

Students at the College sit the majority of their GCSE exams at the end of Year 12. Students will be entered by their teacher and receive an individual examination timetable before Easter.

### **Coursework/Controlled Assessment**

A number of subjects have a coursework component at GCSE level. In order to maximise the opportunity of improving your grade it is important you complete all work within the deadline set by your teachers. Before you submit any coursework you will be asked to sign an authentication statement confirming that you have read and followed the coursework regulations. You will find a copy in your homework diary.

### **Tier of Entry**

At GCSE level a number of subjects have different tiers of entry. There are normally only two levels Foundation and Higher. Language subjects are slightly different in that a student may be entered for the foundation tier in one component, for e.g. in the written paper and Higher tier in the speaking test. Based on your performance throughout the course your teacher will recommend you for a particular tier of entry. If you wish to deviate from this, written permission from a parent/ guardian will be required.

### **Fees**

Students should note that the College pays the fees the first time they sit their exams. If a student fails to turn up for an exam, the College will still be expected to pay for that exam. It is important therefore that candidates inform the school if they are unable to sit an exam. Students will be asked to provide medical evidence to explain their absence. If a doctor's letter is not provided, the student will be required to pay the exam fee.

### **Re-sits**

Students wishing to re-sit a GCSE module can do so but only once. Modules available in January are Maths, English Language and Learning for Life and Work. Science modules are available in November. All GCSE modules are available in June. Forms are available from the College Reception and Website. Please be aware that re-sits will incur charges and have deadlines respectively.

### **Results**

Results of November exams will be distributed to pupils, in January. Results of January exams will be distributed to pupils, in the College, early March. Results for summer modules will be posted out and should arrive on Thursday 23 August. Students will also be able to collect their results from school after 10am on that day. Results will not be given over the telephone or sent via email.

### **Post Results Services**

The College offers various Post Results Services. Full details available with results.

**AT NO TIME DURING THE EXAMS SHOULD STUDENTS HAVE A MOBILE PHONE OR ANY OTHER ELECTRONIC DEVICE WITH THEM IN THE HALL. EVEN IF SWITCHED OFF. POSSESSION OF UNAUTHORISED ITEMS COULD RESULT IN DISQUALIFICATION FROM THE CURRENT EXAM AND OVERALL QUALIFICATION. ALL EXAMS UNLESS OTHERWISE SPECIFIED ARE TO BE COMPLETED IN BLACK INK. USE OF GEL PENS IS PROHIBITED.**