

WSAPC Examination Entry Procedures

- Syllabus details request form (**Doc 1**) sent by exams officers to AHTs for return by end of September
- Exams officers submit estimated entry figures to exam boards/complete syllabus codes information sheet (**Doc 2**) for general circulation/create examination entry mark sheets in SIMS
- Exams officers send blank mark sheets (**Doc 3**) to teaching staff- teaching staff annotate with their entries and return to exams officers
- Exams officers make exam entries in SIMS and submit to exam boards, and send copy completed mark sheets to (**Doc 4**) teachers for confirmation
- Subsequent examination entries (after the deadline) are completed via the 'Late Entries, Withdrawals and Amendments' form (**Doc 5**)



Before Examinations

- Candidate exam timetable and exam pack sent to students (**Docs 6,7,8/9**)
- WSAPC exam timetable published on website (**Doc 10**)
- Exams officers provide exam registers to AHTs/Centre Managers and SENCOs for invigilation and exam room planning (**Doc 11**) and check they have all resources such as posters/stationery
- Exams officers monitor receipt of exam materials
- Exams officers deal with controlled assessment grades and post samples for moderation
- Exams officers make any amendments to entries submitted by staff on 'Late Entries, Withdrawals and Amendments' form and send new registers to AHs and SENCOs as and when required

During the exams

- Exams officers make exam materials available to AHTs/Centre Managers along with attendance register
- AHTs/Centre Managers runs exams in accordance with JCQ regulations
- AHTs/Centre Managers or delegated invigilator passes completed exam papers to exams officer with completed attendance register without delay
- Exams officer sends exam papers to exam board
- Exams officer submits any requests for Special Consideration/Malpractice reports etc



After the exams

- Notification of collection of results letter sent to candidates (**Doc12**)
- Download Day-Exams officer downloads, checks and distributes results to SLT with initial analyses
- Day after download day- Exams officer distributes results to AHTs and Subject Leads.
- Day after download day- Exams officer distributes results to candidates
- Exams officer deals with EARs
- Exams officer provides further analyses
- Exams officer responds to queries from candidates and staff

Monitoring and Review

This policy will be monitored and reviewed annually.

ISSUED	April 2016
ADOPTED BY WSAPC	April 2016
RATIFIED BY GB	May 2016
REVIEWED	December 2019
REVIEW DUE	December 2020





EXAMS 2019/20 SYLLABUS DETAILS

TO: AHTs. Please complete the form below with as much detail as possible and return to Examination Officers

Subjects								
Year Group								
Awarding Body								
Level (eg.GCSE, ELC)								
Course Title								
Specification Code								
Cash-in Code								
Unit Codes								
Cswk/CA codes								
Units to be sat in May/June								
Estimated entries								

Signed Centre..... Date

Doc2

Example Syllabus Codes

Subject	Board	[Specification Code] Syllabus Code/Cash-In Code/Subject Award	Written Unit Codes	Coursework	Controlled Assessment / Practical	Estimated Entries
Art and Design	AQA	[4200] 4201	-	42011	42012	10 students
Computing	OCR	J275	A451		A452B, A453B	10 students
Drama	AQA	[4240] 4242	42401		42402	3 students
DT Resistant Materials	AQA	[4560] 4562	45601		45602	4 students
English [Single]	WJEC	4190 LA	4171, 4172		4193, 4194	Fdn = 1 student
English Language	WJEC	4170 LA	4171, 4172		4173, 4174	Fdn = 30 students Hgr = 10 students
English Literature	WJEC	4200 LA	4201, 4202 01/02/03 or 04		4203	01 & 03 = 5 each 02 & 04 = 10 each
English – Media Studies	WJEC	4390 LA	4391/01		4392/01	12 students
French	AQA	[4655] 4658	46551 (L), 46552 (R)		46553 (S) 46554 (W)	Fdn = 5 students Hgr = 5 students
French NVQ	OCR	04745 – Level 1 04775 – Level 2				5 students (Level 2) 1 student (Level 1)
Geography A	AQA	[9030] 9032	90301, 90302		90303	Fdn = 2 students Hgr = 8 students
German	AQA	[4665] 4668	46651 (L), 46652 (R)		46653 (S), 46654 (W)	Fdn = 27 students Hgr = 35 students
History B	AQA	[9145] 9147	91451, 91452		91453	10 students
Mathematics A	Edexcel	1MA0	1MA01, 1MA02			Fdn = 30 students Hgr = 160 students
Music	Edexcel	2MU01	5MU03	5MU01, 5MU02		5 students
PE	Edexcel	2PE01 Full course 3PE01 Short course	5PE01 Full course 5PE03 Short course	5PE02 Full course 5PE04 Short course	May 2013	FC = 10 students SC = 10 students
Polish	AQA	[4685] 4688	46851, 46852, 46854		46853	2 students
Religious Studies A	AQA	[4050] 4052	405001 405002	-		5 students
Science (Y11)	OCR	Core A J241	A161 A171 A181		A144B	Fdn = 10 students Hgr = 2 students
		Additional A Route 2 J242	A162 A172 A182		A154B	Fdn = 10 students Hgr = 3 students
		Biology A J243 Triple Chemistry A J244 Physics A J245	A161 A162 A163 A171 A172 A173 A181 A182 A183		A164B) via A174B) website A184B)	Hgr = 5 students
Spanish	AQA	[4695] 4698	46951 (L), 46952 (R)		46953 (S), 46954 (W)	Fdn = 1 Hgr = 1

DOC 4 Example Completed Marksheet

et

Entry 70/4365~1

B11B1/Ma 15/16

	Cand. No.	Year	Reg	AQA 4365F Entry	AQA 4365H Entry
nan	1470	B10	BHill		
	1583	B9	BHill		
	1244	B11	BHill		Y
	1262	B10	BHill		
ie	1302	B10	BHill		
ol	1150	B11	BHill		Y
	1062	B11	BHill		Y
	1542	B11	BHill	Y	N
	3166	B11	BHill		Y
	1580	B11	BHill	Y	
her	1157	B10	BHill		
	1564	B11	BHill	Y	N
	1057	B11	BHill	N	Y
	1225	B11	BHill		Y
	1091	B10	BHill		
ie	1684	B11	BHill	Y	
	1694	B11	BHill	Y	
h	1571	B11	BHill		
	1028	B11	BHill	N	Y

Doc6 Example Individual Candidate Timetable

Season: November 2014

Name: Fred Bloggs

Year: 10

Gender: Male

Registration Group: Crawley

Date of Birth: 01/01/2000

Admission Number: 000000

Candidate Number: NNNN **ULN:** NNNNNNNNNN **UCI:** NNNNNNNNNNNN

Name on Certificates: Fred Bloggs

Special Arrangements Required

Timetabled Components

Date	Start	Duration	Board	Level	Element
Wed 12/11/2014	09:00	90	AQA	FSKL/L1 Level 1	4367:Mathematics



Doc7

EXAMINATIONS 2016-2017

**GUIDANCE FOR STUDENTS AND
PARENTS/CARERS**

CONTENTS

Introduction

Before the Examinations

- Statements of Entry
- Examination Boards
- Candidate Name
- Candidate Number
- Timetables
- Contact Numbers
- Equipment

During the Examinations

- Examination Regulations
- Attendance at Examinations
- Coats and Bags
- Invigilators
- Absence from Examinations

After the Examinations

- Notification of Results
- Post Results
- Certificates

Frequently Asked Questions

INTRODUCTION

It is the aim of West Sussex Alternative Provision College to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. These guidelines apply to all exams. This includes exams set externally by the Awarding Bodies and exams set internally by the College.

Many of the guidelines are set out by the Awarding Bodies and must be strictly adhered to. Breaking of the regulations must be reported to the Awarding Bodies and could lead to disqualification from all subjects. The College also expects these regulations to be adhered to during internally set exams. You should therefore pay particular attention to the Information and Warning to Candidate Notices which are enclosed with this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries, or need help or advice at any time before, during or after the examinations please contact your teacher **or email wsapcexams@wsgfl.org.uk**

Remember – we are here to help



GOOD LUCK!

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

The College uses the following Examination Boards: AQA, Edexcel, OCR, Cambridge and WJEC.

CANDIDATE NAME

Please ensure that if the name you are known by in college is different from your official name (as on your birth certificate), your official name is used on your exam papers. Your entry is made using your official name, and if it differs then your results may be delayed.

CANDIDATE NUMBER

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating cards and on examination registers.

TIMETABLES

You will receive an exams timetable showing specific examinations with details of date, time, and duration of exam and venue. Check it carefully. If you think something is wrong see Head of Centre or subject teacher immediately.

A few candidates may have a clash where two subjects are timetabled at the same time. The College will make special timetable arrangements for these candidates only. You must check your individual timetable and see Head of Centre if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see your Head of Centre immediately.

CONTACT NUMBERS

Please check that school has at least one up-to-date contact number for you in case of emergencies.

EQUIPMENT

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

A copy of the "Information for Candidates" and "Warning to Candidates" which is issued jointly by all the Examining Boards, is enclosed with this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The college **must** report any breach of regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. The college advise you of transport arrangements for exam days.
- Candidates who arrive late, will be allowed into the examination room. Wherever possible they will be allowed the full time for their exam. They will be given instructions regarding their exam before they enter the exam room, and the lead invigilator will then instruct them on their individual start and end time.
- If a candidate arrives 'very late' (1hr after start time). It is at the Awarding Body's discretion whether the script is accepted and marked. Exams Officer will advise pupil and parents/carers further if a 'very late' situation arises.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times.
- Pens should be **BLACK** ink or ballpoint only. Many papers are now scanned for marking, and anything other than black may not be scanned. No erasers or correction pens are allowed.
- For Mathematics and Science exams, students will be provided with calculators that conform to the examination regulations.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates, as this could be an indication of malpractice and must be reported to the Awarding Body.
- 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 **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM**. If a mobile phone (or any other type of electronic communication or storage device) 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. This may well lead to zero marks for that paper, or even disqualification from that subject. If you must have your phone with you, please hand in to the invigilator as you enter the room (ensuring it is turned off).
- Candidates who are wearing a wristwatch will be asked to remove the watch and place it on their desk so that it is in sight of the invigilator(s).

- You are allowed to bring in a bottle of water but **please make sure that it is in a see through plastic bottle with the label removed.**
- 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 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, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave an examination room within one hour of the exam start time. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. The extra marks you find may well be the ones to give you the next grade up.
- 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 loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- 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 candidates who may still be working.
- If the **fire alarm** sounds during an examination, continue with your exam, the exam invigilators will tell you if you need to leave the room. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

BAGS

Please do not bring bags into school unless absolutely necessary.

INVIGILATORS

- Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates 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 candidate is feeling ill. If you need

any assistance during an examination, please raise your hand clearly and wait for an invigilator to come to you.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and reported to the Head of Centre.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury or personal problems) please inform your WSAPC Centre at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates 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 candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 50% of the examination (including coursework/controlled assessment) must be completed.
- Parents and candidates are reminded that the college may require payment of entry fees (usually £35.00-£50.00 per subject) should a candidate fail to attend an examination without good reason and without informing the college.
- **Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

You will receive a letter before the end of the summer term advising you of the arrangements for collecting your results. Details will also be published on the WSAPC website.

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to the college before results day.
- Candidates who do not collect their results on 25th August will receive notification through the normal post. Letters will be posted on 25th August and not before.
- Grades at GCSE are from 1-9.

POST RESULTS

- If you need post-results advice, please contact the college by telephone or email (wsapcexams@wsgfl.org.uk) and we will respond as soon as possible.
- West Sussex Alternative Provision College will only enter former pupils for re-sits in November, at its discretion.

FREQUENTLY ASKED QUESTIONS

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

WSAPC will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable.

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

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

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

Inform your WSAPC centre 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 may need to obtain medical evidence (from your GP or hospital) if you wish the college to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

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?

Depending on your arrival time, it may still be possible for you to sit the examination. You should get to college 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 started.

You should be aware that if you start the exam more than 60 minutes after the published starting time (9.00am or 1.30pm), the college must inform the awarding body. It is possible that they may not accept your work. Please ensure you allow enough time to get to college so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

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

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

- Only material that is listed on exam papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats, hats and scarves and any other items not permitted under examination regulations. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room.
- **Mobile telephones must be handed in to an invigilator.**

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/ storage device, e.g. ipod, iwatches, 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 **ON** - **disqualification for the entire subject award.**
- Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.
- Phone rings during the exam **wherever it is in the room**, the awarding body must be informed and you will be **disqualified from all papers for that subject (including any already taken).**

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

The length of the examination is shown in minutes on your individual timetable. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

No. Candidates may not leave the examination room until the exam is complete. You will not be allowed to leave early even if you have finished the paper before the published time. If you do finish early you should spend any time you have checking that you have answered all of the questions that you are required to do.

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, when instructed leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Doc8

Dear Parents/Carers

Please find enclosed a copy of your child's Examination Timetable which details the examinations for which he/she is entered.

Would you please check carefully that these entries are correct in terms of:

- Your child's **legal** name (as on his/her birth certificate) – this is the name which will appear on the final certificate, and problems may arise at a later date if it differs from the birth certificate.
- Date of birth.
- Subject and tier of entry (not all subjects have tiers. H is Higher Tier, F is Foundation Tier). You are not asked to confirm the codes, but please check that each subjects your child studies is accounted for.
- If there is anything you are not sure about, please get in contact the college.

Students should arrive at the time shown on the timetable and, in the case of afternoon exams, be prepared for a late finish.

If there are any details with which you are not in agreement, please annotate the timetable and return this as soon as possible.

If your child, without valid reason, fails to attend for examination, then a bill for the entry fees could be sent to you.

Please support WSAPC in helping your child to prepare thoroughly for these important examinations, and please ensure their timetable is kept in a safe place.

Yours sincerely

Examinations Officer



Doc 9 THINK About your Exams!!!!

All the equipment will be supplied by APC.



Black pens to be used in all exams.

BE ON TIME for the start of your exam, it's best to

arrive a bit before the start time



If you miss the bus or if your bus or Taxi is late, **DON'T PANIC**. If possible contact your centre to let us know.



Report to Reception as soon as you arrive.



Bringing a mobile phone to school?
This must NOT be brought into the exam room.

ASK if you are unsure about anything.
Remember we are here to help.



Doc 10- Example EXAM TIMETABLE

Unit Code	MORNING		DATE	Unit Code	AFTERNOON	
	Subject	Duration			Subject	Duration
42302	Dance Practical		<i>Date TBC</i>	42302	Dance Practical	
5PE02 & 5PE04	PE Practical		<i>Date TBC</i>	5PE02 & 5PE04	PE Practical	
	Art and Photography GCSE Exams	4h 00m	Monday 20 April 2015		Art and Photography GCSE Exams	1h 00m
	Art and Photography GCSE Exams	4h 00m	Tuesday 21 April 2015		Art and Photography GCSE Exams	1h 00m
	Art and Photography GCSE Exams	4h 00m	Wednesday 22 April 2015		Art and Photography GCSE Exams	1h 00m
	Art and Photography GCSE Exams	4h 00m	Thursday 23 April 2015		Art and Photography GCSE Exams	1h 00m
			Monday 11 May 2015	41601	AQA Law, Unit 1	1h 30m
46551	AQA French, Unit 1, Listening	35m / 45m	Tuesday 12 May 2015	A161	OCR Biology	1h 00m
46552	AQA French, Unit 2, Reading	30m / 50m		405001	AQA Religious Studies, Unit 1	1h 30m
			Wednesday 13 May 2015			
A171	OCR Chemistry	1h 00m	Thursday 14 May 2015	41602	AQA Law, Unit 2	1h 30m
46951	AQA Spanish, Unit 1, Listening	35m / 45m	Friday 15 May 2015	5PE01	Edexcel Physical Education	1h 30m
46952	AQA Spanish, Unit 2, Reading	30m / 50m		5PE03	Edexcel Physical Education (SC)	1h 00m
4201	WJEC English Literature, Unit 1	2h 00m	Monday 18 May 2015	405002	AQA Religious Studies, Unit 2	1h 30m
F501	OCR Critical Thinking	1h 30m				
45701	AQA DT Textiles, Unit 1	2h 00m	Tuesday 19 May 2015	90301	AQA Geography, Unit 1	1hr 30m
42401	AQA Drama, Unit 1	1h 30m				
			Wednesday 20 May 2015	A181	OCR Physics	1h 00m
4202	WJEC English Literature, Unit 2	2h 00m	Friday 22 May 2015			
91451	AQA History B, Unit 1	1h 45m	Monday 1 June 2015	45451	AQA DT Food Tech., Unit 1	2h 00m
4171	WJEC English, Unit 1	1h 00m	Tuesday 2 June 2015			
4172	WJEC English, Unit 2	1h 00m				
46651	AQA German, Unit 1, Listening	35m / 45m	Wednesday 3 June 2015	90302	AQA Geography, Unit 2	1h 30m
46652	AQA German, Unit 2, Reading	30m / 50m				
A451	OCR Computing	1h 30m				
1MA0	Edexcel Mathematics, Non Calc.	1h 45m	Thursday 4 June 2015			
F502	OCR Critical Thinking	20m/1h 10m				
5MU03	Edexcel Music, Unit 3, Listening & Appraising	1h 30m	Friday 5 June 2015	A162	OCR Science/Biology	1h 00m
1MA0	Edexcel Mathematics, Calc.	1h 45m	Monday 8 June 2015	45601	AQA DT Resistant Materials, Unit 1	2h 00m
			Tuesday 9 June 2015	A172	OCR Science/Chemistry	1h 00m
91452	AQA History B, Unit 2	1h 45m	Wednesday 10 June 2015			
46851	AQA Polish, Unit 1, Listening	0h 50m	Thursday 11 June 2015			
42301	AQA Dance, Unit 1	1h 00m	Friday 12 June 2015	A182	OCR Science/Physics	1h 00m
8360	AQA Further Mathematics, Paper 1	1h 30m	Monday 15 June 2015	4391	WJEC Media Studies, Unit 1	2h 15m
A163	OCR Biology	1h 00m				
46852	AQA Polish, Unit 2, Reading	1h 00m	Tuesday 16 June 2015	A267	OCR BCS	1h 00m
46854	AQA Polish, Unit 4, Written	1h 00m				
A173	OCR Chemistry	1h 00m	Wednesday 17 June 2015			

Unit Code	MORNING		DATE	Unit Code	AFTERNOON	
	Subject	Duration			Subject	Duration
8360	AQA Further Mathematics, Paper 2	2h 00m	Friday 19 June 2015			
A183	OCR Physics	1h 00m				
			Monday 22 June 2015	A265	OCR BCS	1h 30m

DRAFT

Doc11 Example Examination Register

Room : Burgess Hill

Exam Date : 12/11/2014

Start Time : 9:00AM

Maximum Duration : 113

Board : AQA

Component Code : 4367

Title : Mathematics Level 1

No. Of Candidates : 16

Candidate's Exam Name	Exam Number	Element	Code Seat
* Jamie	1011	4367	
, Sophia	1019	4367	
, Aston	1028	4367	
, Jodie	1034	4367	
Alexandre	1051	4367	
, Jake	1055	4367	
, Bethan	1057	4367	
Ryan	1058	4367	
, Toby	1062	4367	
, Joshua	1074	4367	
, Jack	1076	4367	
Callum	1244	4367	
, Sumeyye	1245	4367	
* Michael	1296	4367	
Jordan	1304	4367	
, Amelia	1325	4367	

Doc 12

Dear Student

GCSE EXAMINATION RESULTS – SUMMER 2016

I am writing to inform you about the arrangements for collecting your provisional exam results. Results will be released on **Thursday 25th August 2016.**

WSAPC..... (insert address) will be **open** between 10am-12pm, for students to come in and collect their results.

If students cannot collect their own results, they may either nominate an adult to collect them or give permission for a copy of the results to be sent by email. Both of these options can be requested by completing the attached permission slip.

Please return permission slips to centres by **Friday 27th May 2016.**

Any uncollected results will be sent out by 1st class post to your **home address,** on the afternoon of 25th August.

Please note other WSAPC Centres will **NOT** be open, and results cannot be given over the *telephone.*

Queries or Appeals following the issue of results

If you need any advice from the exams staff, they will be available between 10.00 am until 12:00 pm on 25th August and between 9:00 am and 4:00 pm daily from 4 September for any queries regarding exam results. You may also contact us by email.

Kind Regards

Exams Officer

Telephone:

Email address: wsapcexams@wsgfl.org.uk

WSAPC EXAMINATION RESULTS COLLECTION SLIP
Results Day: Thursday 25th August 2016

If you cannot collect your exam results on the day, you can nominate someone to collect them on your behalf or a copy of your results can be emailed. Please complete this slip and return to your centre by Friday 27th May 2016

I give permission for..... to collect my summer 2016 examination results on my behalf. **I confirm that my representative will provide photographic ID on collection**

I give permission for a copy of my exam results to be emailed to the following address.....

Student Name:

Student Signature: Date:

Exam results are confidential –WSAPC recommends that you nominate a parent or carer to collect your results.

DRAFT