



**The Sixth Form College
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**Student Notes
AS Level Leavers' Notes**

THE SIXTH FORM COLLEGE, COLCHESTER

TO ALL YEAR 1 AS LEVEL STUDENTS LEAVING COLLEGE IN SUMMER 2010

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

This document will also be posted on the College Website: www.colchsfc.ac.uk and on Moodle throughout the April to September period (under the 'My College Information' heading on this website)

1. ATTENDANCE AT COLLEGE

All AS Level and GCSE classes end on **FRIDAY 14 MAY at 4.05pm** and A2 Level classes end at **4.05pm on TUESDAY 25 MAY**. You will only be required to attend College after this when you have an examination scheduled although there will be 'optional' A Level revision classes offered in some subjects in May/June. You may, of course, use College facilities for study at other times during the examination period.

If you bring valuables such as mobile telephones, laptops 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 the Examination Boards will disqualify students who are found to be in possession of mobile telephones.** Don't forget to collect your valuables after the examination is over.

2. BOOK RETURNS, LEAVING PROCEDURES

All students leaving College must return all College books and other resources that they have borrowed; they must complete the leaver's form on the official **Leavers' Day, Monday 5 July**. A pink Leaver's Form is attached to these notes for your use.

Summary of Procedures for completing the Leaver's Form:

- (a) **Before** departing for Examination and Study leave on 14 May complete the 'Personal Details' section, fill in the names of your subjects and subject tutors in the 'text books' section and **obtain your Personal Tutor's signature.**
- (b) Complete the 'Destination on Leaving' section as fully as possible before Leavers' Day and sign the form.
- (c) When you no longer wish to borrow library books you should go to the Library in order to obtain a signature to confirm that you have no outstanding library books. You will need to take your student card with you.
- (d) On **Leavers' Day, Monday 5 July**, please arrive at College at the following times:

9.15 a.m.	Adrian Frost	Division 1
9.45 a.m.	Pete Statham	Division 2
10.15 a.m.	Colin Hurford	Division 3
10.45 a.m.	Martin Sparks	Division 4
11.15 a.m.	Jan Harker	Division 5
11.45 a.m.	Faith Ressemeyer	Division 6
12.15 p.m.	Neil Kelly	Division 7
12.45 p.m.	Anne Johnson	Division 8
1.15 p.m.	Mark Griffin-Sherwood	Division 9

On arrival at College, please return text books and other College materials to subject tutors located in the appropriate subject areas and obtain their signatures. If you have not done it earlier, go to the Library in order to obtain a signature to confirm that you have no outstanding library books. Go to the Careers Department and obtain a signature from Careers staff to confirm that the 'Destination on Leaving' section of the leaver's form has been fully completed. **Please Note.** The Library staff will not be available to sign Leavers' Forms on either 30 June or 1 July.

When you have done this, then go to one of the Senior Staff on the Concourse, hand them your Student Card. The senior member of staff will then check that the Leaver's Form has been completed and then sign and date the form. You should then take the completed form to the Finance Office Staff on the Concourse.

Please note that

- (a) 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
- (b) If you have requested repayment of your book deposit, cheques will only be sent out in August to those students who have returned a completed leaver's form.

If, for any **IMPORTANT** reason, it is impossible for you to attend on Leavers' Day, you should see your Senior Tutor as soon as possible in order to make alternative arrangements.

Failure to complete the Leaver's Form may result in a student being unable to register for work.

After you have completed leaving procedures, if there is a possibility that you may be seeking employment, you should register for work at the Colchester Connexions Centre, Manor House, 50 Manor Road, Colchester, CO3 2LX - telephone 01206 717100. 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.

3. LIBRARY BOOKS

All library books will be stamped as 'normal loans' until Friday 18 June. There is no change in fines policy. All books must be returned by 29 June. Please Note. The library desk is closed on 30 June and 1 July.

4. LOCKER KEYS

If you have a locker and therefore a key, the key can be returned to the Premises Office at any time before Leavers' Day when your locker key deposit will be refunded. Staff will also be available on Leavers' Day for students who prefer to return their key at that time. If you return your locker key early and then bring valuables such as mobile telephones, laptops etc. into College you may hand them in to the College General Office for safekeeping. You should not take them into the examination room. Don't forget to collect your valuables after the examination is over or before you leave College. **Please note:** all lockers will be checked and emptied at the end of term.

5. FOR APPROPRIATE STUDENTS ONLY - PROSPECTIVE AUGUST 2010 RETURNERS FROM THE 2009/10 ADVANCED FOUNDATION PROGRAMME

If, having followed a one year Advanced Foundation Programme in College, and in March you applied for and have been offered a conditional place to return in late August to start a new programme of study, you may have timetabled classes and other activities from Thursday 17 June until Tuesday 20 July. You will also be invited to, and are expected to attend, an AS level Induction Day on either Wednesday 30 June or Thursday 1 July. At the end of the Induction Day you will be given your enrolment details and an enrolment appointment with your new Personal Tutor. Please complete leaving procedures in July with other students, indicating in the 'Destination' space that you intend to return to College in August. GCSE results are released on Tuesday 24 August and can be collected from the Examination department.

6. PERSONAL EXAMINATION TIMETABLES FOR SUMMER 2010 EXAMINATIONS

All Personal Examination Timetables will be distributed to students via their Personal Tutor early in the first half of the summer term. You should check that all details on them are correct and inform The Examinations Officer of any errors immediately. Keep your timetable in a safe place as duplicates cannot be produced.

7. EXAMINATION TIMETABLE CLASHES

In early May students identified as having examination timetable clashes should receive a letter from the Examinations Department explaining the arrangements. If you think you have a clash and 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.

8. 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 an am examination it cannot be sat in the pm due to national examination board regulations. Please check your examination timetable very carefully and confirm the arrangements for yourself the day before each examination. We strongly advise that you also involve a parent(s) in this process. For example give the parent a copy of your examination timetable so they can help you in the process.

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

You should arrive at the relevant 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 Department.

If you arrive late for an examination, you may still be admitted during the first 15 minutes, at the discretion of the invigilator. However, extra time may not be allowed for late arrivals except under exceptional circumstances. If you arrive more than 15 minutes late, you should go to the Examinations Office room 007. No candidate will be allowed to leave the examination room until the time at which the examination is due to end. You can find out the venues of the examinations from your personal timetable.

Seating plans are provided with daily alphabetical lists of students' rooming arrangements and these will be displayed on the whiteboards in the reception area for 3 days prior to each examination. Please refer to these plans so that you know exactly where to sit in the examination room.

For all examinations you must bring personal identification with you into the examination room, which must have your photograph on it (eg Student College Card, Passport, Driving Licence) and clearly display this on your examination desk. You must also bring your personalised timetable with you to all examinations. Examination boards have now specified 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.

9. DISABILITIES, SICKNESS AND ABSENCE

If you take an examination when sick or are taken ill during an examination, you must see your doctor for a medical certificate immediately and hand the certificate to the Examinations Officer as soon as possible and certainly not more than three days after the date of the paper affected. Provided you do this, we will apply to the examination boards for special consideration. The decision as to whether this is granted rests with the examination bodies.

If you miss an examination paper due to absence through illness, again obtain a medical certificate and let the Examinations Officer have it within three days of the paper affected. Provided that you have sat sufficient papers you may well be awarded a grade.

If you are going to miss an examination through illness, please telephone the Examinations Office (Colchester 500718/500789) as soon as possible to let the Examinations Officer know. Every effort should be made to do this prior to the start of the examination.

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

10. EXAMINATION MATERIALS

The examination boards provide all question papers and stationery. However, you are expected to provide the following materials yourself:

- (a) Pens - either fountain, cartridge, roller-ball or biro, these **MUST** be black ink. Do not use any other colour. Make sure you have a spare. Do not use a pencil for written answers to questions.
- (b) Pencils - a B or HB pencil is needed for some multiple-choice papers, but must **NOT** be used to write responses on other examination papers.
- (c) Eraser.
- (d) Drawing Instruments - rulers, protractors, compasses, set squares, etc.
- (e) Coloured pencils.
- (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 (eg books for English, pre-release materials for other subjects).
- (h) If you are a clash student you **must** remain seated when your examination finishes until you are collected by a member of staff

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.

11. 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 10 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, MP3 players 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. Don't forget to collect your valuables after the examination is over.
- (c) On entering the examination room go to the desk bearing your candidate number. 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) 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 Regulations will be removed from the examination and the matter reported to the Board. This will probably result in disqualification.

12. ISSUE OF RESULTS

Public Examination results are scheduled to arrive in College on the following days:

A Level results	-	Thursday 19 August
AS Level results	-	Thursday 19 August
GCSE results	-	Tuesday 24 August

AS/A/GCSE results can be obtained in **EITHER** of the following ways:

- a) **By collection** in person from the Drama Studio **between 10.30 am and 1.30 pm** on Thursday 19 August and **between 10.30am and 1.30 pm** on Tuesday 24 August for GCSEs from the Examination Office. Any A or AS level results not collected at these times may be obtained from the College General Office, whilst GCSE results can be collected from the Examination Office during normal opening hours. Please note that the College will not release results to others (e.g. parents, friends) without prior arrangement and written confirmation from you. This confirmation will need to state your authorisation to the person collecting your results and your name and candidate number. The person authorised will also have to bring photographic ID with them before the results can be given to them. Results are issued by 'candidate number' and all students should note this number and have it available on 19/24 August.
- b) **By having results posted** to you. If you wish to use this method, you should hand a stamped self addressed envelope to the Examinations Office, with your candidate number clearly marked on the top left hand corner. These should be given to the Examinations Office by the end of term. You should hand in separate envelopes for A Levels and GCSEs. Indicate on the **BACK** of the envelope whether it is for use with A/AS Levels or GCSE results. Your envelope should not exceed **A5 in size**. Please remember that the use of this method means that you will not receive your results until at least one day after the personal collection method.
- c) **By email**. We will only send out results by email in exceptional circumstances and this must be agreed with your Senior Tutor who will inform the Examinations Office before the end of the summer term. It is likely you will not receive your results until late in the day, or until the following day after the personal collection method.

N.B. Results will NOT be issued over the telephone.

If you know that you will be on holiday when the results are published please make sure that you have made arrangements for receiving them and for dealing with your various applications. Please see your Senior Tutor if you will be abroad or not accessible during the period after your results are published.

13. AUGUST POST EXAMINATION COUNSELLING AND SUPPORT

Senior Staff and Careers Staff will be available at the College to discuss your proposed progression in the light of examination results from 19 August onwards. If you require help or advice or are considering returning to College to re-sit some of your examinations, you should contact the College to make an appointment once the examination results have been published.

14. EXAMINATION RE-SITS FOR STUDENTS WHO DO NOT RETURN FOR STUDY IN 2010/11 YEAR

The College offers students the facility to re-sit examinations as external candidates in the first available examination series after leaving. If you wish to re-sit an examination as external candidates you must contact the Examinations Officer as early as possible and no later than **Friday 24 September**.