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Student Notes Year 1 Progression

THE SIXTH FORM COLLEGE, COLCHESTER

TO ALL YEAR 1 AS LEVEL STUDENTS HOPING TO RETURN TO COLLEGE IN SEPTEMBER 2010 FOR A2 PROGRAMMES

IMPORTANT: PLEASE READ THIS DOCUMENT CAREFULLY AND KEEP IT IN A SAFE PLACE. IT CONTAINS VERY IMPORTANT INFORMATION ABOUT EXTERNAL EXAMINATIONS PROCEDURES AND PROGRESSION FROM AS LEVEL TO A2 LEVEL, TO WHICH YOU WILL 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)

ATTENDANCE AT COLLEGE

All AS Level and GCSE classes end on **Friday 14 May at 4.05pm**. You will only be required to attend College in the period from Monday 17 May to Friday 11 June inclusive when you have an examination paper scheduled. You may, of course, use College facilities for study at other times during the examination period. You will be expected to return to College to continue your studies at 9.00am on **Monday 14 June**.

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 them into an examination room and remember that the examination boards will disqualify students who are found to be in possession of mobile telephones in examination rooms. Do not forget to collect your valuables after the examination is over.

LIBRARY BOOKS

All library books will be stamped as normal loans throughout your study leave. Current late return fines will apply. Normal borrowing procedures will apply from when you return to College on Monday 17 June until the end of term. The library desk will be closed on Wednesday 30 June and Thursday 1 July for book loans, study facilities will be available should students wish to use them. Loans over the summer holidays will be possible from 6th July.

EXAMINATION PROCEDURES

1 PERSONAL TIMETABLES

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

2. TIMETABLE CLASHES

In early May students identified as having exam timetable clashes should receive a letter from the Examinations Office 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.

3. 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 exam it cannot be sat in the pm due to national exam 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 exam 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 Office.

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.

4. 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.

5. 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 vital for multiple-choice papers, but must **NOT** be used for other examination papers.
- (c) Erasers.
- (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).

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 strictly forbidden in examinations.

Pencil Cases should be made of transparent material.

6. 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 5 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.

PROGRESSION FROM AS LEVEL TO A2 LEVEL

1. RETURN TO COLLEGE IN JUNE

You will be expected to return to commitments at College at **9.00 am** on **MONDAY 14 JUNE**, please bring all your text books and other college resources with you on that day. Initially this will be for a 'Three-day' preliminary programme, which will include HE and careers briefings, finalising year two course choices, Reviews with Personal Tutors and various important administrative tasks.

A2 Level teaching classes in all subjects will then commence on **THURSDAY 17 JUNE** and will continue through to the end of term on **TUESDAY 20 JULY**. During this time you will be taught A2 Level in your present AS Level classes. Please note that it is likely that you will be in different teaching classes from September. It is strongly recommended that you attend all classes for this period of A2 Level teaching even if you are not intending to continue a particular subject to A2 Level since your intentions may change in light of your AS Level results.

If you are absolutely sure that you do not want to continue with a given subject you can obtain a form from your subject teacher to discontinue your studies. You would need to complete the form and return it to College, with a signature from your parent or guardian, after which you will be able to "drop" the subject. You should note that if you fail to attend lessons in any subject you will **NOT** be allowed to continue your studies in that subject in the next academic year. Students will be set some A2 modular work in each subject over the summer vacation. Attendance at College and completion of the summer work is essential if you are to progress to study in A2 Level classes in Year 2.

You will not be expected to be in College on Wednesday 30 June and Thursday 1 July since these are the Induction Days for new students; you will be set some work to do at home for this period. Some students may be asked to help at times during the induction programme.

2. RETURN OF TEXT BOOKS/DEPARTMENTAL RESOURCES

You will be issued with a green form by your Personal Tutor on Monday 14 June. You will be expected to bring all the AS books/resources you have been lent by the College to College on that day. You will be expected to return resources to your subject tutors and to obtain their signature on your green form. You should return all books/resources and obtain signatures from each of your teachers (even those with a nil return). You will be expected to hand your completed green form to your Personal Tutor at your review on Wednesday 16 June.

3. 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:

- 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.
- 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.
- 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.

4. CHANGING YEAR 2 PROGRAMMES/COURSES

You will agree your choice of courses for your second year with your Personal Tutor on Wednesday 16 June. If you wish to make any changes to this programme you MUST do so before Thursday 26 August. Remember that you will normally need to achieve a minimum of grade E at AS Level in each subject to progress to A2 Level in that subject and to have achieved at least 3 AS levels at grade E if you are to progress as a Year 2 student. You also need to have satisfied your teaching staff regarding commitment. If, in the light of your AS Level results, you wish to revise your proposed Year 2 course you will need to telephone the College on 01206 500740 as soon as possible after results are issued in order to make an appointment with a senior member of staff. Senior staff will be available in College from **Friday 20 August to Thursday 26 August** between **9.00am and 4.00pm** to discuss and administer any course changes you may wish to make. You should note that if you fail to come into College during these times you may not be able to make the course change you would like.

5. CONSIDERING AND MAKING ENTRIES TO RE-SIT AS MODULAR EXAMINATIONS

You will have an opportunity **THURSDAY 2 SEPTEMBER** to discuss potential resits of AS Levels examinations in January 2011 or summer 2011. Re-sit forms must be returned to the Examinations Office by Friday 17 September. The Finance Department will only take payment for re-sits between Monday 13 September and Friday 17 September. We have allocated a time between 9am and 10.30am for students to meet with subject staff in their departments, after which you should go to your Personal Tutor at 10.30 am. Subject tutors will be available in their normal

department areas at this time in order to discuss and confirm the re-sits with you. You will be required to pay for all re-sit AS module examination entries. No entries for re-sit AS modules in January 2011 will be accepted after Friday 17 September except in exceptional circumstances.

The College policy for re-sitting AS modular examinations in January 2011 is that you may re-sit one examination assessed module per subject in January. If you wish to re-sit more than one examination assessed module per subject the additional re-sit modules should be taken in summer 2011. Please remember that in many subject areas students will be entered for one 'new' A2 Level modular entry in January 2011.

6. RETURNING TO COLLEGE FOR YEAR 2

You are expected to return to College on **THURSDAY 2 September** at **9.00 am** (with all returning students reporting to Personal Tutors at this time). Please note that it is only newly enrolled students who will need to come into College on 30 August and 1 September. Year 2 students can use these two days to complete the A Level work set for the summer holiday and this is also a good period for advancing HE applications or future progression research. During the morning of 2 September you will complete enrolment forms with your Personal Tutor and confirm AS Level results; you should bring your AS results slips to this meeting. **It is vital that you attend.** There will also be Divisional Meetings with the Principal and the opportunity to seek Careers/HE advice. You will be expected to bring your student card issued when you enrolled for the first year with you and it will be used throughout your second year at college.

All teaching lessons will then commence on **TUESDAY 7 SEPTEMBER**. You will be with your Personal Tutor from 9.00 am to 10.00 am in order to collect timetables and deal with any outstanding administration and then all timetabled commitments will begin.

April 2010