

Davenant Foundation School



Exams & Assessment Guide

Centre Number: 16839

2022/2023

Contents

TIMETABLE OF EVENTS.....	3
Controlled Assessments & NEAs	3
Examinations Timetable	3
THE EXAMINATION SYSTEM	6
Awarding Bodies.....	6
Subjects and Specifications – A and AS Level Qualifications	6
Subjects and Specifications – GCSE / Level 2 Qualifications	7
CONTINGENCY DAYS	7
ENTRIES AND TIMETABLES	8
Who is responsible for the examinations?.....	8
Who is entered for external exams?	8
When are entries made?	8
Exam Timetables	8
Individual Timetables	8
Statement of Entry	8
Clashes.....	8
Seating Plans	8
THE EXAMS	9
Times for all public exams	9
Emergencies	9
Exam Rooms	9
Exam Regulations	9
Good Practice for Candidates.....	10
Absence from exams	10
Personal Circumstances	10
Special Arrangements	10
Special Consideration.....	11
DURING THE EXAM SEASON.....	11
What arrangements are made for Study Leave?	11
RESULTS AND CERTIFICATES	11
Results	11
Post Results Services	11
Certificates	11
KEY CONTACTS	11

TIMETABLE OF EVENTS

Controlled Assessments & NEAs

When	What
March - May	Controlled assessment and NEA completion time (varies between Departments)

Further information regarding the NEA process can be found on the school website at <https://www.davenantschool.co.uk/page/?title=Examinations+and+Revision&pid=113>

Examinations Timetable

Please note that this timetable is a summary of the nationally timetabled examinations, the dates and times for which are not changeable. Please note however that if a student has a clash of examinations where 2 or more examinations are scheduled at the same time from different exam boards, individual changes may be made, see section on “Clashes” further on in this document.

Date	Start	Level	Subject	Component Title
Mon 24 Apr	09:00	AS Level	Critical Thinking AS	Problem Solving 12
Fri 28 Apr	09:00	AS Level	Critical Thinking AS	Critical Thinking 22
Mon 15 May	09:00	GCSE	Religious Studies	P1 to 3 Christ & P1 to 5 Islam
Mon 15 May	13:30	GCSE	Drama	Component 3 Interpreting Theatre
Tue 16 May	09:00	A Level	Sociology (AS)	Paper 1
Tue 16 May	09:00	GCSE	Biology	Paper One [F]
Tue 16 May	09:00	GCSE	Biology	Paper One [H]
Tue 16 May	09:00	GCSE	Combined Science	Paper One: Biology [F]
Tue 16 May	09:00	GCSE	Combined Science	Paper One: Biology [H]
Wed 17 May	09:00	A Level	Geography	Paper One
Wed 17 May	09:00	GCSE	English Literature	Paper 1
Wed 17 May	13:30	GCSE	Physical Education	Physical Factors Affecting Performance
Thu 18 May	09:00	A Level	Economics	Markets & Bus. Behaviour (P1)
Thu 18 May	09:00	GCSE	History	P1 Crime & Punishment
Thu 18 May	13:30	A Level	Maths (AS)	Pure Mathematics 1
Thu 18 May	13:30	GCSE	Business	Investigating Small Bus
Fri 19 May	09:00	A Level	Psychology	Paper 1
Fri 19 May	09:00	GCSE	Maths	Non Calculator [F]
Fri 19 May	09:00	GCSE	Maths	Non Calculator [H]
Fri 19 May	13:30	GCSE	Computer Science	Computer Systems Wrtn
Mon 22 May	09:00	GCSE	Chemistry	Paper One [F]
Mon 22 May	09:00	GCSE	Chemistry	Paper One [H]
Mon 22 May	09:00	GCSE	Combined Science	Paper Two: Chemistry [F]
Mon 22 May	09:00	GCSE	Combined Science	Paper Two: Chemistry [H]
Mon 22 May	09:00	A Level	Sociology (Adv.)	Paper 1
Mon 22 May	13:30	A Level	Media Studies (Adv.)	Paper 1
Mon 22 May	13:30	A Level	Economics	National & Global Economy (P2)
Mon 22 May	13:30	GCSE	Geography	Paper 1
Tue 23 May	09:00	A Level	Sociology (AS)	Paper 2
Tue 23 May	09:00	A Level	Business	Market People & Global Business

Tue 23 May	09:00	GCSE	French	Listening & Reading Test Tier F
Tue 23 May	09:00	GCSE	French	Reading Test Tier F
Tue 23 May	09:00	GCSE	French	Listening & Reading Test Tier H
Tue 23 May	09:00	GCSE	French	Reading Test Tier H
Tue 23 May	13:30	A Level	Politics	UK Politics
Tue 23 May	13:30	GCSE	Religious Studies	P2A Excl Text
Wed 24 May	09:00	GCSE	English Literature	Paper 2
Wed 24 May	09:00	A Level	History	Hist A: Civil Rights USA
Wed 24 May	13:30	A Level	English Lang And Lit	(Adv) Paper 1
Wed 24 May	13:30	A Level	English Literature	(Adv) Paper 1A
Wed 24 May	13:30	A Level	Physical Education	Physiol Factors Affecting Perf
Wed 24 May	13:30	A Level	Physics	Modelling Physics
Thu 25 May	09:00	GCSE	Physics	Paper One [F]
Thu 25 May	09:00	GCSE	Physics	Paper One [H]
Thu 25 May	09:00	GCSE	Combined Science	Paper Three: Physics [F]
Thu 25 May	09:00	GCSE	Combined Science	Paper Three: Physics [H]
Thu 25 May	13:30	A Level	Psychology	Adv Paper 2
Thu 25 May	13:30	A Level	Further Maths	Core Pure Maths.1
Thu 25 May	13:30	GCSE	Computer Science	Comp Think Algorithm Program
Mon 05 Jun	09:00	A Level	Economics	Micro & Macro (P3)
Mon 05 Jun	09:00	GCSE	English Language	Paper 1
Mon 05 Jun	13:30	A Level	Psychology	Adv Paper 3
Mon 05 Jun	13:30	A Level	Further Maths	Core Pure Maths.2
Mon 05 Jun	13:30	GCSE	French	Writing Test Tier F
Mon 05 Jun	13:30	GCSE	French	Writing Test Tier H
Tue 06 Jun	09:00	A Level	Geography	Paper Two
Tue 06 Jun	09:00	GCSE	Spanish	Listening & Reading Test Tier H
Tue 06 Jun	09:00	GCSE	Spanish	Listening & Reading Test Tier F
Tue 06 Jun	13:30	A Level	Media Studies (Adv.)	Paper 2
Tue 06 Jun	13:30	A Level	Maths	Pure Mathematics 1
Tue 06 Jun	13:30	A Level	Core Maths	Comprehension
Wed 07 Jun	09:00	A Level	Spanish	Adv Paper 1 List Read & Writ
Wed 07 Jun	09:00	A Level	Business	Activs Decision & Strats
Wed 07 Jun	09:00	GCSE	Maths	Calculator [F]
Wed 07 Jun	09:00	GCSE	Maths	Calculator [H]
Wed 07 Jun	13:30	A Level	Design And Technology	Product Design Adv Paper 1
Wed 07 Jun	13:30	A Level	Theatre Studies	Theatre Makers In Prac.
Wed 07 Jun	13:30	A Level	Politics	Uk Government
Wed 07 Jun	13:30	A Level	Biology	Biological Processes
Wed 07 Jun	13:30	GCSE	History	Superpower Henry
Thu 08 Jun	09:00	A Level	English Lang And Lit	Paper 2
Thu 08 Jun	09:00	A Level	English Literature	Paper 2B
Thu 08 Jun	09:00	A Level	Physical Education	Psychlgcl Fctr Afct Perf
Thu 08 Jun	09:00	GCSE	Physical Education	Socio
Fri 09 Jun	09:00	A Level	Physics	Exploring Physics
Fri 09 Jun	09:00	GCSE	Geography	Paper 2
Fri 09 Jun	09:00	A Level	Sociology (Adv.)	Paper 2
Fri 09 Jun	13:30	GCSE	Biology	Paper Two [F]
Fri 09 Jun	13:30	GCSE	Biology	Paper Two [H]
Fri 09 Jun	13:30	GCSE	Combined Science	Paper Four: Biology [F]
Fri 09 Jun	13:30	GCSE	Combined Science	Paper Four: Biology [H]

Fri 09 Jun	13:30	A Level	History	Eng 1547
Mon 12 Jun	09:00	A Level	French	Adv Paper 1 List Read & Writ
Mon 12 Jun	09:00	A Level	Chemistry	Adv Paper 1
Mon 12 Jun	09:00	A Level	Religious Studies	Philosophy Of Religion
Mon 12 Jun	09:00	GCSE	English Language	Paper 2
Mon 12 Jun	13:30	A Level	Geography	Paper Three
Mon 12 Jun	13:30	A Level	Music	Appraising
Mon 12 Jun	13:30	A Level	Computer Science	Computer Systems Wrtn
Mon 12 Jun	13:30	GCSE	Business	Building A Business
Tue 13 Jun	09:00	GCSE	Chemistry	Paper Two [F]
Tue 13 Jun	09:00	GCSE	Chemistry	Paper Two [H]
Tue 13 Jun	09:00	GCSE	Combined Science	Paper Five: Chemistry [F]
Tue 13 Jun	09:00	GCSE	Combined Science	Paper Five: Chemistry [H]
Tue 13 Jun	09:00	A Level	History	Hist A: Italy & Unfctn 1789
Tue 13 Jun	13:30	A Level	Maths	Pure Mathematics 2
Tue 13 Jun	13:30	A Level	Core Maths	Applications
Tue 13 Jun	13:30	GCSE	Spanish	Writing Test Tier H
Tue 13 Jun	13:30	GCSE	Spanish	Writing Test Tier F
Wed 14 Jun	09:00	A Level	Spanish	Adv Paper 2 Writing
Wed 14 Jun	09:00	A Level	Business	Investigating Business
Wed 14 Jun	09:00	GCSE	Maths	Calculator [F]
Wed 14 Jun	09:00	GCSE	Maths	Calculator [H]
Wed 14 Jun	13:30	A Level	Further Maths	Further Mechanics 1
Wed 14 Jun	13:30	GCSE	Music	Appraising Music
Wed 14 Jun	13:30	A Level	Sociology (Adv.)	Paper 3
Thu 15 Jun	09:00	A Level	Physics	Unified Physics
Thu 15 Jun	09:00	GCSE	History	Weimar & Nazi Germany
Fri 16 Jun	09:00	A Level	Design And Technology	Product Design Adv Paper 2
Fri 16 Jun	09:00	A Level	Politics	Comparative Politics (USA)
Fri 16 Jun	09:00	A Level	Biology	Biological Diversity
Fri 16 Jun	09:00	GCSE	Physics	Paper Two [F]
Fri 16 Jun	09:00	GCSE	Physics	Paper Two [H]
Fri 16 Jun	09:00	GCSE	Combined Science	Paper Six: Physics [F]
Fri 16 Jun	09:00	GCSE	Combined Science	Paper Six: Physics [H]
Fri 16 Jun	13:30	GCSE	Geography	Paper 3
Mon 19 Jun	09:00	A Level	French	Adv Paper 2 Writing
Mon 19 Jun	09:00	A Level	Computer Science	Algrthms & Pgrming Wrtn
Mon 19 Jun	09:00	GCSE	Design And Technology	Written Paper
Mon 19 Jun	13:30	A Level	Chemistry	Adv Paper 2
Mon 19 Jun	13:30	A Level	Religious Studies	Religion And Ethics
Tue 20 Jun	09:00	A Level	Physical Education	Socio/Ctrtl Physl Actv Sprt
Tue 20 Jun	13:30	A Level	Maths	
Wed 21 Jun	09:00	A Level	Biology	Unified Biology
Fri 23 Jun	09:00	A Level	Chemistry	Adv Paper 3
Mon 26 Jun	13:30	A Level	Further Maths	Further Mechanics 2
Mon 26 Jun	13:30	A Level	Religious Studies	Dvlpmnts Chrstn Thght

THE EXAMINATION SYSTEM

Awarding Bodies

Separate Awarding Bodies run the public exams. While each one has its own administrative and documentation process, they are all run to the same standard. Departments are free to choose which Awarding Body specification they use and you should know which this is for each of your subjects.

Each Awarding Body has a website on which details of the course can be found as well as past papers and exams advice.

The Awarding Bodies used are:

AQA www.aqa.org.uk

Edexcel www.edexcel.org.uk

OCR www.ocr.org.uk

EDUQAS www.eduqas.co.uk

Subjects and Specifications – A and AS Level Qualifications

The table below shows which awarding body runs the specifications currently taught to KS5

Syllabus / Title	Exam Board	Specification Code	Level
Art & Design: Fine Art	OCR	H601	A Level
Biology A	OCR	H420	A Level
Business	Edexcel	9BS0	A Level
Chemistry	AQA	7405	A Level
Computer Science	OCR	H446	A Level
Core Maths	Edexcel	7MC0	AS Level
D&T: Product Design (3D)	AQA	7552	A Level
Drama & Theatre	Edexcel	9DR0	A Level
Economics A	Edexcel	9EC0	A Level
English Language & Lit.	AQA	7707	A Level
English Literature (B)	AQA	7717	A Level
French	AQA	7652	A Level
Further Mathematics	Edexcel	9FM0	A Level
Geography	Edexcel	9GE0	A Level
History (A)	OCR	H505	A Level
Level 3 Extended Project	Edexcel	ZPJ30	AS Level
Mathematics	Edexcel	9MA0	A Level
Media Studies	AQA	7572	A Level
Music	Edexcel	9MU0	A Level
Physical Education	OCR	H555	A Level
Physics A	OCR	H556	A Level
Politics	Edexcel	9PL0	A Level
Psychology	AQA	7182	A Level
Religious Studies	OCR	H573	A Level
Sociology	AQA	7192	A Level
Spanish	AQA	7692	A Level
Thinking Skills	CIE	9694	AS Level

Subjects and Specifications – GCSE / Level 2 Qualifications

The table below shows which awarding body runs the specifications currently taught to KS4

Syllabus / Title	Exam Board	Specification Code	Level
Art & Design: Fine Art	OCR	J171	GCSE / Level 2
Art, Craft & Design	AQA	8201	GCSE / Level 2
Biology	EDEXCEL	1BIO	GCSE / Level 2
Business	EDEXCEL	1BS0	GCSE / Level 2
Chemistry	EDEXCEL	1CH0	GCSE / Level 2
Child Development	OCR	J818	GCSE / Level 2
Combined Science	EDEXCEL	1SC0	GCSE / Level 2
Computer Science	OCR	J277	GCSE / Level 2
Creative iMedia	OCR	J817	GCSE / Level 2
D&T Product Design	AQA	8552	GCSE / Level 2
Drama	EDUQAS	C690QS	GCSE / Level 2
ENGLISH Language	AQA	8700	GCSE / Level 2
ENGLISH Literature	AQA	8702	GCSE / Level 2
French	AQA	8658	GCSE / Level 2
Geography	AQA	8035	GCSE / Level 2
History	EDEXCEL	1HIA(CY)	GCSE / Level 2
Hospitality & Catering	WJEC	5569QA	GCSE / Level 2
Maths	EDEXCEL	1MA1	GCSE / Level 2
Music	EDEXCEL	1MU0	GCSE / Level 2
Physical Education	OCR	J587	GCSE / Level 2
Physics	EDEXCEL	1PH0	GCSE / Level 2
Religious Studies	AQA	8062	GCSE / Level 2
Spanish	AQA	8698	GCSE / Level 2

CONTINGENCY DAYS

The awarding bodies have collectively agreed a contingency day for several years now which is always scheduled at the end of the GCSE, GCE AS and A-level exam timetables. ***Contingency days are defined as the days that examination boards would use for any exams that needs to be rescheduled in the event of national or significant local disruption to exams in the United Kingdom. They form part of the awarding bodies' standard contingency planning for public examinations.***

Following the Covid-19 pandemic, further resilience was needed within the exam timetables. A single contingency day was not felt to be sufficient if a national event or incident had a significant effect on the exam timetable. For example, summer exams could be affected by extremely high temperatures.

For the June 2023 exams, the awarding bodies have therefore introduced two additional half-day contingency sessions. These are on Thursday 8 June 2023 and Thursday 15 June 2023. The standard contingency day remains at the end of the timetable being scheduled on Wednesday 28 June 2023.

ENTRIES AND TIMETABLES

Who is responsible for the examinations?

The awarding bodies or examination boards set down strict criteria for the conduct of exams which must be followed, and the centre is required to follow them precisely. Ms Patel, the school Exams Officer is responsible for administering all external exam arrangements. You can contact her on exams@davenant.org. A team of invigilators is present at all times during each exam session.

Who is entered for external exams?

Every student is entered at the most appropriate level in each of their timetabled subjects. Students will only be withdrawn from exams for which they have been entered after consultation with the appropriate members of staff who include the Head of Subject, the Head of Year, the Head of Sixth Form or the Deputy Head.

When are entries made?

Entries are made in February for the summer season and finalised by April. Details of your exam entries can be found on TALAXY.

Exam Timetables

The year's exam timetable is detailed in this guide and are also available on the school website.

<https://www.davenantschool.co.uk/page/?title=Examination+Timetables&pid=247>

Individual Timetables

These show the personal details that have been sent to the exam boards and will appear on your certificates, the examinations (and levels) that it is intended that you be entered for and any vocational courses you are registered for. Individual timetables are issued on TALAXY.

Statement of Entry

Individual statements of entry are issued for each exam season. There is a number of pieces of information about you that will need to be checked. More information will be provided about this checking process towards the end of the Spring term.

Clashes

In reviewing the exam timetable on the website, you may have noticed an exam clash (two exams at the same time). Where this happens, one exam will be moved to a different session on the same day (or the following day) and those concerned will be quarantined for part of the day to maintain exam security.

You will receive a separate letter in due course about this, if we believe you are affected. If you have not received a letter explaining how your clash has been handled by March 10th 2023 and you can see a clash on TALAXY, you must notify the Exam Office exams@davenant.org immediately.

Seating Plans

Seating numbers will be included in the information on TALAXY and seating plans will be posted outside the exam hall and the KS4 office and Room 37 (Sixth Form Study Area) the day before each exam commences.

Please note that seating numbers may be subject to change and you are advised to check these each day before each of your examinations to ensure that you are aware of the most up to date seating information.

It is very important that you sit in the numbered seat allocated to you for a specific exam.

THE EXAMS

Times for all public exams

- Morning exams start at 9.00 am and you must be in the school hall at 8:30 am
- Afternoon exams start at 1.30 pm and you must be outside the exam hall at 1.00 pm

Emergencies

If the fire alarm sounds during an exam, the invigilators will tell you to stop work immediately and to turn over your paper. A note will be made of the time. The Exams Officer will liaise with a member of the Senior Staff to find out if an evacuation is necessary or not. If so, then you leave everything on your desk and are taken to a designated assembly point. You must leave in complete silence and at no point can you attempt to communicate with anyone.

On return to the exam hall, you do not begin writing until instructed to do so. You will be allowed the remaining time for the exam and a special consideration report will be sent to the Examination Board detailing the incident.

Exam Rooms

Most exams take place in the Gym or The Reynolds Lecture Theatre but other rooms are used as well. It is your responsibility to check the venue. This will be on your personalised Timetable on TALAXY.

Exam Regulations

The Boards set exam regulations. Failure to comply with them may lead to you being disqualified from an exam or, in extreme circumstances, from all exams in that session. The following is a summary:

You must not take into the exam room:

- Notes
- A calculator case/instruction leaflet
- a mobile phone, iPod, Smart Watches, Wrist watches, MP3/4 player or any other technological / web enabled sources of information.

Awarding Bodies take a very strict line on all Watches, Mobile Phones, Smart Watches, PDAs And MP3s. Possession of one in an exam room, even if it is turned off and the battery removed, is considered as an attempt to cheat and will result in disqualification.

You must not become involved in any unfair or dishonest practice in any part of an exam.

- Cans of drinks or bottles of fizzy drink are not permitted in the exam room.
- Small clear bottles of water are allowed into the exam room provided all labels, stickers and/or logos have been removed from the bottle.
- No other form of drinks bottle is permissible in the exam room
- Any unauthorised materials or equipment must be left outside the exam room or handed to an invigilator before the exam starts.
- You must not attempt to communicate with, or distract, another candidate during the exam. You are not allowed to borrow equipment from another candidate during the exam or loan your own to others. You must remain in your seat, in silence and face forward throughout the exam.
- You cannot leave an exam before it finishes, except in an emergency
- Pencil cases must be of the "see-through" type or simply use a polythene bag. The use of correcting fluids or pens and highlighters in your answers is not allowed. If you make a mistake simply cross it out.
- Write only in black pen. A pencil may be used for diagrams or graphs.
- Rough work must all be done in your answer booklet/additional paper but then clearly crossed through and, if on additional paper, attached to your answer paper.
- On some occasions you might be dismissed while another exam is continuing – please have regard for others who have not finished and move well away from the area.

Good Practice for Candidates

- Before, and during an exam period, check your timetables carefully to make sure you know what days and times your exams are scheduled.
- Be sure to arrive at school in plenty of time, this may mean making adjustments to your normal travel arrangements. Some afternoon exams may go on beyond the end of normal school time. Please make sure that you make alternative travel arrangements if this is likely to cause problems due to buses etc. You cannot leave an exam early even if you have finished.
- Please ensure that you have something to eat and drink for breakfast / lunch before an exam. If you have an exam clash which will require you being supervised over the lunch period, make sure you bring food and drinks with you and any revision materials you require. Please note you will not have access to any electronic devices,
- Remember that you are still a member of the school until the date of your last exam in June and so you must wear full school uniform for all of your exams. Do not risk being prevented from taking an exam because you do not conform.
- Make sure you know before an exam what equipment you will need, that you have it, and that it works. This is particularly important for Maths, Science & Geography where calculators, rulers and coloured pencils may be required. Always take spare pens and pencils into an exam. **Please do not rely on the Exams office to provide this for you.**
- If necessary, go to the toilet before the exam starts – some exams can be up to 3 hours long.
- Listen carefully to instructions that are given at the start and finish of each exam. You will be responsible for filling in all the correct personal information on the front of the exam paper/answer paper, including your candidate number and your LEGAL NAME (**rather than your chosen name**). You need to complete this in **“BLOCK (CAPITAL) LETTERS” writing your Forename and Surname.**
Please bear in mind that you cannot do this once the invigilators have told you to put your pens down!
- Some exam boards also require you to sign your script, so practice your signature!
- Do not start completing the exam paper until instructed to do so.
- Where there is a choice of question you must carefully number the questions that you have attempted.
- Doodling on your script/writing comments about the exam/notes to the marker may be considered to be inappropriate use of exam materials and might attract a mark penalty.
- If during an exam you have a problem and are in doubt about what to do put up your hand and ask an invigilator.
- When you are dismissed from an exam remember that there may be candidates still working. Leave quietly and save your discussions with others until outside the building.
- You must make sure you put your pen down at the end of the exam as soon as instructed to do so.

Absence from exams

If, for any reason, an exam candidate is not going to be able to either get to an exam e.g. illness on day, or might be late e.g. transport problems, it is essential that we are informed. Please ensure that reception is informed as soon as possible (020 8508 0404) and ask for an urgent message to be passed to the Exam Office.

Personal Circumstances

It is recognised by exam boards that candidates can find themselves, through no fault of their own, in situations where their performance in an exam may be impaired. As long as the Exam Officer is made aware of such situations there are procedures that can be put in place to either assist a candidate or for consideration of the problem to be made when papers are marked. These are either:

Special Arrangements

These are applied for, when it is known that a candidate has a particular issue or difficulty, in advance of sitting an exam. Special (Access) Arrangements are arranged by Student Services and when applicable, they will be in touch with parents and students, to confirm access arrangements, well in advance of the public exams season.

Special Consideration

This is applied for, when something unexpected occurs and may disadvantage a candidate. For example, illness during an exam meant that you did not perform as well as you normally would or could not physically make it into school. The details are forwarded to the exam board and who may take them into account when grades are being awarded. If you have any problems regarding exams please contact the exams office. All matters are dealt with in strictest confidence but please note that the final decision regarding the awarding of special consideration is made by the exam board and not the school.

DURING THE EXAM SEASON

What arrangements are made for Study Leave?

Study Leave for the public examinations begins this year on 12th May 2023 for Year 11 and Year 13 only. After that date students are only required to be present, in school, when they actually have an exam.

A study space will be available between the morning and afternoon exams and please note for Year 13, during the first 2 weeks of the exam season, teachers will be accessible during their lesson times for further guidance. Please note that this is by prior arrangement only.

Please note that all students attending school at any time are required to sign in and out at **Main Student Reception** and are also expected to wear full school uniform.

RESULTS AND CERTIFICATES

Results

Summer series results will be available on TALAXY on Thursday 17th August for Alevels and 24th August 2023 for GCSEs.

We will also provide details of how to come into school and collect your results in person, nearer the time.

Post Results Services

If you are unhappy with your GCSE or Alevel results you will have access to the Post Result Services which may be available to you. Details of these services will also be included with your exam results.

Certificates

The Exam Office will be in touch when Examination Certificates arrive in school and are ready for collection. Please note that the certificate will need to be collected from school by the student and will need to be signed for. Please note that in cases where the student is unable to collect the certificates, they may be handed to an authorised third party. Full details of this will be sent out in the Autumn Term after the examinations results.

It is vital that the certificates are kept in a safe place. Replacements can only be obtained from Exam boards and are expensive. You will need to refer to them when making an application for further or higher education and they must be presented when you register for the chosen course. Employers increasingly ask to see them as proof of the qualifications you may have entered on an application form. Please note that if the student name on the certificate is incorrect there is a 30 days window, to get this corrected by the centre. After 30 days, this will be a charged service for each certificate they need to change; the cost will differ depending on the exam board.

KEY CONTACTS

Mr A Thorne – Head of Exam Centre
Ms D Patel – Exams Officer
Miss Dowsett – Head of Year 10
Mr Kafouris – Head of Year 11
Mr B Taylor – Head of Year 12
Mr A Midgley – Head of Year 13

Mrs N Marshall – KS4 Coordinator
Mrs E Buck – Sixth Form Centre Manager
Mrs E Browne – Assistant Headteacher (Data, Exams & Systems)
Mrs K Fisher – Head of Sixth Form (Assistant Headteacher)
Mrs D Lake – Deputy Head