

### How can the dates of the students' exams be found?

Students have their own individual timetables (downloaded from the Examinations page on Moodle).

There is a summary timetable available on the web site which shows which exams take place, when and where.

Currently the best way to check the exam timetables for the next academic year is by visiting the Inter-timetable website. [www.modernisationonline.org.uk](http://www.modernisationonline.org.uk). Please note that students will need to ask their teacher for the units and board they will be sitting.

### What should students do if they miss an exam?

1. If an exam is missed **due to illness**:
  - a. Contact the College as soon as possible and inform the Exams Officer, via reception, before the exam.
  - b. You will need to get **Medical evidence** so that you do not have to pay for the new exam entry. You will need to apply for a resit at the next opportunity.
  - c. If you are an A2 student and you miss an exam in the summer you must see the Exams Officer as soon as possible.
2. If you miss an exam due to any other reason, contact the Exams Officer who will be able to advise you. In most cases though you will have to pay for your entry fee for that exam when you apply to sit the exam at the next opportunity.

### What should students do if they feel they have been disadvantaged during an exam?

Come and see the Exams Officer immediately.  
They may be eligible to apply for Special Consideration.

Disadvantages include:

- Illness
- Disruption in the Exam Room
- Bereavement
- Special family circumstances

In each circumstance, evidence will be required to support the application e.g. medical evidence.

Please note, that there is specific criteria for applying for Special Consideration which is set by the JCQ regulatory body. The maximum allowance, which is reserved for the most exceptional cases, is 5%.

### When and how do students get their results?

For January exam results students will be given their printed Statements of Results via their tutors during tutorials. These are available in March.

Summer exam results are issued in August. The date is published in the Year Planner.:  
Results will be available in the Learning Centre:  
From 10:30am – 2<sup>nd</sup> years, From 1pm – 1<sup>st</sup> years  
Exam results will only be given to the candidate in person. A parent/guardian may collect the results but only if they have a signed letter of authorisation from the candidate and can produce some form of picture ID.

What if students are not able to collect their Summer results?

Before students go on study leave, they must hand in an A5 sized envelope with their address, candidate number and a 1<sup>st</sup> Class stamp to Student Services. Envelopes without stamps will not be posted. Results will be posted on the Friday of the Results Day. If they have also taken a GCSE exam, they will need an extra envelope with their address, candidate number and a 1<sup>st</sup> Class stamp, as those results arrive a week later

### **What happens if results are not what was expected?**

You should contact the college and first discuss the issue.

Consequently, If you believe that the paper was incorrectly marked, there are various Post results services open to students.

#### Option 1 – Contact the University

If students are applying to University, contact the university immediately as they may still be able to offer a place.

#### Option 2 – Priority Remark (only available for the Summer exams)

*(for those whose grade is essential for a University place)*

If a student feels that their script was wrongly marked, they will need to apply for a Priority Remark, so that the paper can be remarked and the result returned to them within 18 calendar days. They may also request an original copy of the remarked script at the same time for an extra cost.

#### Option 3 – Priority Photocopy

*(for those who want to consider whether it is worth applying for a Review of Marking)*

If students request a Priority Photocopy of their script, the boards will attempt to send the photocopy before the deadline for Non-Priority Remarks. This gives students a chance to discuss the content with their teacher and decide if it is worth applying for a remark.

#### Option 4 – Non-Priority Review of Marking

Following discussion with their teacher, if students feel that their script was wrongly marked, they can apply for a Non-Priority Remark. They can also request for their original script back at the same time for an additional cost. The scripts are sent to another examiner for remarking. The Awarding Bodies aim to complete these within 30 days of the application. If the unit grade (not just the mark) is changed, the cost may be refunded.

#### Option 5 – Clerical Recheck

Following discussion with their teacher and having seen their script, students feel that there was a clerical error (i.e.: not all marks were added up), then they can request this service. The Awarding Bodies aim to complete these within 20 days of the application. . If the unit grade (not just the mark) is changed, the cost may be refunded.

#### Option 6 – Original Script request

If students decide that they would rather do a resit at the next opportunity, and that they would like to view their script to see how they could improve, then they may want to apply for an Original Script request. The Awarding Bodies will return the scripts after all Enquiries about Results have been completed. Please note that these may not necessarily come back in time for their revision if an enquiry is still unresolved.

### How to apply for Post Results Services

1. Download the "Post Result Service Form" from the examinations page on Moodle.
2. Discuss concerns with the teacher
3. Select the Service required
4. Complete the form fully and hand it in with payment to the Finance Desk in the Learning Centre before the DEADLINE during term time. (If this falls in the holidays, please see the Exams Officer directly)
5. The Exams Officer will be in touch with the student by phone with the outcome.

### How do students apply for a resit?

1. Download a "Resit Form" from the Examinations page on Moodle.
2. Students should discuss with their teacher which unit they would like to resit and get their advice and their signature
3. Complete the form fully and hand it in with payment to the Finance Desk in the Learning Centre before the DEADLINE. (Deadlines are in October for January exams and March for Summer exams – the dates are published during the term)
4. Once the entries have been made by the Exams Officer, the Statement of Entries are made available on the Examinations page on Moodle. These need to be checked carefully to ensure that the correct units have been entered. If there is any issue, please contact immediately the Exams Officer.

### How and when can I collect my Certificates?

Certificates will be available at the earliest from 1<sup>st</sup> March for collection from Student Services at the Learning Resource Centre. If students want them posted to them, they will need to hand in an A4 sized envelope with their address, candidate number and a 1<sup>st</sup> Class stamp (**for large envelopes**) to Student Services before they go on study leave. Envelopes with no stamps will not be posted. This is at the student's own risk.

Please ensure that a valid address is used for March next year.

Certificates which are not collected will be destroyed after 1 year.