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**Student Notes  
IB Leavers' Notes**

## THE SIXTH FORM COLLEGE, COLCHESTER

### TO ALL INTERNATIONAL BACCALAUREATE STUDENTS LEAVING COLLEGE IN SUMMER 2010

**IMPORTANT: 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 can also be found on the College Website: [www.colchsfc.ac.uk](http://www.colchsfc.ac.uk))

#### 1. ATTENDANCE AT COLLEGE

All IB classes end on **Tuesday 27 April at 4.05pm**. You will only be required to attend College after this when you have an examination scheduled, and to complete the Leaver's Form. You may, of course, use College facilities at any time before Leavers' Day. If you bring valuables such as mobile telephones, laptops 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 International Baccalaureate Organisation 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. LIBRARY BOOKS

The usual lending arrangements will continue, though you should return any books you no longer need as soon as conveniently possible. You **must** have all your Library books returned by the IB Leavers' Morning at the latest.

#### 3. LOCKER KEYS

If you have a locker key this 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.

#### 4. BOOK RETURNS, LEAVERS' PROCEDURES

You must return all College books and other resources that you have borrowed before you leave. You must come into College on the IB Leavers' Morning, which is **Tuesday 6 July** to complete your Leaver's Form (attached).

##### **Summary of the process of completing your Leaver's Form:**

- (a) **Before** departing for study leave on 27 April 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 the IB Leavers' Morning 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 library card with you.

(d) On IB Leavers' Morning, **Tuesday 6 July**, please arrive at College in good time in order to ensure you can complete all that is necessary, viz:

- Return text books and other College materials to subject tutors located in the appropriate subject areas and obtain their signatures. It is important that you check with your subject tutors what times during the morning will be convenient for this.
- If you have not done it earlier, go to the Library in order to obtain a signature to confirm that you have no library books outstanding.
- 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.
- Then take the form and your student card to Pete Statham. He will take your card and sign your form.
- Finally you should take the fully completed form to the Finance Office.

**Please note** that it is important that you settle any outstanding debts you owe to the College, as 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. If you have requested repayment of your book deposit, cheques will only be sent out in 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 Pete Statham as soon as possible in order to make alternative arrangements.

Once you have submitted your completed Leaver's Form you have officially left College. Consequently, failure to do so means you are still officially a member of the College - which may result in you facing administrative difficulties and financial complications in the future, for example you may find that you are unable to register for work.

## 5. HOLIDAY 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.

## 6. DESTINATIONS

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 bodies. Please also keep Jim Morrissey informed of what you are doing, he will be interested to hear from you, and will also want to collect information on the progress of our former IB students.

## 7. COMMUNICATIONS

Between now and when you leave, and particularly during the examination period, it will be more difficult for College staff and students to communicate with you. It will be very important, therefore, for you to check your e-mails regularly to keep in touch (not least to find out details of the IB Leavers' Party!)

## 8. EXAMINATIONS

### (a) Timetables, Times and Location

All **Statements of Entry** will be distributed to you via your Personal Tutor. You should check that all details on them are correct and inform the Exams Department of any errors immediately. Keep your timetable in a safe place (though a duplicate can be provided if you do lose it). Make sure you know when your examinations are, and if you copy them into your diary, make sure they are accurate (particularly that you haven't confused morning with afternoon times). Please check your examination timetable carefully and confirm arrangements the day before each examination. It may be a wise move to let your parent(s)/guardian(s) also have a copy of the information.

The IB examinations will be held in an examination hall in College, but check the precise venue of your individual examinations on your Personal Timetable.

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

You should arrive outside the relevant examination room **20 minutes** before the start of the examination. Allow time for potential disruption to travel arrangements, eg 'late' buses.

Seating plans will be displayed on the whiteboards in reception (and outside examination rooms) for 2 days prior to each examination. Please refer to these plans so that you know exactly where to sit in the examination room.

If you have been given Special Arrangements, you should bring this certificate to each examination.

### (b) Rules and Regulations

You will receive a detailed list of the rules and requirements for the conduct of the International Baccalaureate examinations with your personal timetable. You need to read this and be familiar with its contents. A member of the Examinations Department will also briefly run through these during a meeting in the Tutorial period on Thursday 25 March. Breaking any of the rules may have very serious consequences, and, as you will have been given the information, ignorance of the regulations will not be accepted as an excuse.

If you arrive late for an examination, you may still be admitted during the first 15 minutes, at the discretion of the invigilator. However, no extra time will 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 enter the examination room after 30 minutes from the beginning of the exam, or leave the examination room until the time at which the examination is due to end.

**In addition to your statements of entry you must also bring personal identification with you into the examination room, which must have your photograph on it (eg Student card, Passport, Driving Licence) and clearly display this on your examination desk. The International Baccalaureate Organisation specifies that candidates should be asked to show proof of identity and you could be disqualified from examinations if you are unable to prove your identity upon request.**

(c) **Examination Materials**

The International Baccalaureate Organisation provides all question papers and stationery. However, you are expected to provide the following materials yourself (as and when required):

- Pens - either fountain, cartridge, roller-ball or biro should be **black ink**. Do not use any other colour. Make sure you have a spare. Do not use a pencil.
- Pencils - a B or HB pencil is vital for multiple-choice papers, but must **NOT** be used for other examination papers.
- Erasers - vital for multiple-choice papers.
- Drawing Instruments - rulers, protractors, compasses, set squares, etc.
- Coloured pencils.
- Calculators - these must be of the approved type and 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). It is your responsibility to check with the maths department to ensure that you are using the approved calculator only.

***Please note that the College cannot 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.

(d) **Once in the Examination Room**

- 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.
- Apart from the items listed above, no other articles such as books, bags, etc. should be brought to your desk in the examination room. Any such articles must be left at the back of the examination room. **Mobile telephones, and MP3 players are strictly forbidden in examination rooms even if they are not switched on, and watch alarms must be switched off.**
- 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. Don't forget to collect your valuables after the examination is over.
- On entering the examination room go to the desk bearing your candidate number. Desks will be arranged by subject in candidate number order, which is different from your IB Candidate number.
- 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.
- Do not bring any unauthorised material into an examination.
- Do not behave in any way which might distract other candidates.

**Any candidate in breach of International Baccalaureate Examination Regulations will be removed from the examination and the matter reported to the IBO. This will probably result in disqualification.**

(e) **Sickness and Absence**

If you take an examination when sick or are taken ill during an examination, inform the Exams Office. You need to see your doctor for a medical certificate immediately and hand it 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, the examination board may give special consideration when marking your paper.

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 of the written papers you may be awarded a grade.

If you are going to miss an examination through illness, please telephone the Examinations Office (Colchester 500718) as soon as possible to let the Exam 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 have to pay for your examination entry as well as being unable to achieve a grade.

**9. ISSUE OF RESULTS**

Your IB results will be available from College on Tuesday 6 July. There will be a team of Staff available between 8.00am and 2.00pm on that day to answer any queries and to offer support and guidance over any issues arising as a consequence of the results.

From Tuesday 6 July, you will be able to access your own results on line. For this you will need your personal IB code, which will be on your exams statement of entry, and also a personal PIN code which will be issued by Jim Morrissey in the week beginning 19 April 2010. If you have any **emergency** issues only, then please telephone Jim on 07738184226.

**However, please note, he is not permitted to give any results over the telephone.**

A more detailed breakdown of your results will be available later. This will be posted to you, so if you wish it sent to an address other than that which is on the college database you will need to let Jim Morrissey know (preferably before the start of the examinations).

**10. POST EXAMINATION COUNSELLING**

As your results will be received while it is still term time, Jim Morrissey, together with other senior members of staff, and Careers staff will be available at the College from 6 July to 16 July to discuss your proposed progression in the light of examination results, but you are advised to make an appointment as staff will have a range of commitments. It is possible to have your papers 're-marked', but as the IBO is very rigorous about ensuring that errors do not occur in the original marking of the papers, re-marking does not often result in an increased grade, and can be marked down in which case the lesser grade is awarded. Whilst in theory it is possible to re-take some exams in November 2010, we are of the strong opinion that such re-sits are not a positive experience for students and usually do not result in an increased grade. It is also worth remembering that even with an increase in grade students have to wait until the following academic year for university entrance and it is always possible that a place for 2010 may be obtained through 'clearing'. **Any thoughts about re-sitting in November must be discussed with the relevant subject tutor and the IB co-ordinator and paid for by Monday 19 July, money which is non-refundable by the IB even if the student is awarded a university place.**

April 2010