because it is theoretically possible to take some units at different times, sometimes to re-sit units, so the exam board need to treat each unit as a separate exam, but also need the “cash in” so that they can put all of the marks together and award you a grade.

A word of caution: some of the unit codes you will see refer to coursework elements, and the entry code is just to tell the board that we are going to send them the marks. The cash in codes will also appear; again they do not represent an actual exam. Check with your teachers (in all subjects) about which actual exam papers you will need to sit this summer!

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Copies of the 'Notice to Candidates' and the 'Warning to Candidates', which are issued jointly by all the Examining Boards, are printed in this booklet. All students must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The Academy must report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Students are responsible for checking their own timetable and arriving at School on the correct day and time, properly dressed and equipped. Examinations at St George's normally start at 9:00 am and 1:15 pm for the morning and afternoon sessions respectively. Students must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators. Seating plans for the exams are displayed on the exam notice board, situated near the sports hall in the Arnold Centre.
- Students who arrive late for an examination may still be admitted, depending on how late they are, but may not receive any additional time.
- The 6th Form dress code must be adhered to for all exams.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Any other kind of pencil case or container will be taken from you.
- Pens should be black ink or ballpoint. No correcting fluid (e.g. Tippex) or correction pens are allowed.
- Calculators are permitted in any examination unless they are specifically forbidden, but must not incorporate any kind of memory, spell checker or dictionary, nor may they be part of another device such as a phone. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new. Remember that Mathematics paper 1 is a no calculator paper! Calculators will NOT be available for loan during the examination; calculators which are part of a mobile phone are NOT allowed.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other students.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **MOBILE TELEPHONES SHOULD NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device including MP3 players, iPods, Walkman, handheld computer) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.
- No food or drink is allowed in the examination rooms except small bottles of water with spill proof tops and any labels removed.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay or otherwise compensate for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the exams officers or the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject and paper reference against your statement of entry. If you have any query, put up your hand and raise the issue before you start work.

- Read all instructions carefully and number your answers clearly.
- Students must stay in the examination room until the scheduled end of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. *If you have already started part time work, allow time for delays in starting, collection and dismissal time and then also add transit time before telling your employer you are available to go on shift. It would be wise to aim to start work no earlier than 1 hour after your exam should end. We will not dismiss you early for that reason!*
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or extra loose sheets of paper ask for a tag to fasten them together in the correct order. Remember to put your name and student number on each sheet. Separate sheets used for rough work or any other purpose must still be handed in.
- Invigilators will collect all exam scripts and question papers before anyone leaves the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room. It has been known for students to be disqualified for talking during this time!
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other students who may still be working.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. Initially, you will be asked to stop work, to close your papers and to put your pens down, but to remain in place until we determine whether the alarm is genuine and whether you are at risk.

If possible we will restart the exam after the “all clear” is given; you will be allowed the full time for the exam and a report will be sent to the Examination Board explaining the disruption and asking them to consider this when grading your paper.

INVIGILATORS

- The Academy employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Invigilators have been asked to report any untoward incidents, whether inside or outside School, involving students which might arise from their employment, and the Academy will deal with any such issues severely. In serious cases, exclusion from the site (including exclusion from any remaining examination papers) might be considered (see below).
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, may tell students when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a student is feeling ill. They **will** report any instances of misbehaviour, and such reports **will** be forwarded to the Examination Boards for action. They will also record and report any incidents which might distract you from your exam, such as external noise; such reports will also be forwarded to the Examination Boards for their consideration. Please note that invigilators are not allowed to discuss the examination paper with you or to explain or rephrase the questions.
- Students who are disruptive or behave in an unacceptable manner (including toward the invigilators) may be removed from the examination room by invigilators and/or members of the Senior Management Team (and may thereby forfeit the opportunity to complete that paper) and may also be forbidden to take any further examination papers on the Academy site. In such a case the Academy will **not** make any alternative arrangements for the papers to be taken elsewhere.

ABSENCE FROM EXAMINATIONS

- As stated earlier, please make sure that we have a current contact number by which we may try to reach you if necessary. This needs to be a number on which someone is likely to be available at the start time of the exam. We will normally make a single attempt to contact anyone who is absent from the start of an examination.
- If you are ill and know that you are unlikely to be able to attend one or more exams ahead of time it would be helpful if you would let us know in advance so that we do not waste time and disturb you by phoning.
- If you experience difficulties during the examination period (e.g. illness, injury, personal problems, family crisis) please inform the Academy at the earliest possible point so we can help or advise you. Extended or severe problems during the run-up to the examinations period should also be notified to us, as we may be able to apply for Special Consideration.
- Acceptable grounds for an application for Special Consideration are loosely defined, but generally might include short or medium term illness impacting on the exam period; bereavement or other personal or family crisis, attendance at court as a witness, or similar. Sporting commitments at international level are acceptable, but at no lower level; family commitments such as weddings are not accepted but funerals of close relatives are. Family holidays are not accepted; house moves might be if they were unavoidable – e.g. RAF postings. In general, if something happens during the exams or during the months beforehand that might affect your performance in such a way that you might not do justice to yourself, you need to notify the exams team.
- If you are unsure whether you might be a “deserving case” talk to one of the Exams Officers, your Progress Manager or another member of staff as soon as possible. What you say will not be passed on to anybody except the Exams Officers and the Awarding Bodies unless you give explicit permission, but if you don’t tell us, we can’t help you!
- Only in “exceptional circumstances” are students allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained **on the day** by the student/parent and given to the Examination Officers without delay in all cases where an application is to be made for special consideration. If at all possible it is better to come in, do your best and apply for Special Consideration (which still needs a doctor’s note) than to miss the exam. If necessary we can adjust the seating to accommodate temporary illness, e.g. the need for easy access to a toilet because of stomach upset.
- Any applications for Special Consideration must be received by the Awarding Body within 7 days of the last paper in the subject; if there are any reasons why you believe we should apply on your behalf, you must tell us (and provide evidence) as soon as possible. We need the evidence no later than 3 working days after the last exam in the subject, preferably sooner, if we are to process and send your application before the deadline. If you miss the deadline, you are very unlikely to be considered.
- The maximum permissible adjustment is 5% (for extreme cases), so Special Consideration is not an easy road to a better grade! For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum percentage of the overall examination (including coursework) must be completed unless there are very exceptional circumstances.
- Parents and students are reminded that the Academy will require payment of entry fees should a student fail to attend an examination without good reason. These are usually around £30 per single award subject and £45 per A level subject, although it varies from Awarding Body to Awarding Body.
- Please note that misreading the timetable or your Statement(s) of Entry will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

Results will be available for collection on Thursday 17th August 2017 at 9:00 am - 11:00 am

- If you wish any other person (including family members) to collect your results on your behalf, you must give them your written authorisation and ask them to bring some form of identification, preferably something that includes a photograph.
- Students who do not collect their results in person on 17th August must either leave a stamped self-addressed envelope (we recommend A5 size, definitely no smaller, and don't forget to include your name!) with the Exams Officers in advance. Remember to put enough postage on it, and remember that A4 envelopes need more postage than A5.
- You can also collect them in person from Reception during the rest of the holidays, or from the exams team when the Academy restarts in September.
- **Results will not be given out by telephone, by e-mail, or by text message.**
- When you get your results, for some subjects you may be given a separate result for each unit and an overall grade. The unit results may just be a mark or they may be converted into a grade (depending on the Exam Board). Grades for separate units are shown in lower case type. The overall grade will be shown in upper case (a capital) and are reached by combining the marks (not the grades) for all of the units. When you are totting up your grades, remember only to count the ones in capital letters!
- If you need post-results advice, St George's Academy teaching staff will be available on Results Day.

COLLECTION OF CERTIFICATES

- Students will be able to collect their certificates either at Prize Giving (if they are invited) or thereafter from Mrs Hartill, usually from late November. Certificates will be passed to Carre's and the High School for their students in November. Certificates will not be given to anyone other than the student without the student's written authorisation, supported by photo identification (or good quality copies of such documents) of both the student and the collector.
- St George's Academy is only obliged to keep certificates for a period of one year after issue. If students do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee (currently around £40 per certificate per type of examination per examination board). You are therefore urged to collect your certificates and to keep them safely.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The Academy will re-schedule papers internally (on the same day) where there is a clash of subjects. Such cases are rare at A-Level; if it occurs, you will normally be scheduled to sit one paper straight after the other during the same session. If the total time is excessive we may consider rescheduling one paper to the other half of the day (if this does not produce a further clash); in such a case it may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

- You will be asked to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately. If you only realise after the examination has started, you must still do the same.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on your statement of entry (which you should have with you) and also the displayed seating plans. They are also on the attendance registers but if too many students rely on asking the invigilators at the start of each exam, it causes a serious delay to the start time, and therefore the finish time, and also tends to lower many students' concentration level.

Q. What do I do if I have an accident or I am ill before the exam?

- Inform School at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the Academy to make an appeal for Special Consideration on your behalf or if we have to make special arrangements.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the examination?

- Provided you are not too late, it may still be possible for you to sit the examination. You should get to School as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.
- You should also be aware that if you start the exam more than 30 minutes after the published starting time, the Academy must inform the exam board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to School so that if you are delayed (e.g. through transport problems) you will still arrive on time. If you are delayed en route, please contact the School at the time, so that we are aware and if necessary and appropriate can make suitable arrangements to help you.

Q. If I miss the examination can I take it on another day?

- **No.** Timetables are set by the exam boards and you must attend on the given date and time.

Q. Do I have to wear uniform?

- Yes. Normal regulations apply to uniform, hair, jewellery, make-up, etc.

Q. How do I know how long the exam is?

- The length of the examination is shown in hours and minutes entry under the heading 'Length' on the timetables in this booklet. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a notice at the front of the exam room. There will be a clock in all examination rooms.

Q. What equipment should I bring for my exams?

- You should bring at least 2 pens (**black** ink only) and 2 x **HB** pencils.
- For some exams you may also need some or all of the following: calculator (Maths/Science), ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another student during the examination and should not expect the Academy to lend you anything.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (e.g. a set text) is permitted in the examination room and students who are found to have any other material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from at least the paper or the subject concerned.
- Bags, coats and any other items not permitted under examination regulations must not be brought into the examination room, but left elsewhere (their security is your problem). Do not bring any unnecessary valuables into School with you when you attend for an examination.
- No food or drink (except a bottle of water with a spill proof top) is allowed in the exam room.
- Mobile telephones must not be brought into the exam room even if they are turned off.
- Tippex, other eraser pens or eraser mice, and similar are **NOT** allowed in any examination.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, MP3 player, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The **minimum** penalties are as follows:

Device found on you and turned **OFF** – **disqualification from the paper you are sitting at the time.**

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and **in use** – **disqualification from all examinations in that season.**

Your phone **rings** during the exam **wherever it is in the room** - the exam board must be informed and you will be **disqualified from all papers for the subject** (including any already taken) **at minimum.**

Q. Can I leave the exam early?

- No. It is not permitted for students to leave the exam room until the examinations is completed, as this is disruptive to other students.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation.

Q. Can I go to the toilet during the exam?

- Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. It should not be necessary during most A-Level exams, especially during the summer, unless you are unwell, in which case you should discuss the situation with the exams officers before the exam starts. If you are noticed as requiring an unreasonable or excessive number of toilet visits, you may be asked for a medical note to justify them, as it causes disruption to other students each time.

Q. If I have more than one exam in a day can I get lunch at school?

- Students who have examinations in both morning and afternoon sessions may obtain lunch from the catering outlets in the usual way or bring a packed lunch. If you have a 'clash' – i.e. 2 exams which should have taken place at the same time, and therefore one of which has been rescheduled, you will have to be supervised throughout the lunch break and will need to bring a packed lunch.

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. It is not normally possible to have certificates reprinted with amended details. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing. Check these with your subject teachers when you receive the provisional statements; mistakes that come to light on the day may only be correctable at considerable expense, for which you will be charged if it is due to your earlier inattention.

Q. I am entitled to a reader / extra time – how will this affect the way I take my exams?

- Some students are entitled to have the questions read to them. You do not have to use the services of a reader if you don't want to. If you are so entitled, you must put up your hand, and when the reader / invigilator gets to you, point out what you want them to read. They can read it to you as many times as you want, but they are not allowed to rephrase or explain it to you. They will not read questions to you unless you ask; they will not come to you and ask if you want the question read. You have to ask them.

You are not allowed this help in English, French, Spanish, German or any practical subject such as Art, Drama, Expressive Arts or Music.

A 'reader' concession automatically carries with it a 25% time concession – see the next paragraph.

- Some students receive an allowance of 25% extra time. You do not have to use this time at all; you may use all of it or you may use part of it. Extra time is not available in Language Listening exams or any practical subject such as Art, Drama, Expressive Arts or Music.

Q. What do I do if I'm not happy with my results or they aren't what I want for college or work?

- Teaching staff will be available to advise you on results day.
- If you feel strongly that it is necessary to make an enquiry about your result you should first consult your teacher or the Head of Subject to obtain their advice as to the advisability of requesting a re-mark. **You should be aware that your mark and therefore grade could go down** as well as up or even stay the same. If they support your request for a re-mark, we will accept the financial cost, regardless of the result. **If you request a re-mark against the advice of the Academy, you will have to pay the fee of £45 per subject in advance (refunded only if you are upgraded).**

St George's Academy, Sleaford Examination Centre 26358



Examinations Officers

Mrs N Hartill, Mr J Wilson-St George's
Mrs T Williams- Carre's Grammar School
Ms J Parsons- Kesteven and Sleaford High School

Appeals Procedure – External Examinations

We hope that all of our students are happy with their examination results but recognize that there are a very small number of cases where a result falls significantly below that expected. The procedures for investigating any concerns are outlined below.

Coursework & portfolios

You cannot appeal against the mark or grade that you have been given, but you may appeal against the process by which it has been awarded, if, for example, you believe that you have been treated unfairly or the specification criteria have not been applied correctly. Coursework marks are moderated internally to make sure all teachers mark to the same standard, and they are then also moderated externally by the exam board. You must raise any concerns before the marks are sent to the exam board. The moderators may change marks if they feel it necessary and you cannot appeal as an individual against any such changes.

1. Raise the issue with your subject teacher. They will explain why they gave that mark.
2. If you are still unhappy after speaking to your subject teacher see the Head of Department or the teacher i/c Key Stage 5 for that Department for that subject and they will arrange for the assessment to be checked by another teacher from within the Academy.
3. If you are still dissatisfied after speaking to the Head of Department or the teacher i/c KS5, or if the Head of Department or teacher i/c KS5 is the teacher who originally awarded the disputed mark, see one of the Examinations Officers in order that they can try to help to resolve the situation. If they are unable to do so, they can (in consultation with the Principal as Head of Centre) convene a formal panel to adjudicate. The panel will normally consist of two teachers of that subject, one being the Head of Department or the teacher i/c KS5 (unless they are the teacher whose marking is in dispute) and a member of the Senior Leadership Team. If there are not a sufficient number of uninvolved teachers of the subject on the staff, mutually acceptable *ad hoc* arrangements will be made by discussion with all of the interested parties.

Script Requests

1. If you are considering a remark, a Priority **copy** of a script can be requested by 25 August 2017.
2. However if a higher education place is at stake, you will need to request a Priority Service 2 EAR by 25 August 2017. A script return request is not available for this service.
3. If you require your script for teaching and learning purposes, the original copy is returned. The deadline is 4 October 2017. Please note that if you request an original script return, you cannot request a remark.

Please discuss with the exams team if you are unsure of the service you require.

Examination marks

1. Raise the issue with your subject teacher or the head of the relevant department as soon as possible. They will check your marks and how they compare with your Trial Examination results and predicted grade, and also how close you came to the grade boundaries (experience has shown that very few re-marks change the total score by more than 1 or 2 marks).

2. If your teacher feels that there are grounds for requesting a re-mark the Examinations Officers will arrange this. Teachers may also suggest re-marks for some candidates. In such cases the Academy will pay the necessary fee. **Written permission from you and acknowledgement of the risks by your parent/guardian will be required for any re-mark as the score (and therefore grade) can go down as well as up.**
3. If the school does not feel that it can support a request for a re-mark you can still have the work re-marked by the examination board but you will have to pay for this in advance. The fee is refunded if the appeal is successful. **Written permission from you and acknowledgement of the risks by your parent/guardian will be required for any re-mark as the score (and therefore grade) can go down as well as up.**
4. All requests for re-marks must be sent within 3 weeks of the results being issued. It may take a further 6 weeks for the result of the appeal to be known and in the interim period the original result will stand. The new result replaces the original one, regardless of the outcome, and no further re-mark is permitted under the regulations.

St George's Academy, Sleaford Examination Centre 26358



Examinations Officers

Mrs N Hartill, Mr J Wilson-St George's
Mrs T Williams- Carre's Grammar School
Mrs J Parsons-Kesteven and Sleaford High School

Request for an appeal to the Awarding Body for a re-mark of examination papers

Please complete this form in BLOCK CAPITALS except where signatures are required.

Full name of student:

Candidate number

Subject: Specification & paper codes:

Awarding Body ("Examination Board")

AQA Edexcel OCR WJEC

Examination season: NOVEMBER JANUARY MARCH SUMMER

Year

Appeal supported by the Academy (*please circle as appropriate*) : YES NO

Signed (Subject Teacher or Head of Department) Date

Please read the following statement carefully before signing below.

I realise that by pursuing this request for a re-mark, my marks and/or grades could go down, stay the same or go up, and that there is no further re-mark permitted if I am unhappy with the outcome.

I also realise that if my request is not supported by the Academy I must pay for the re-mark myself in advance. If I do not receive an improved final grade I will not receive a refund of the fee. Only if my final grade is improved can I expect a refund.

I have read and understood the warnings above and I wish to pursue this request to the Awarding Body.

Signed (candidate) Date

As the parent/guardian of the above named candidate I have read and understood the warnings above.

Signed (Parent/Guardian) Date

Print name Relationship to candidate

Examinations Office use only below this line:

Appeal sent

Result received.....

Acknowledgement

Result to candidate.....

Result to department