



## ***ST BENEDICT'S CATHOLIC COLLEGE***

### ***Examination Handbook***

***2016 - 2017***



***Hints, Tips,  
Rules and Regulations***

November 2016

Dear Student

It is the aim of St Benedict's Catholic College to make the examination experience as stress-free and successful as possible for all candidates.

This booklet has been designed to help you to understand the format of the examinations and to remind you of all the essential things that you need to do to prepare for your exams. It also includes all the rules and regulations that you are required to know.

Please keep this booklet in a safe place so that you can refer to it at any time.

If you have any ***exam related queries***, please do pop to the examinations office (by main Reception).

# 1. Before the Exam

Make sure you are clear on the rules for exams and what is expected of you before, during and after the examination.

## 1.1 Documents Published by the School

### Timetable

Check your timetable so that:

- You know which examination subjects/papers you have been entered for. Query anything you do not think is correct. Talk to your teacher and, if necessary, with the exams officer.
- Check that your name is printed correctly as this will appear on your certificates.
- Know your exam number, four digits – you will be quoting this number many times! It will appear next to your name on seating plans and examination registers.

## 1.2 Individual Candidate Timetables

- All students will receive an individual examination timetable showing their own specific examinations.
- Included on the timetable is the tier of entry (Foundation or Higher), as appropriate, the date, start time and duration of examinations. The Exam Board and Level (GCSE) are also indicated. If you think there is a problem with your examination timetable, please see the exams officer immediately. In addition, you will have your location (seat allocation) and the venue; most exams take place in the Sports Hall. Please keep a record of where you will be sitting as this will help on the day of the examination.
- Students sometimes have a clash where two, or even three, subjects are timetabled at the same time. The exams officer will make special timetable arrangements for these students and confirm by letter where necessary.
- Seating Plans are always on display outside the examination room so that candidates can double-check their exam places before entering the exam venue.
- Morning examinations **usually start at 9.10 am** and afternoon examinations **usually start at 1.20 pm**.
- If there is a clash in the examination timetable, candidates affected will be advised of alternative examination start times accordingly.

## 1.3 Equipment

- It is your responsibility to ensure that you are correctly equipped for your examinations; this includes **BLACK PENS** and bringing calculators where necessary.



## 2. Exam Day!

- Make sure you are up on time!



- Have breakfast



- Have all your equipment - this must be in a **clear plastic pencil case** or plastic bag - opaque pencil cases and tins will not be allowed in the examination venue.
- Candidates are responsible for checking their own timetables and arriving at the college on the correct day at the correct time, appropriately dressed and equipped. **Candidates must arrive at least 15 minutes prior to the start of their examinations.** If a student arrives 'very late' for an examination, the examinations officer will brief them on the the examination regulations. The centre may allow the student to sit the examination, but it is possible the examination board may not mark the answer script if they feel the integrity of the examination has been affected.
- **Please do not write on the examination desks.** This is regarded as vandalism and you will be asked to pay for any damage caused. Desks are checked after each examination.

- **Do not draw or graffiti or write offensive comments on examination papers** – if you do, the examination board may refuse to accept your paper.
- Listen carefully to the instructions and notices that are read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- **Check you have the correct question paper – check the subject, paper and tier of entry. If you are unsure if you have the correct paper, report it to an invigilator immediately.**
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination venue for the full duration of the examination. You will not be permitted to leave the examination venue early. If you have finished the paper use any time remaining to check over your answers.
- Invigilators are in the examination venue to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out additional answer sheets when and if required and deal with any problems that occur during the examination.

## **2.1 Absence from the Examination**

- If you experience difficulties during the examination period, please inform the exams officer at the college at the earliest convenience; she will be able to help or advise you.
- If you are unwell, it is always better to attempt an exam and then ask for what is called '**special consideration**' because you were unwell. Please liaise with Mrs Harper in the exams office who will make the necessary arrangements for you to attend the exam.
- Unfortunately sometimes a candidate is too unwell to attend. When this happens you must inform the college that morning.

## **2.2 Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

## 2.3 Documents published by the Exam Boards

- Regulations about exams are issued by JCQ, the Joint Council for Qualifications. This is the ruling Council for all examination boards. **JCQ guidance documents follow on after this page.....p7-18.**
- Make sure, particularly, that you have read and understand the '**Information for Candidates**' document published by JCQ which tells you everything you need to know for written exams (p7-8). There is also similar guidance for **on-screen tests** (p9-10).
- Strict guidelines also apply for **Controlled Assessments and Coursework** (p11-14).
- Please make sure you are familiar with the '**Warning to Candidates**' Poster (p15) and the '**Mobile Phone**' Poster (p16) which you will find displayed outside each exam room.
- Please make sure you are familiar with the **Appeals processes** (p17). Once results have been issued in the summer (Thursday 24<sup>th</sup> August 2017), you will have the opportunity to discuss your results with your subject teacher. The exams office will make sure you have information about the Post Results Services available when results are issued to you.

## 2.4 And Finally...

Students are always welcome to see the exams officer at any time with questions, suggestions, or problems about the examination system.

**Good Luck with all your examinations!**

**Revise!**

**JCQ guidance follows...**



AQA	City & Guilds	CCEA	OCR	PEARSON	WJEC
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**Information for candidates**  
**For written examinations - effective from 1 September 2016**

**This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p>Any pencil cases taken into the exam room must be see-through.</p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You <b>must not</b> write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the date and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You <b>must</b> write clearly and in black ink: Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.

6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA	City & Guilds	CCEA	OCR	PEARSON	WJEC
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**Information for candidates**  
**For on-screen tests - effective from 1 September 2016**

**This document has been written to help you. Read it carefully and follow the instructions.**  
**If there is anything you do not understand, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"> <li>• notes;</li> <li>• <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>• the internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>• pre-prepared templates</li> </ul> <p><b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b></p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> <li>• you have been entered for the wrong on-screen test;</li> <li>• the on-screen test is in another candidate's name;</li> <li>• you experience system delays or any IT irregularities.</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> <li>• you have a problem with your computer and are in doubt about what you should do;</li> <li>• you do not feel well;</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

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### Information for candidates - controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

**When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2016.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

**If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.**

### Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

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**Information for candidates**

**GCE, ELC and Project qualifications - coursework assessments**

**This document tells you about some things that you must, and must not do when you are completing coursework.**

**Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2016.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

**If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.**

## Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material is **breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

Effective from 1 September 2014



**NO IPODS, IWATCHES,  
MOBILE PHONES,  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile phone,  
is a serious offence and could result in**

**DISQUALIFICATION**

**from your examination and your overall  
qualification.**

**This poster must be displayed in a prominent place outside each examination room.**



## **APPEALS AGAINST INTERNALLY ASSESSED MARKS**

### **(GCSE Controlled Assessments)**

St Benedict's Catholic College is committed to ensuring that wherever staff assess students' work for controlled assessment/coursework this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments will be conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students through examination guidance documents.

This procedure is available on the College's examination webpage.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (Before mid June for the summer series as presently timetabled).
2. Appeals should be made in writing to the Principal. The Principal will appoint another member of staff of seniority to conduct the investigation.
3. The examinations officer will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series.
4. The appellant will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.
5. The outcome of the appeal will be made known to the Principal and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body (examination board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of St Benedict's College and is not covered by this procedure. If you have concerns about it, please ask the examinations officer for a copy of the appeals procedure of the relevant examinations board.

**IN CASE OF LATENESS OR ILLNESS, PLEASE MAKE SURE  
YOU CONTACT THE COLLEGE AS SOON AS POSSIBLE:**

➤ **THE COLLEGE NUMBER: 01206 549222**

➤ **ABSENCE LINE: 01206 516817**

➤ **EXAMS OFFICE: 01206 516844**

**Good Luck with your all your examination preparations.**

