



Examinations at Greene's College Oxford Handbook for Internal Students

Welcome to Exams at Greene's!

Here you will find information about your examinations and answers to our most frequently asked questions. If you still have any queries that are not covered in this handbook, please contact the Exams Office using the details at the end of the document.

How do I register to take my exams at Greene's?

During your first week at Greene's you will be sent a link to an exam form to complete, which you will need to complete with your proposed subjects including the entry codes. You can also access it via this link: [Exams registration form for internal students](#). Your subject tutors will be able to help you with this. Both you and your tutors will need to sign the form to confirm the exams are correct, and this must be handed back to the Exams Office by 19th October for the Summer 2024 exam series. If you intend to sit any examinations during the Autumn 2023 exam series please discuss this immediately with the Deputy Principal and the Exams Officer. Once your exam entries are confirmed will be invoiced and entered for your chosen exams.

The form also asks for your **UCI number**. This is particularly important if you are re-sitting any of your exams, as otherwise you will not receive a new grade. Please make sure this is on your form!

If you are not taking any exams at Greene's, you will still need to complete a form to let us know this in order to avoid any confusion later in the year.

If you join Greene's later in the academic year, you will be given the form during your induction.

If you want to make any changes to your proposed exams, please ask for a new form, and complete that with all your proposed exams for the session even if you have already put them on a previous form. This ensures nothing is missed when it comes to registering you.

When can I take my exams?

There are two major examination sessions throughout the academic year, but most students sit exams only in the Summer session which spans **May and June**. This is when all boards' examinations are offered, and the other sessions cater to specific boards' qualifications. For example, it is possible to sit CIE examinations and some JCQ GCSEs in **October and November**.

Autumn Exam series will run from 2nd October 2023 until 17th November 2023

Summer Exam series will run from 26th April 2024 until 26th June 2024.

Oral examinations for language qualifications and **controlled assessments for ICT** and other subjects tend to take place in April and early May, and the intensive **Science Practical Endorsement** takes place during Easter holidays..

Please note that Greene's does not set written exam dates; these are set by the exam boards and cannot be changed.

Where do I sit my exams?

The majority of written exams take place in 97a St Aldate's in the three Seminar Rooms, but sometimes exams are held in other buildings belonging to the college. On extremely busy days, such as Maths GCSE and A level exam sessions, many candidates will be assigned to our new venue in Headington. You can also choose to book a private room if you would prefer to have fewer distractions. Oral examinations take place in the Writing Room in 45 Pembroke Street, and Science Practical examinations for CIE take place in Natural Sciences in 97a St Aldate's.

What exams does Greene's offer?

As a JCQ and Cambridge International registered centre, we are able to offer exams with the following examination boards:

- AQA
- CIE
- Cambridge Assessment/ATS
- Edexcel/Pearson
- Eduqas/WJEC
- OCR

Within these boards, we offer a wide range of qualifications, including the following:

- GCSEs
- IGCSEs
- AS levels
- A levels
- O levels
- EPQ/AEA
- Pre-U
- Oxbridge/medicine entrance exams

Candidates taking Biology, Chemistry, or Physics A levels with the JCQ boards can also complete the **Science Practical Endorsement** at Greene's; please talk to the Head of Science and Exams Officer for further details.

What do I need to do before my exam?

1. Log into Greene's Online to check that your **personal details** are correct. The most important information we require for you is **your full name as it appears on your passport, correct date of birth, and your UCI number**.

Your UCI number is a 13-character code which can be found on any previous statements of results for UK public exams. This is particularly important if you are resitting any exams, as you will not be correctly registered with the exam board if you do not provide it. It is also what ties all your examination results together if you are applying for a UK university. If you have not taken any public exams in the UK before, you will not yet have a UCI number, and Greene's will assign one to you.

2. Check that you have advised us of any required **access arrangements**, such as 25% extra time, the use of a laptop, or a private room booking. Please bear in mind that we are held to very strict application deadlines and regulations for access arrangements, so we need to know about these in plenty of time to ensure you are not at a disadvantage. The deadline for application is very early in the year, so all documentation should be handed in before the Christmas holidays.
3. Look at your **examination details and timetable** on your Greene's Online profile, to ensure you are registered for the correct examinations, and that you know how many exams you will be required to take. Most qualifications require more than one examination, and some have as many as five.

Times, dates, and location details for your examinations will appear on your profile around 2-3 months before your first paper. Once these have all been added to your profile, you will be sent an email to advise you that the complete timetable is available. Please carefully check your exam details, in particular the location of your exams, as each one may be at a different venue. If your exam is at a venue you are not familiar with, for example our satellite centre in Headington, it is worth visiting it before your exam in order to plan your journey and avoid additional stress on the day.

4. Ensure you know exactly what you need for your exam, especially if this includes clean copies of studied **texts** or **pre-release materials**, as we are not able to provide these on the day. **You are responsible for knowing what you need to bring with you and ensuring you have it when you need it.** If you require a text such as a poetry anthology and you are having difficulty obtaining this, please speak to your tutor or contact the Exams Office as soon as possible and we will do our best to help.
5. An excellent way to prepare for your exams at Greene's is to make the most of your **trial exam sessions**. These are run up to 4 times each academic year, and are an invaluable tool for measuring your progress and discovering areas for improvement in order to get the best grades you can. These also help tutors structure your tutorials effectively, and contribute to predicted grades for students making UCAS applications. The trial exams are incredibly helpful both as an examination familiarisation exercise, and as a guide on where to focus revision.

What if I have coursework or a controlled assessment?

If your subject requires a written coursework module, you will need to be supervised by a Greene's tutor in order to complete it so that they can authenticate your work. This means they sign a declaration that you completed your work by yourself, without plagiarising or cheating in any way, and that it can be submitted as part of your GCSE or A level.

You and your tutor will be responsible for completing any additional paperwork, such as cover sheets, coursework diary or reference tables. If you have any queries about this please direct them to your tutor in the first instance, as they are very experienced and can often resolve coursework issues without consulting the Exams Office. If you still have a problem, or if you are having issues with your tutor, please contact the Deputy Principal and the Exams Office.

If your qualification requires an unusual controlled assessment, such as Music composition or a written foreign language exercise, please contact the Exams Office and we will make the necessary arrangements with you.

Please note that our internal submission deadline for coursework is 31st March 2024 and for EPQ is 30th April 2024. Coursework submitted after this date will be subject to a £100 late submission fee. Coursework received more than a week late will not be accepted under any circumstances. If you feel you will not be able to meet this deadline for any reason please contact the Exams Office as soon as possible so we can advise you.

What will happen on the exam day?

You should aim to arrive **half an hour before your exam start time**, and no later than fifteen minutes before the start time. If you are running late please contact us to let us know. Late arrivals may not be able to enter the exam room, as this disturbs the rest of the candidates. If you arrive more than an hour late, we are not permitted to let you sit your paper, according to the exam boards' regulations.

At the door to the building, you will be signed in by Greene's staff and directed to your exam room. Please note that once you are inside the exam room, you are under exam conditions, and should not talk to any other candidates or use any forbidden materials.

Your **phone, smartwatch, or any other electronic devices must be switched off** and placed in the box provided at the front of the exam room. If your device goes off during the exam you may be disqualified from that exam, and potentially even the rest of the exam series. There is a dedicated space in each exam room for bags and jackets. Only the items you need for your exam paper should be at your desk with you. You should not have anything in your pockets.

The invigilator for your exam session will check your ID and run through the exam boards' regulations in addition to Greene's procedures for fire safety. If you have any questions please don't be afraid to ask the invigilators, as they are there to help you.

Please remember to bring photographic ID with you to all examinations. Although you are an internal student and known to many members of staff, several of our invigilators are not in college for most of the year and will not recognise you. If you do not have ID, you may not be allowed to sit your examination.

When will I get my results?

The results days for Summer examinations are published on boards' websites, and are usually mid-August. The dates for Summer 2024 are as follows:

- JCQ A levels, AEs & EPQs: Thursday 15th August 2024
- JCQ (I)GCSEs: Thursday 22nd August 2024
- All CIE qualifications: TBC

Results for November examinations are released in mid-January, and results for exams taken in January are released in March. You will be notified of your results by an email from Greene's, directing you to your Greene's Online profile.

For UK university applicants, your results will automatically be sent to the universities to which you have applied. Universities overseas may require you to send your results manually, if your entry is conditional on grades achieved.

What if I'm not happy with my results?

1. If you feel that there has been an error in marking one or more of your examinations which has led to a lower result than expected, the first step is to apply for post-results services. These include options such as a review of the marking, and obtaining a copy of your paper in order to see where marks were lost. Priority services are available for university applicants who have conditional offers to meet.
2. If the marking of your paper has been reviewed and you are still not satisfied, in some instances it is possible to appeal the exam board's decision. Please note that being unhappy with a grade alone is not sufficient grounds for an appeal - you must have grounds for believing your paper has been unfairly marked.
3. Where a grade has been missed, or your performance was not what you hoped it would be, it is possible to register with us to re-sit your examinations in the next available session. It is worth bearing in mind that most new GCSEs and A levels are 'linear', which means you would need to re-take the full qualification and not only one paper.

How do I get my certificate?

Certificates are normally released around 4 months after the examinations have taken place. You will be notified via email once they are available. At this point, you have two main options for obtaining your certificates:

- You can come into Greene's in Oxford to collect your certificate in person, or
- You can send us an A4 stamped and self-addressed envelope in which to post your certificates.

In exceptional circumstances we can post your certificates to you without receiving an envelope, however in this case you would be invoiced for P&P and a small admin charge.

Exams Office Contact Details

Exams Officer

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You can also speak to a member of the Exams Office by visiting us on the top floor of 45 Pembroke Street.