



External Examination Booklet for Parents

January 2012

Reminders for External Examinations

Your daughter will have a copy of the examination timetable which shows all of the module exams for which she has been entered. Please will you ensure that she knows exactly when the exams are taking place and whether they are in the morning or in the afternoon.

Morning exams **start** at 8:45 a.m.

Afternoon exams **start** at 1:45 p.m.

If your daughter is unwell, please let School know as soon as possible and ask your doctor for a Medical Certificate. The Examination Boards can give some consideration (but this is usually only a few percentage marks).

If your daughter is going to be late, please telephone Reception and let us know what time we can expect her to arrive.

Your daughter should have all of the necessary equipment for each exam in a clear plastic pencil case. She must not have any written material in the exam room, or take in a bag or mobile phone. She should not expect the School to provide equipment for her. The Examination Boards require her to write in BLACK pen, and no correction fluids are allowed.

If your daughter is entitled to extra time, this will be written on the board in the exam room.

After the Examinations

AS and A Level Results Day:

Thursday, 8th March, 2012

After the results you can:

- ask to see a photocopy of the script (A Level only)
- ask for a remark
- ask for the original script back.

There are deadlines and costs involved for each of these services. The marks can **go down as well as up**, which may affect the original grade awarded.

Photocopies of the A level papers cost approximately £12 each.

Original papers cost approximately £10 each and will not be released immediately.

A request for a remark costs approximately £45 per paper.

For any of these services, you should first speak to the Subject Leader, who can be contacted through the Main School Office on 01403 254967. Following this discussion we will require from you written confirmation of the chosen course of action.

Some useful websites:

AQA www.aqa.org.uk/
Edexcel www.edexcel.com/Pages/home.aspx
OCR www.ocr.org.uk/index.html

Exam timetables: www.modernisationonline.org.uk/comptimetable/

Staff Contacts:

Deputy Head	Miss L Higson
Assistant Head (Academic)	Mrs A Binns
Head of Sixth Form	Mrs L Rutherford
Acting Deputy Head of Sixth Form	Mr D Cronin
Examinations Officer	Mrs L Hawkins

email: office@farlingtonschool.net

Subject Leaders and Heads of Faculty can be contacted through the School office.