

THE SIXTH FORM COLLEGE, COLCHESTER

TO ALL YR 2 A LEVEL/EXTENDED CERTIFICATE STUDENTS LEAVING COLLEGE IN SUMMER 2024

IMPORTANT: AFTER READING AND DIGESTING KEEP THIS REFERENCE DOCUMENT IN A SAFE PLACE. IT CONTAINS CRUCIAL INFORMATION ABOUT EXTERNAL EXAMINATIONS AND LEAVING PROCEDURES, TO WHICH YOU MAY NEED TO REFER IN THE COMING WEEKS.

This document will also be posted on Moodle throughout the April to September period (under the heading 'College Info')

1. ATTENDANCE AT COLLEGE

All Year 2 A Level/Extended Certificate classes end on **THURSDAY 16 MAY at 4.00pm**. You will, in general, only be required to attend College after the 16 May when you have specific examinations scheduled - although there may be 'optional' A Level revision classes offered in some subjects in May/June. You may, of course, use College facilities for study throughout the examination period. There will be no daily attendance or Registration requirement from Friday 17 May.

If you bring valuables such as mobile telephones, laptops, watches or any programmable electronic items etc. into College on a day when you have an examination you should hand them in to the College General Office for safe-keeping. **You must not take such items into an examination room and you must be aware that the Examination Boards/Awarding Bodies will disqualify students who are found to be in possession of mobile telephones etc.** Do not forget to collect your valuables after the examination is over.

2. LEAVING PROCEDURES, RETURNING COLLEGE RESOURCES

All students leaving College must return all College books and other resources that they have borrowed; they must complete a Leaver's Form. If you do have resources to return, there is a day set aside for this, **Leavers' Day, Monday 1 July**. **If you do not have resources to return**, then complete the form and return it along with your lanyard to the General Office or Senior Tutor at some point after you have finished your exams. The following specific subjects are expecting resources to be returned and you will need a signature from these subjects confirming that everything has been returned: A Level Classical Civilisation, A Level Computer Science, BTEC Level 3 IT, Applied General Business, GCSE English Literature, A Level Mathematics, A Level Further Maths, A Level Statistics, A Level Spanish, A Level Sport & PE.

Summary of Procedures for completing the Leavers' Form:

- (a) Your Leavers' Form is attached to these instructions. **Please keep in a safe place.**
- (b) For those students with resources to return on Leavers' Day, please arrive at College at the following times:

- Division 1 – 09:20 a.m.
- Division 2 – 09:40 a.m.
- Division 3 – 10:00 a.m.
- Division 4 – 10:20 a.m.
- Division 5 – 10:40 a.m.
- Division 6 – 11:00 a.m.
- Division 7 – 11:20 a.m.
- Division 8 – 11:40 a.m.
- Division 9 – 12:30 p.m.
- Division 10 – 12:50 a.m.

- (c) **Completing the Form**

- **PERSONAL DETAILS** section.
Your admission date is the month and year you joined College e.g. August 2022 (08/22) and Leaving date is July 2024 (07/24)

- **DESTINATION** – Provide as much details as possible. You do **NOT** need to visit the Careers Department. However, if at this stage you would like some support regarding your progression beyond College or require some careers advice they would be happy to see you.
- **COLLEGE RESOURCES/ TEXTBOOKS** – these should be returned to the relevant department.
- **LIBRARY BOOKS** – If you have borrowed books from the College Library you will have received a reminder from the Library. We strongly advise you to return any outstanding books and clear any fines before Leavers' Day.
- **LOCKER KEYS** – These should be returned to the General Office. Please empty your locker before returning the key. All lockers will be checked and emptied at the end of this term.
- **SENIOR TUTOR SIGNATURE** – Senior staff on the Concourse can sign these sections. Senior staff are signing the form to confirm that the leaving process has been completed.
- **LANYARDS AND STUDENT CARDS** – Senior staff on the Concourse will collect these from you.
- **RETURNING COMPLETED FORMS** – Forms should be returned by the end of term. Please note that:
 - (i) It is important that you clear all outstanding monies due to the College since failure to do so will make it difficult for the College to vouch for your integrity in any references requested about you in the future.
 - (ii) If you have requested repayment of your book deposit, refunds will be made via Wisepay in August to those students who have returned a completed Leaver's Form.

Please keep the College Careers Department updated on your destination i.e. employment, university, etc. and contact them if you need any help. In addition to supporting you we do like to know what happens to our students after leaving College and often need such information in order to provide data requested by various government bodies. This information can be provided via the College website – Former Students' link. <https://www.colchsfc.ac.uk/about/contact/former-students>

3. PERSONAL EXAMINATION TIMETABLES FOR SUMMER 2024 EXAMINATIONS

All Personal Examination Timetables will be distributed to students via their Personal Tutor early in the first half of the summer term. At that stage you should check that all details on them are correct and immediately inform the Examinations Officer if you believe there are any errors. Keep your timetable in a safe place as duplicates will not be produced. Details are also available on CEDAR.

4. EXAMINATION TIMETABLE 'CLASHES'

In early May, students identified as having examination timetable 'clashes' will receive a letter, along with their timetable, from the Examinations Office explaining the revised arrangements. This will usually involve moving an examination to either the morning or afternoon session and will require you to be supervised between the sessions. **If you are a clash candidate you need to ensure that you remain in the examination venue until you are collected – failure to do so will mean that you are in breach of Examination Board regulations.** If you think you have a 'clash' but do not receive a letter with your timetable, then you need to go to the Examinations Office as a matter of urgency for appropriate arrangements to be made. If you are a clash candidate and, for whatever reason, are not able to sit an exam, you should contact the Examinations Office immediately. Failure to sit a rearranged examination at the right time could lead to disqualification by the Awarding Body.

5. TIMES OF EXAMINATIONS

It is your responsibility to arrive for all examinations on time, on the correct day and at the right place. Too frequently students mix up details of start times or confuse am with pm, and are then adversely affected. If students miss a morning exam it cannot be taken in the afternoon because of national exam board regulations that are rigidly in place. Therefore, please check your examination timetable very carefully and confirm the arrangements for yourself the day before each examination. To avoid errors

being made we strongly advise that you also involve parent(s) in this process. For example, also give your parent/carer a copy of your exam timetable so they can help you manage the process.

Morning examinations start at 9.15 am and afternoon examinations at 1.45 pm.

You should arrive at the examination room 20 minutes before the start of the examination.

If you think that your examination starts at a different time please see the Examinations Office.

If you arrive late for an examination, you may still be admitted during the first 15 minutes, at the discretion of the Senior Invigilator in conjunction with the Examinations Officer. However, extra time will not be allowed for late arrivals except under exceptional circumstances. If you arrive more than 15 minutes late, you should immediately go to the Examinations Office, room 007. Depending on how late you are you may still be allowed to start the exam, but you should be warned that the work might not be accepted by the exam board.

No candidate will be allowed to leave the examination room until the time at which the examination is due to end.

Awarding Bodies specify that candidates should be asked to show proof of identity and you can be disqualified from examinations if you are unable to prove your identity upon request.

For all examinations you must bring personal identification with you into the examination room, which must have your photograph and legal name on it (preferably Student College Card, but it could be a Passport or Driving Licence) and clearly display this on your examination desk. A College sticker is not acceptable as formal identification. You must also bring your personalised timetable with you to all examinations.

6. SICKNESS AND ABSENCE

If you are unwell, or are taken ill during an examination, please report this to the Examination Officer as soon as possible. You will be asked to provide written evidence outlining the nature of the illness, which can be used to apply to the examination boards for special consideration. The decision as to whether this is granted of course rests with the examination bodies.

If you miss an examination paper due to absence through illness, please contact the Examinations Officer on 01206 500789, as soon as possible. She will be able to offer further advice. Every effort should be made to do this prior to the start of the examination. Provided that you have sat sufficient papers in that subject, you may well be awarded a grade.

If you fail to attend an examination for any other reason than health related absence you **will be expected to pay for your examination entry** and you will not achieve a mark for that module or an overall grade.

7. EXAMINATION MATERIALS

The Awarding Bodies/examination boards will provide all question papers and the answer booklets that must be used. However, you are expected to provide the following materials yourself:

In general:

- (a) Pens - either fountain, cartridge, roller-ball or biro, these **MUST** be black ink. Do not use any other colour. Make sure you have at least one spare black pen. Do not use a pencil for written answers to questions.
- (b) Pencils - a B or HB pencil is needed for some multiple-choice papers in some specific subjects - but must **NOT** be used to write responses on other examination papers.
- (c) Eraser (where use of pencil is required).
- (d) Drawing Instruments - rulers, protractors, compasses, set squares, etc.
- (e) Coloured pencils or pens.
- (f) Calculators - these must be of a silent type and, if programmable, must have no programmes stored in them prior to the examination. You must not use an instruction booklet with them. Calculators are not allowed in some examinations (check with your subject tutors).
- (g) Specific examination related materials (e.g. specific set books for English, pre-release materials for some other subjects).

Please note that the College will not supply any of the above items. It is your responsibility to provide the necessary equipment. You will not be allowed to borrow from another candidate during an examination.

The use of erasing fluid (Tippex etc) is forbidden in examinations.

Pencil Cases should be made of transparent material.

8. PROCEDURES IN EXAMINATIONS

- (a) The rule of silence applies from the moment you enter the examination room until you have left it. You must not attempt to communicate with another candidate in any way during an examination.
- (b) Apart from the items listed in 7 above, no other items such as books, bags, etc. should be brought to your desk in the examination room. Any such items must be left at the back of the examination room. **Mobile telephones, watches, laptops and any other programmable electronic items are strictly forbidden in examination rooms even if they are not switched on. For security purposes never leave any items unattended outside the examination room. On days that you are taking examinations we advise you to limit the amount of valuable items you bring to College to a bare minimum.** If you do bring valuables into College on a day when you have an examination you should hand them in to the College General Office for safe-keeping, rather than taking them into an examination room. The examination boards will disqualify students who are found to be in possession of mobile telephones or other electronic data storage devices. Do not forget to collect your valuables after the examination is over.
- (c) On entering the examination room go to the desk bearing the seat number shown on your timetable. Desks will be arranged by subject in candidate number order.
- (d) If, during an examination, you require the attention of an invigilator, raise your hand and wait until you are dealt with. Do not call out or leave your seat.
- (e) Do not bring any unauthorised material into an examination.
- (f) Do not behave in any way which might distract other candidates.
- (g) You must not write inappropriate, obscene or offensive material in your exam paper.
- (h) If you are a clash student you **must** remain seated when your examination finishes until you are collected by a member of staff.

Any candidate in breach of Examination Board/Awarding Body Regulations will be removed from the examination and the matter reported to the Board. This will probably result in disqualification.

9. ISSUE OF RESULTS IN AUGUST

Public Examination results will be published **via CEDAR** on the following days/times:

A Level/Extended Certificate results	-	Thursday 15 August	From 8.00 am
GCSE results	-	Thursday 22 August	From 8.00 am

The College will not be open to issue hard copies of results. College will not release results over the telephone.

If you know you will be on holiday when the results are published make sure that you have made arrangements for obtaining your results, for example by ensuring that you have access to the internet. You will also need to ensure that you have made arrangements for dealing with any progression issues such as UCAS or returning to College. As well as your results, all information about post results services including the deadline for priority scripts and mark reviews will be available on the Exams information section on Moodle.

10. AUGUST POST EXAMINATION RESULTS COUNSELLING AND SUPPORT

There will be a team of specialist senior and careers staff available in College from 9.00am on Thursday 15 August and throughout the late Summer and early Autumn period. This will provide support facilities for those students who need advice and guidance regarding higher education, employment or other options. We would ask students to make an appointment with College which may then be facilitated either by phone, or via Teams, or in person, as appropriate and mutually convenient. If you require help or advice or, in a few instances are considering asking to return to College having completed your A Levels/Extended Certificate qualifications, you should make an appointment to see Evette Hawkins (Email: CareersOffice@colchsfc.ac.uk Tel: 01206 500714). Every year a small

number of candidates who do resit one or more A Level exams do so as a private candidate. You do not need to re-enrol as a student but you do need to visit the Exams Office. The next opportunity to resit your A Level exams, after Summer 2024, will be Summer 2025. If you do wish to resit next Summer please visit the Exams Office between October – December 2024 to make the necessary arrangements. There is however an additional, exam series for GCSE Maths and English in November 2024, if you wish to take advantage of this, you will need to speak to both the relevant departments at the College and the Exams Office in early September to arrange.

April 2024