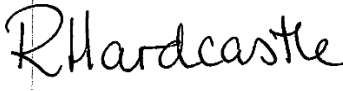




# Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



<b>Title</b>	<b>Exams Policy 2019-20</b>
<b>Reviewed</b>	<b>January 2020</b>
<b>Next Review</b>	<b>January 2021</b>
<b>Originator</b>	<b>A Mason N Salisbury</b>
<b>Approved</b>	<b>Rob Hardcastle</b> 
<b>Date last revised</b>	<b>5/1/20</b>

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## **1. Objectives and Reference Information and associated Joint Council for Qualification, JCQ, Policies**

### **1.1 Overall Objective**

To set up an efficient exam system with clear guidelines for all users.

To conduct examinations and assessments in accordance with JCQ General Regulations and, where relevant the JCQ publications listed.

### **1.2 JCQ Publications and Links**

- *Access Arrangements and Reasonable Adjustments*  
<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/access-arrangements-and-reasonable-adjustments-booklet>
- *Instructions for conducting coursework;*  
<https://www.jcq.org.uk/exams-office/coursework>
- *Instructions for conducting examinations*  
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/instructions-for-conducting-examinations-2018-2019>
- *Instructions for conducting non-examination assessments*  
(See section 5 for SCH Policy)  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- *Suspected Malpractice in Examinations and Assessments – Policies and Procedures*  
<https://www.jcq.org.uk/exams-office/malpractice>

## **2. Policies**

JCQ general regulations require that certain written policies are in place. A number of these policies exist and are maintained as standalone documents applying to the whole Academy.

For the sake of Inspection, policies are listed below but stand-alone academy policies will be referenced to the academy website rather than have two similar documents co-existing

The Academy's Policies can be found using this link:-

<https://www.hattonschool.org.uk/page/?title=Academy+Policies&pid=122>

### **2.1 Safeguarding**

Please refer to policies called:-  
*Child Protection Policy and Procedures*  
*Child Sexual Exploitation Policy*  
*Disclosure and Barring Service Policy*

## **2.2 Disability and Diversity**

The academy delivers its qualifications, as required by the awarding bodies, in accordance with the Equality Act 2010 (or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect).

Please refer to policies called:

*Spiritual, Moral, Social and Cultural Policy*

*Equality, Cohesion & Extremism Policy*

Applications from the wider community to use the Centre to sit examinations as an external candidate are supported whenever it is practical to do so.

## **2.3 Data Protection and Freedom of Information**

Examination entry and vocational Course registration require us to share data with other agencies. Details of what may be shared is covered in the section of this document under Guidance for Parents and Candidates.

The Academy policies HAT Data Protection Policy and Freedom of Information policy can be found on the website [www.hattonacademy.org.uk](http://www.hattonacademy.org.uk)

## **2.4 Emergency Contingency Plan**

### **2.4.1 Scope**

Further information may be found at:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

The emergency contingency plan will be invoked in the following circumstances and covers all aspects of examination administration

- a) Unavailability of any of the Exams officers.
- b) Serious injury to pupil or staff (transport accident)
- c) Centre being unavailable (Fire/Flooding/Bomb Threat)
- d) Evacuation becoming necessary during an examination
- e) Public Health incident (e.g. Flu Pandemic)
- f) Unforeseen circumstance on results day
- g) Local community Disaster

### **2.4.2 Responsibility**

Members of the Senior Leadership Team (hereafter SLT).

### **2.4.3 Unavailability of Exams Officers/KeyStaff/Candidates**

The Examination and Data department is organised to function as team reporting to 'Vice Principle Achievement and outcomes'. In the event of the entire Exams team being absent the Senior Leadership Team will identify and provide support needed. The Vice Principle Achievement and outcomes' will:

- a) Liaise with examination boards to advise them of the situation and provide them with alternative contact email address for communication, if required.
- b) Determine tasks that need to be completed and prioritise.
- c) Direct support staff provided.
- d) Be aware of contact details for Invigilators
- e) Liaise with senior invigilators to extend their roles to include issue and return of seating cards, packaging and despatch of Exam scripts.

#### **2.4.4 Centre Being Unavailable**

Safety of candidates and staff is paramount. Guided by Emergency services and as soon as practicable, SLT together with Exams team will need to assess the issues disrupting the examinations. This might range from partial to full site closure. It might also involve the partial or full loss of services such as power, internet connection, MIS systems, storage facilities, exam equipment, papers received or awaiting despatch, etc.

As soon as is practical Exams/SLT staff must:

- a) Liaise with examination boards to advise them of the situation and provide them with alternative contact email address for communication, if required.
- b) Use risk and response guidance in 3.5 below to guide agreed actions

#### **2.4.5 Evacuation During An Examination**

- Candidates will be asked to stop writing when an evacuation alarm sounds
- Exams officers will liaise regarding evacuation
- Candidates, supervised by invigilators, will be instructed to leave in silence and make their way to the specified examination assembly point where they remain under exam conditions
- Candidates must leave everything on their desks and must not attempt to communicate with anyone else during the evacuation
- Lead invigilator is to take a roll call using exam register
- When they return to the exam room candidates must not start writing until the invigilator tells them to
- All candidates will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Should it be impossible to maintain exam conditions the Examination board will be appraised of this when the exam officer reports the incident and examination would cease. (Due regard must be given to timings and wider exam security).

#### **2.4.6 Risk factors and Contingency Responses**

Below are some risks and Contingency responses. In all instance guidance and approvals would be sought from the relevant examination boards.

<b>Problem</b>	<b>Contingency Response</b>
Loss of Centre	Utilise another of the Trust's Schools Copy of exam policy kept at another centre
Loss of exam room	Find alternative on site Hire in Portacabins Utilise another of the Trust's Schools
Loss of exam papers	Contact exam board for replacement Agree alternative suitable storage location
Loss of exam desks and chairs	Borrow or hire or purchase replacement
Loss of exam equipment	Borrow or hire or purchase replacement
Loss of IT	Move to alternative location
Loss of Services	Utilise another of the Trust's Schools
Loss of MIS	Liaise with exam board to get statements of entry, exam registers
Loss of exam cards and seating plans	Use manual lists
Loss of candidate contact details	Use media to publish emergency contact number

## 2.5 Exam Board Contact Details

AQA	0800 197 7162	<a href="http://www.aqa.org.uk">www.aqa.org.uk</a>
OCR	01223 553998	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
Edexcel	0344 463 2535	<a href="http://www.edexcel.org.uk">www.edexcel.org.uk</a>
WJEC	029 2026 5077	<a href="http://www.wjec.org.uk">www.wjec.org.uk</a>
<b>JCQ</b>	020 7638 4132	<a href="http://www.jcq.org.uk">www.jcq.org.uk</a>
NCFE	0191 239 8000	<a href="http://www.ncfe.org.uk">www.ncfe.org.uk</a>

## 2.6 Non-examined Assessment, NEA, Policy

### Scope of the NEA Process

NEA includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as NEA. This covers GCSE, GCE, BTEC requirements for controlled assessments, coursework, non-examination assessments and project qualifications.

Please refer to individual Awarding Body guidance available from their websites as well as the JCQ reference documents available from

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

- Instructions for conducting assessments
- Sharing NEA and Candidates work
- Informing Candidates of their centre assessed marks
- Reviews of marking and appeals
- Endorsement of Practical Skills. Reasonable adjustment for GCE a level Sciences
- Delivery of GCSE(9-1) computer science task 2019-2020

This policy covers the conduct of Non Examined Assessments.

Any type of assessment that is not 'externally set and taken by candidates at the same time under controlled conditions' is classified as non-examination assessment (NEA).

The academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Sir Christopher Hatton is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. The academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Sir Christopher Hatton will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Sir Christopher Hatton will, having received a request for copies of materials, promptly make them available to the candidate.



4. Sir Christopher Hatton will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Sir Christopher Hatton will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Sir Christopher Hatton will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Sir Christopher Hatton will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Sir Christopher Hatton will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Sir Christopher Hatton will inform the candidate in writing of the outcome of the review of the centre's marking.

## **2.61 Staff Roles and Responsibility**

**The Vice Principal Achievements and Achievement and Outcome** is to:-

1. Ensure that all Curriculum Leaders/Heads of Departments read and understand the requirements and that they have disseminated the information to teaching staff involved in the assessments.
2. Adjudicate between departments in the event of an unresolved clash of plans between two departments.
3. Make checks to ensure compliance.

**Heads of Departments (HODs) /Faculty Leaders** are responsible for:

1. Dissemination of information contained in JCQ guidance to subject leaders.
2. Liaise with exam officers regarding planning assessments periods.
3. Ensure Subject leaders are conversant with guidance for Task setting, Task taking, Task marking and setting deadlines.
4. In order to allow for effective planning and to avoid candidates having too many non-examined assessments at the same time, HoDs must notify the Examinations Officer at the start of the year, or as soon as possible, of the proposed timings for Non Examined Assessments.

**The Exams officers** will

1. Issue out latest copy of guidance to HoD on receipt
2. Record requested timings of assessments and flag clashes.
3. If possible resolve any conflicting requirements between departments or refer to SLT if this cannot easily be achieved.

## **Task Setting**

Whilst the awarding body is responsible for task setting, the HOD's will make their own selection(s) of any available option, if any, provided by the awarding body.

Where the academy is responsible for task setting it may:

- Select from a number of comparable tasks provided by the awarding body; or
- Design task(s), in conjunction with candidates where permitted, using criteria set out in the specification.

Where the academy is responsible for task setting Heads of Department and teachers must ensure that the assessment criteria, as detailed in the specification, can be met and tasks are accessible to candidates and that deadlines are set and adhered to.

Heads of Department are responsible for checking that the correct tasks are issued to candidates and for keeping a record of the tasks set.

Candidates should be aware of the criteria used to assess their work so that they can understand what they need to do to gain credit.

Tasks must be issued only as specified by the Exam Board.

## **Undertaking Tasks**

The HoD is responsible for checking the subject-specific requirements issued by the Awarding Body and ensuring that all staff understand them.

**Staff** must ensure that:

- There is sufficient supervision of every candidate to enable work to be authenticated;
- The work that an individual candidate submits for assessment is his/her own. Work may be completed outside of the academy without direct supervision, provided that the academy is confident that the work produced is the candidate's own.
- Where candidates work in groups, the teacher must keep a record of each candidate's contribution.

Staff must **not** provide model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings).

Unless specifically prohibited by the awarding body's specification during the task taking stage staff may:

- Review candidates' work and provide oral and written advice at a general level;
- Having provided advice at a general level, allow candidates to revise and re-draft work.

Staff must avoid any assistance which goes beyond general advice, for example:

- Detailed specific advice on how to improve drafts to meet the assessment criteria;
- Detailed feedback on errors and omissions which limits candidates' opportunities to show initiative themselves;
- Intervention to improve the presentation or content of work must be recorded and taken into account when marking the work. Annotation must be used to explain how marks were applied in the context of the additional assistance given.

Staff may not provisionally assess work and then allow the candidate to revise it.

Staff may not provide any type of assistance which is explicitly prohibited in the specification. Assistance must not be given if there is no means to record it and to take account of it in the marking. Failure to follow this procedure constitutes malpractice.

In formally supervised sessions the appropriate levels and controls such as preventing the use of internet, electronic devices, etc, must be applied.

When work for assessment is produced over several sessions, the following material **must be collected by the teacher and stored securely** at the end of each session (and not accessible to candidates):

- Work to be assessed;
- Preparatory work.

If the candidates are permitted to use computers to store work, **memory sticks will be collected for secure storage between sessions**, alternatively, candidates' are granted access to a specific area of the academy's IT network which is secure and restricted.

### **Word and Time Limits**

Staff must ensure that they have checked the specification to ensure these limits are not exceeded.

### **Team Work**

Where tasks are undertaken in groups. The group may record the same data but the individual must write up their own accounts and draw up their own conclusions allowing individual assessments to be made.

### **Authentication**

Teacher and candidate declarations must be completed using the appropriate Candidate Record forms. (CRF's). These declarations confirm that the candidates work is their own and that the teacher is satisfied of this and that work was completed under the required conditions

Candidate declarations must be kept on file until the deadline for Review of Results has passed or until any appeal, malpractice or other results enquiry has been

completed, whichever is the later. Candidate declarations must be available for inspection by JCQ inspector if requested.

### **Storage of Work and Forms**

Candidates work and any completed forms must be kept securely by the teacher in a locked cabinet or cupboard. Work that is sent for moderation must be returned to secure storage, on return, and all work kept until the end of the Review of Results period. After all Enquiries have been exhausted the work should be returned to the candidate.

**Teachers must remind candidates that they must keep their own work secure at all times and not to share any completed or partially completed work on-line, via social media or by any other means.**

### **Assessment and Moderation**

Assessments may be externally or internally assessed.

### **Externally Assessed Components**

Must take place in the timeframes specified within the Awarding Body's specification.

Work may be assessed by visiting examiner or

Teachers are responsible for marking work in accordance with the marking criteria detailed in the relevant specification.

Attendance registers, clearly indicating presence or absence, must be completed and sent to the examining body to ensure that they can identify all those present and ensure they can deliver an accurate set of results.

A copy of the attendance register must be retained until the end of the ROR period.

Candidate's work must be dispatched to the examiner in the designated timeframe.

### **Internally Assessed Components**

Teacher annotation must be used to provide evidence to indicate how and why marks have been awarded to facilitate the standardisation of marking within the academy, and to enable the moderator to check that marking is in line with the assessment criteria with due regard to the guidance to annotate the work, award marks and completing documentation.

**Marks must be disclosed to candidates to allow them the opportunity to request a review prior to submission of marks to the exam board. The review must be conducted by an independent assessor (ref page 16 of JCQ Instructions for conducting non examined assessments) with sufficient time to allow for the review to take place and for the candidate to check how the marks have been assessed. (Subject leaders must ensure that candidates are given marks at least 2 weeks before the submission deadline)**

It must be made clear to candidates that the moderation process may result in changes to the Centre assessed marks.

**Teachers should not attempt to convert marks to grades in advance of the publication of results.**

Where a teacher teaches his/her own child, the academy will declare the conflict of interest to the examination board and submit the marked work for moderation, whether or not it is part of the moderation sample.

### **Moderation Sample**

Heads of Department must keep a record of names and candidate numbers for candidates whose work was included in the sample. Marked work must be retained under secure conditions until after the deadline for Review about Results. This applies to all work – whether or not it was part of the moderation sample

### **Internal Standardisation**

It is important that all teachers involved in the assessment of a component mark to common standards. JCQ guidelines on standardisation are to be followed. Heads of Department are responsible for checking the marks they are submitting to an awarding body for both addition and transcription errors before submission.

### **Access Arrangements**

Access arrangements must be applied for in advance of timetabled written examinations and non-examination assessments. The SenCo must ensure that all relevant staff are aware of any access arrangements which need to be applied for non-examination assessments.

### **Malpractice**

Candidates must be reminded that any action that falls outside the prescribed rules for sitting the assessment would constitute malpractice. Candidates must be reminded of the consequences of malpractice.

### **Assessment marks**

Prior to submission candidates must be advised of their mark together with a reminder that this mark may change following the moderation process. If a candidate is unhappy with the assessment they must be reminded of their right to submit an appeal.

Teacher checklist of responsibilities can be found at [NEAASSESSMENT](#)

## 2.62 Risk Management of Non-Examined Assessments

Risk	How managed	By	Residual Risk
<b>Clashes with other subjects</b>	Teachers to feed in to exams their required NEA planned dates Exams refer unresolved issues to SLT	Teachers/Exams Team/Vice Principle Achievements and Outcomes	Low
<b>Too many clashes too close together</b>	Exam team to refer to SLT to	Vice Principle Achievements and Outcomes	Low
<b>Classroom space</b>	Exams team liaise with subject staff/ rooming supervisor	Exams Team	Low
<b>Facilities</b>	Exam team/ subject teacher identify suitable room with the required equipment	Exams Team	Low
<b>IT issues</b>	Where IT is required for the NEA the IT department are informed and are on 'standby' to support. Pre-testing carried out where possible	Subject teacher/IT Dept	Low
<b>Moderation</b>	Subject Teacher responsible for ensuring they understand the requirements and follow all guidance contained in the JCQ NEA document and Awarding body instructions. React to moderators reports appropriately	Subject Teacher/Head of Department	Low
<b>Task setting</b>	Subject Teacher responsible for ensuring they understand the requirements and follow all guidance contained in the JCQ NEA document and Awarding body instructions.	Subject Teacher/Head of Department	Low
<b>Teaching</b>	Subject Teacher responsible for ensuring they understand the requirements and follow all guidance contained in the JCQ NEA document and Awarding body instructions.	Subject Teacher/Head of Department	Low
<b>Supervision</b>	Subject Teacher to ensure that only appropriate personnel conduct assessment, liaising with Exams department to provide trained invigilators where required	Subject Teacher	Low
<b>Loss of work</b>	If accidental loss of students work occurs, Refer to P25 of JCQ Guidance and submit notification to Awarding Body	Subject Teacher/Head of Department	Low
<b>Storage of materials</b>	NEA materials are to be securely stored and issued to students as per the JCQ and Awarding body guidance	Subject Teacher	Low
<b>Malpractice</b>	Teachers <b>must</b> familiarise themselves with the JCQ document Notice to Centres - Sharing NEA material and candidates' work <a href="http://www.jcq.org.uk/exams-office/malpractice">http://www.jcq.org.uk/exams-office/malpractice</a>	Subject Teacher	Low

In order to help staff plan assessments this general template should be used by Curriculum Leaders and edited to make it subject specific.

### **2.63 GCE and GCSE Non-Examined Assessment Appeals**

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

This policy outlines the appeals procedure relating to internal assessment decisions conducted by this Centre and submitted to Awarding Bodies to contribute to GCSE or GCE awards and is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

### **2.64 The Academy's Commitment**

This written appeals policy will be publicized to candidates and made available to candidates through the Exams Office.

This appeals policy will be reviewed annually by the Academy's Exams Officer

The Exams Office will keep records of all appeals. The written record will include the outcome of the appeal and clear reasons for that outcome. A copy will be sent to the candidate.

Appeals will be considered by at least two individuals who have not previously dealt with the particular case. One of the individuals will be a senior member of staff and the second, an independent person who could be another member of staff or, for example, a director.

The candidate making the appeal must be supported in the presentation of their case by a parent/carer.

Candidates will be able to gain access to:-

- a) The marks awarded to them for an internal assessment.
- b) All comments recorded by the Academy relating to their internally assessed work – feedback on grades/marks.
- c) Any correspondence relating to their internally assessed work between the Academy and the Awarding Body.
- d) Information, if available at the time of the appeal, as to whether the work was sampled by the Awarding Body.
- e) The moderated mark given by the Awarding Body, if known.
- f) Relevant Awarding Body procedures for the conduct of internal assessments.

### **2.65 Complaints and Appeals Procedure**

In the first instance the candidate must discuss their internally assessed work with their subject teacher. After this initial discussion, if the candidate still wants to appeal against the process, they must make a written application using the attached form. [Internal Assessments Appeal Notification Form](#)

[Internal Assessments Appeal Notification Form](#)

The completed Appeal Form must be received by the Head of Department within 3 days of the marks being published.

The teacher concerned in making the assessment, which is the subject of the appeal, will be given a copy of the appeal and asked to respond in writing, with a copy sent to the candidate.

The candidate will then be given the opportunity to have a personal hearing if they are not happy with the written response they have received. The candidate will be given reasonable notice of the hearing date; they will have access to all relevant documentation in advance and must be accompanied by a parent/carer. The teacher and the candidate will have the opportunity to hear each other's submission to the panel at the hearing.

The outcome of the appeal will be notified to the parent/carer within 3 days of the hearing.

The Academy will inform the Awarding Body if there is any change to an internally assessed mark as a result of an appeal.

If a candidate has a complaint regarding your examinations they must, in the first instance, raise the complaint, either with their teacher or Examination Officer who will endeavor to resolve the situation.

If the candidate is still unhappy they should refer to the Complaints Procedure Policy that can be found in the Policy section on the academy's website. A form for submitting the complaint can be found in the Policy section.

## **2.7 Conflict of Interest**

Section 5 of JCQ general Regulations requires the Head of Centre to manage Conflicts of Interest <https://www.jcq.org.uk/exams-office/general-regulations/general-regulations-for-approved-centres-2019-2020>.

Staff will be required to complete a Conflict of Interest Declaration each year (See below)

Declaration forms will be collated and any potential 'conflict' will be risk assessed and Awarding Bodies informed if appropriate



## Declaration of Interest form 2019/20

To comply with the regulations, the centre is required to manage Conflicts of Interest and inform the relevant awarding body/bodies for any of their qualifications of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units; and

maintains clear records of all instances where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
- centre staff are taking qualifications at their centre which do not include internally assessed components/units;
- centre staff are taking qualifications at other centres.

To ensure compliance, you **must** declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)	
Subject(s) you teach (if applicable to your role)			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the **2019/20** academic year)

- I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)
Steps I have taken to seek an alternative centre at which to take the qualification(s)			

- I am teaching and preparing a member of my family or close friend/member of their immediate family for a qualification(s) which includes an internally assessed component/unit

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Candidate number		Relationship to me	
Qualification(s) being taught and prepared for	Awarding body	Qualification type	Specification (Subject)

- I am a member of exams office staff and have a member of my family or close friend/member of their immediate family being entered for examinations and assessments at this centre or another centre

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered	<input type="checkbox"/> This centre <input type="checkbox"/> Another entering centre (tick box as applies)		
Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)			
Entering centre number (if known)			

- I am taking a qualification at this centre which does not include internally assessed components/units
- I am taking a qualification at another centre

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)	Exam series
Entering centre name				
Entering centre number (if known)				

- I have none of the above statements to declare

**Date declaration(s) made:**

**Signature to confirm declaration(s):**

This completed form (including date and signature) must be returned to [insert] by [insert]

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record *details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected*. You will be informed if/where any measures or protocols put in place directly affect you.

**All records are subject to inspection by the JCQ/awarding body on request and will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (for the relevant exam series).**

**FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY**

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflict of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place to manage the risk represented by the COI

### 3. Storage and Security of Papers

In all respects the receipt, storage and despatch of exam materials (papers, answer books, formulae booklets), will conform to the to the rules for their handling as specified in the JCQ instructions for conducting exams and Conditions for storing confidential exam materials documents

#### 3.1 Responsibilities

The exam team are responsible for the safe and secure receipt/storage/despatch of exams materials

#### 3.2 Storage Facility

This a controlled area whose access/use is strictly granted by Head of Centre (see form for this purpose below). Two sets of keys will be kept and controlled by the examinations team

#### 3.3 Receipt of Papers

All papers and other examinations secure materials will be logged on receipt and passed directly and unopened to the exams team. For this purpose, a receipt book will be provided at reception and any other delivery point. The JCQ proforma will be used to log receipts. <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exams-materials-receipt-log---at-the-point-of-delivery-to-the-centre>

The exams team will take the examination materials to the secure storage where two of the exams staff will check the contents (on the day of receipt or next working day latest) for quantity and accuracy against packing note, maintaining the integrity of the sealed packs. Concerns about damage, or inaccuracy of what has been supplied, or any paper supplied in error, will be notified to the Awarding Body. Papers will be stored in exam date/ time order on the shelving.

#### 3.4 Procedure to Ensure Correct Examination Papers Are Opened

<b>Responsibility:</b>	Examination Officers
<b>Procedure:</b>	As per JCQ requirements (Page 7 ICE)
<b>Splitting packs for different rooms</b>	Within 90mins of official start time

On the Day of the examination two exam officers( or Exam officer and lead invigilator) will check that examination papers being collected have the correct date and session, prior to any packet being opened.

In addition, the lead invigilator and exam officer or another invigilator will also be instructed to double-check the date/component/unit/ tier prior to opening each pack.

#### 3.5 Despatch of examination papers/Coursework

The Exams Officer(s) will be responsible for the timely despatch of exam scripts using the JCQ and exam boards specified instructions and will be responsible for retaining despatch logs that may assist in tracing any missing packages.

The exams team will receive papers and unused question papers from invigilators.

Coursework/Assessment materials must be passed to the exams team by teachers by before the deadline for despatch. The exams team will check that the contents are in order and that any additional documentation required e.g. registers etc. are present. The despatch of the material will be then made, obtaining proof of postage and the despatch recorded in a log kept for this purpose.

A despatch log will be kept for all external examination papers (usually the 'yellow label system'), following JCQ/Awarding Body instructions. Exams officers will be responsible for providing despatch information that may assists the Awarding Body in tracing any missing packages.

### 3.6 Exam Material Proforma (Forms used are below)

## Head of Centre Secure Storage Authorisation

Only the following Staff are granted access to the Examination Secure Storage Area

Nick Salisbury	Vice Principle Achievements and Outcomes
Trudie White	Exams and Data Manager KS3
Romana Drage	Exams and Data Officer KS4
	Exams and Data Manager KS5
	Lead Invigilator accompanying named staff member
	JCQ Inspector

Access is via a three/four stage lock arrangement. One set of keys are kept within the exams office. Identification of each key is shown to each of the authorised personnel by Vice Principle. The store may be used to store papers, other examination equipment, examination stationery, assessment materials, completed papers awaiting collection and sensitive data.

- Key 1 required to open/close outer shutter door outside of 8am-4pm core hours
- Key 2 required to set/unset alarm
- Key 3 required to open roller shutter door
- Key 4 required to open inner door

Authorised personnel are required to

- Open and close doors using keys 2-4 in sequence (+ key 1 out of hours)
- Check external papers delivered to the store (2 people)
- Store papers in an orderly manner on the shelves provided
- Double check that correct papers only are removed as per JCQ instruction
- Prevent unauthorised access

Signed..... Date.....

### 3.7 Examination Material Receipt Log

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exams-materials-receipt-log---at-the-point-of-delivery-to-the-centre>

## Receiving Point



### Exam Materials Receipt Log – At the point of delivery to the centre

This log has been designed to help you – feel free to adopt it to meet your needs.

Please check that all deliveries received are addressed to your centre and are intact. If there are any problems with the delivery you **must** inform the exams officer immediately.

+

Date/time of receipt	Name of Staff Member who received delivery	Waybill / tracking number	Number of packages i.e. envelopes and boxes	Awarding body	Action taken	
					Name of person delivering material to Exams Office (include date & time)	Name of person within Exams Office collecting material (include date & time)



## **4. Staff Guidance**

### **4.1 New Courses**

Requests to offer new courses/qualifications must be submitted to Head of Academy/Data Manager for approval using the “Request to offer new course/award” form.

### **4.2 Forecast Entries**

The Exams Officer (EO) will meet with Head of Departments (HoD’s) to go through the Provisional Estimate and Specification sheets by the end of the Summer Term. Heads of departments HoDs must complete these forms for all subjects examined within their department for the stated year. Any subsequent changes must be made in writing to the exams office.

### **4.3 Examination Entries**

Before each exam season the Exams Team will set up electronic mark-sheets to collect exam entries from each Department.

It is the HoD’s responsibility to ensure all pupils studying the course are entered for the correct exam and tier of assessment.

HoDs will then receive an examination entry report which must be checked, signed and returned to the Exams Office as confirmation of correct and complete entries for their subject area. A copy must be kept on file by HoD. Failure to identify omissions or errors at this time could result in late penalty fees being charged.

### **4.4 Amendments**

All candidates who study the course will be required to sit the examination unless authorised to withdraw by the Head Teacher or designated deputy. Withdrawals will only be accepted on the “Authorisation request for non-entry/removal of candidates” form. Amendments to entries must be made in writing to the Exams Officer. Amendments requested after the entry deadline set by the boards are expensive and will be charged.

### **4.5 Legacy Examinations**

Legacy examinations taken in the summer season will be “cashed-in” in the same year. HoDs to advise Exams Officer of candidates who have failed and therefore do not wish to cash-in their grade, normally within 4 weeks of Exam results. Year 13 candidates completing AS courses as additional subjects will also be cashed in the year that they sit the exams.



#### **4.6 Funding (see also section on funding under Guidance for Parents/candidates)**

The Exams Office will fund one entry per candidate for each GCSE/GCE subject that they sit.

Reasonable amendments requested by Heads of Departments will be funded by the Exams Office.

GCE re-sits must be funded by the individual candidate.

The Academy will only pay for candidates to re-sit GCSE modules if authorised by the Head teacher.

Where Heads of Departments are concerned about all candidates (or a significant sub-group) entered for a particular unit/component, requests for remarks must be authorised by the Head teacher.

#### **4.7 Access Arrangements**

Need for Access arrangements must be raised by subject teacher/curriculum leader as soon as possible and sent to the SenCo who will investigate the need. If substantiated, the SenCo will provide evidence to allow for an application to be forwarded to the Awarding Body, for their approval. There are deadlines issued by Awarding Bodies that need to be adhered to.

The Exams Office working with the SenCo will request access arrangements from the boards and process the replies.

The SenCo will ensure the Exams Officer has all information needed on each candidate with special needs in order that specific arrangements and the requirements of the Equality Act (2010) are met.

The SenCo will keep a log of those arrangements and appropriate evidence by candidate in accordance with JCQ published instructions. These consist of a combination of the following documents (some of which may be stored in the exams office):

- b. Centre file note completed by SenCo
- c. Form 8
- d. EHCP
- e. Approval note from AAO
- f. Signed Data Protection Note/Signed Privacy Notice

The Exams Office will inform the awarding body at the beginning of a course, if any pupil is to be given special arrangements for coursework which carries marks towards a final mark.

The Exams Office arrange readers/scribes/ transcripts as required.

The Exams Office will maintain a register of Special arrangements in order that adequate invigilation can be arranged.

The Exams officers will arrange for Access arrangements to be applied during examinations in accordance with latest JCQ/Awarding body guidance. Arrangements to be applied will be noted on the reverse of candidate cards that are displayed on the examination desk.

The SenCo will notify the Exams Officer if any candidates require modified papers according to the deadline set by the awarding body.

The use of Word processors may be authorised to candidates, if approved by the SenCo, and providing the criteria in the section below are met.

For alternative rooms to be utilized the access arrangement must be authorised by the required deadline and will require medical evidence of need.

#### **4.8 Provision of a Word Processor For Candidate Use**

A small number of candidates at SCHA use word processors as their normal way of working. These are candidates who have been identified as having one of the following difficulties:

- Very poor illegible hand writing. This may have been identified by a teacher or parent and referred to SenCo. Upon referral observations and evidence are sought which includes a speed of handwriting assessment. A decision is made as to whether the candidate would benefit from a word processor.
- A medical condition or disability may result in a candidate using a word processor, this may be recommended by a healthcare profession, parent or academy. The candidate would need a word processor to complete their work. Conditions such as visual impairments, cerebral palsy, missing finger digits, or shortened arm/limb etc.
- Very weak processing and or memory difficulties that means in class they are unable to produce enough class work due to their inability to organize thoughts onto paper in the time provided.
- Professional advice or referral from occupational health, educational psychologist or EHCP/ ceased Statement and specialists SEN teacher.
- SenCo recommends a candidate use a word processor where they have very poor handwriting, have slower processing skills and struggle to complete written work in the time given – they would be asked to complete an assessment to measure their free writing speed.

Candidates who have a laptop **as their normal way of working** can use it in all or some of their lessons. Many only use in their extended written subjects and therefore

are informed they will only be able to use it in the exams for which subjects they use it in lessons and for homework.

Candidates have to sign a home – school agreement contract to show their responsibility for the equipment. During the signing of the contract it is explained to the candidate that they must ensure they print their classwork and speak to their teacher about organizing their work into folders.

A member of staff in the SEND team is the lead link on word processor provision to ensure candidates are using them appropriately.

If a candidate does not want to use their word processor any longer or they stop using it without informing the SEND lead, they will be advised that the provision in exams will no longer be available and the word processor is withdrawn.

The use of word processors is continually monitored and reviewed. Concerns of candidates not using this provision correctly are addressed and candidates either given some support and training to use more effectively or the provision is withdrawn. It is essential that the use of a word processor is available to support those candidates with additional needs who need it to fulfil their potential and to reduce their barriers to learning.

#### **4.9 External Exams**

The Exams Officer is responsible for the organisation and conduct of all external examinations.

Final confirmation of entry numbers and levels will be made with the HoD's.

All exam papers will be counted in by the Exams Office then securely stored until required.

Exams officer is responsible for checking audio/visual exam material in advance to ensure the quality is of a sufficient standard.

The Exams Officer and Invigilators will be responsible for setting out the equipment and papers. HoD's (or designated person) may assist in setting out specialist equipment but may not read the paper.

The Exam Officer supported by HoD (or designated person) will be present at the start of each subject exam to check candidate's identity, clarify queries with the exam paper and may be required to read any erratum notices. However, HoD's are not allowed to read the question paper or remove it from the exam room. See guidance <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/notice-to-centres---the-people-present>

The attendance register will be checked by the Invigilator/Exams Officer before the start of the exam. The Attendance Officer will be responsible for contacting absent candidates. The Examinations officer will liaise with the Head of Year and with

pastoral team who will be responsible for ensuring absent candidates are found and attend the examination.

Late candidates will be permitted to enter the exam room, in accordance with JCQ/ Awarding body rules. However, the candidate will be warned that the Awarding body has the right not to accept the script. The candidate may be allowed the full time for the exam if adequate supervision arrangements can be made.

Exams will be taken at the time published by the awarding body. Where there are clashes, candidates will be advised of an alternative time by the Exams Officer who will arrange supervision as required.

At the end of any exam, invigilators will collect scripts and give them into the care of the Exams Officer.

Candidates will not be allowed to leave the exam room (unless in an emergency) until the exam has finished and their exam paper has been picked up and secured by an invigilator.

#### **4.10 Internal Examinations**

The Exams Officer will liaise with Heads of Departments regarding internal examination requirements (i.e. timetable, invigilation and venue).

Each department will be responsible for producing exam papers, which are suitable for the time slot allocated to their subject. Papers will then be stored by the exams team or the department concerned until the start of each exam.

Where applicable, audio/visual material, texts, and a covering sheet detailing any special requirements must be provided to go with the papers.

Completed exam papers must be collected from the exams office as soon as the exam has finished.

Assistance may be requested for internal examinations from HoD's or teaching staff to ensure that best practice of examination conduct may be reinforced, preparing candidates for their external examinations

#### **4.11 Coursework and Non Examined Assessments**

This section must be read in conjunction with NEA Policy section 2.6 above) Deadlines must be planned to allow time for issue of marks and for processing any subsequent appeal before marks are uploaded and work sent to Awarding bodies in the required timescale.

Coursework sent to examination boards for moderation is returned to the exams office when the process is complete.

Exams officers will forward returned work to the subject teacher.

Subject teachers must be responsible for the safe storage of coursework until the period specified by JCQ or awarding body has expired. (Normally after Review of Results period has ended – but may be extended for exam process moderation reasons)

Subject teachers are responsible for returning coursework to candidates.

#### **4.12 Provisional Results (see also results under Parental and Candidate Guidance)**

The Exams team will be responsible for downloading provisional results from Awarding Bodies and providing the Senior Leadership Team with result analysis.

Embargos in line with JCQ rules will be applied on results release day to non SLT members.

Provisional Results and provisional performance data will be released to staff as soon as practical to do so on or after the specified Examination result release to candidates date.

#### **4.13 Review Of Results: Guidelines to Staff**

Candidates who are unhappy about their results and will be asked to talk to their subject teacher or curriculum leader in order that they are clear about the process where marks can go up , go down or remain unchanged.

It is important that staff refer to grade boundaries so that candidates are clear about where they are and the risk of requesting a review of marking especially if their provisional result is near to the lower grade boundary.

Should subject leaders or curriculum leaders have concerns about the results for a cohort they must refer their concerns to HoD for review.

Where HoDs are concerned about all candidates (or a significant sub-group) entered for a particular unit/component, they must submit a representative sample of 10% of the entry (minimum 8/ maximum 20). Requests must be authorised by the Headteacher. This also applies to re-moderation.

**Candidate's written consent must be obtained before any ROR is processed** using the appropriate form available from Exams Office

An appeals process is available to Centres who remain dissatisfied after receiving the outcome of any Review of Results.

#### **4.14 Certificates**

Exams team will liaise with Head of Vi form regarding distribution of certificates to candidates who are in academy when certificates are available for distribution. Certificate collection dates for candidates who no longer attend the academy will be published on the Academies website.

Certificates must be retained for one year when they can either be securely disposed off or returned to awarding body. However, we will currently retain the certificates for 5 years (disposal before 5 year period would require records to be retained of date of disposal).

#### **4.15 Invigilation**

Exams officer(s) supported by Head of Year or a Senior Leadership Team (SLT) representative are responsible for assembling candidates in an orderly manner before entering the exam room.

The Exams Officer(s) are responsible for the recruitment, training, and annual refresher training of Invigilators. Invigilators will be booked for dates/times required by the exams team.

The Exams Officer and Invigilators will be responsible for ensuring that the rules and regulations relating to the conduct of examinations are strictly applied and followed.

#### **4.16 Misconduct**

Candidates and parents will be advised by the Exams Officer and the Head of Year of the conduct expected from candidates during the exam season.

Any cases of misconduct must be reported to the Exams Officer in the first instance, who will act according to JCQ or any other governing bodies' regulations.

#### **Section 4.17 Proforma for staff**

Quick links

Request to offer new Course/Award

[NewCourse](#)

Authorisation Request for non-entry/removal of candidate from GCSE/GCE

[ExamRemoval](#)

Request for Course Change for Candidate

[CourseChange](#)

ROR Request Form Teacher

[TeacherROR](#)

# Request to offer New Course/Award

NAME OF COURSE ..... LEVEL .....

AWARDING BODY ..... COURSE CODE .....

EQUIVALENT POINTS SCORE.....

REASON FOR REQUESTING NEW COURSE / AWARD:

.....  
.....  
.....  
.....  
.....

LIKELY No. OF ENTRIES PER YEAR GROUP:

.....

COST OF ENTRIES:

.....

LIKELY FREQUENCY OF ENTRY PER ACADEMIC YEAR:

.....

**REQUESTED BY:**

.....  
Head of Department

Date

**AUTHORISED BY:**

.....  
Head Teacher

Date

Completed forms must be returned to the Exams Office

**Authorisation Request  
for non-entry/removal of candidate from GCSE/GCE Exams**

Head of Department .....

Subject .....

Pupil Name .....

Class Teacher .....

Reason for non-entry / removal of candidate

.....  
.....  
.....  
.....  
.....  
.....  
.....

Signed by HoD .....

**PLEASE COMPLETE AND RETURN TO DATA MANAGER**

Authorised by Head Teacher .....

Date: .....





## ROR Service Request Form Teachers

<b>Exam Board</b>		<b>Spec Code</b>		<b>Date raised</b>	
<b>Subject</b>		<b>Paper/Unit</b>		<b>Teacher</b>	

Review of Results Service Required								Cost (see over leaf)
	<b>ATSP Priority access to script</b>		<b>ATS Access to Script</b>		<b>Re-moderation</b>			£
	<b>Priority re-mark</b>		<b>Re-mark EAR2</b>		<b>+paper return</b>			
Candidate	Cur grade	UMS points	UMS Bottom Grade Boundary	UMS Top Grade Boundary	Teacher Recommend Y/N	Candidate Consent Granted (exams Y/N)		
								£
								£
								£
								£
								£
								£
								£
								£
								£
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								£
								£
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								£
								£
								£
								£

<b>Authorise</b>	<b>HOD</b>	<b>Data Manager</b>	<b>Exam officer</b>
	Check/approve	approval	actioned
<b>Sign</b>			
<b>Date</b>			

# NEA Assessments

JCQ and Awarding Bodies issue very specific guidance about how assessments should be carried out. These can be subject specific.

The regulator’s definition of an examination is very narrow and in effect any type of assessment that is not ‘externally set and taken by candidates at the same time under controlled conditions’ is classified as non-examination assessment (NEA). ‘NEA’ therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as ‘NEA’.

There is a responsibility to ensure that all requirements are met and therefore staff must:

Item	Detail	Tick to confirm
1.	Read and understand requirements contained in JCQ guidance. Instructions for conducting non-examined assessments Notice to Centres – sharing NEA material and candidates work Notice to Centres – Informing candidates of their centre assessed mark Reviews of marking – suggested template for centres Form 15 – notification of lost centre assessed work Reasonable Adjustments for GCA A Level science- Endorsement of practical skills Delivery of GCSE(9-1) computer science task (NEA) 2019-20120 <i>Delete if not applicable to you.</i> Information found at: <a href="http://www.jcq.org.uk/exams-office/non-examination-assessments">www.jcq.org.uk/exams-office/non-examination-assessments</a>	
2.	Familiarise yourself with Awarding Body specific requirements for your subjects.	
3.	Understand what constitutes Malpractice and how to avoid this. <a href="http://www.jcq.org.uk/exams-office/malpractice">http://www.jcq.org.uk/exams-office/malpractice</a>	
4.	Understand requirements for storage of Assessment Material	
5.	Use the Risk assessment template contained within the examination policy and with your Curriculum Leader/ Head of Department make it subject specific.	
6.	Advised Exams of your proposed assessment dates	
		<b>Date</b>
7.	Know the NEA Deadline for your subject	
8.	Identify the date by which you must issue marks ( <b>Not Grade</b> ) to students to give them time to appeal their mark	
9.	Ensure you are aware of submission date for your assessment grades and sample posting deadlines	

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 5. EXAMINATIONS GUIDANCE FOR PARENTS & CANDIDATES

# Centre Number: 27168

**Academy Telephone No: 01933 226077**

**Examinations office e-mail: [exams@hattonacademy.org.uk](mailto:exams@hattonacademy.org.uk)**

The Academy's Policies may be found online. Navigate using the following link or by typing it into your browser.

<http://www.hattonschool.org.uk/page/?title=Sir+Christopher+Hatton+Academy+Policies&pid=51>

The Information may be found by selecting, [Examination and Appeals Policy](#), Alternatively, for information on BTEC qualifications, select, [Policies relating to Vocational Qualifications](#)

This section forms part of the Academy's Examination Policy which aims to conform to guidance issued by the Joint Council for Qualification (JCQ) and the Awarding Bodies. ('Awarding Bodies' is a global term for different Examination Boards).

### Reference Sources can be found on the internet:

*JCQ Instructions for Conducting Examinations*  
*JCQ Instructions for Conducting Coursework/Portfolios*  
*JCQ Access Arrangements and Special Consideration*  
*JCQ Entry, Aggregation and Certification Procedures and rules*  
*JCQ Post Results Services*

### 5.1 Introduction

It is the aim of Sir Christopher Hatton Academy to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove to be informative and helpful for you and your son/daughter. Please read it carefully and show it to your son/daughter so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Sir Christopher Hatton Academy is required to follow them precisely. You must, therefore, pay particular attention to the Notice to Candidates that is printed in section 5.7.

Some of the questions you may have, are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, please ask.

## 5.2 Data Sharing

The process of entering/registering candidates with examination boards requires us to share data with them. This will include, Full name, Date of Birth, age, gender, details about personal circumstances relevant to the examination process and Unique Learner number.

## 5.3 Exam Seasons

Exams will be offered to candidates as follows (provided that individual modules are available from the exam board):-

<b>Year</b>	BTEC Onscreen tests e.g. PE and Business etc., are organized, on demand, throughout the year. Controlled assessments as specified by Awarding bodies
<b>November</b>	GCSE Re-sits (Mathematics and English only) GCSE Mocks
<b>January</b>	BTEC Exams CIDA Exams GCSE Re-sits GCE Mocks
<b>Summer</b>	BTEC Exams GCSE Exams GCE AS Legacy exam Units and Re-sits GCE A2 Units and Re-sits

Any changes to the exam seasons offered at the Academy will be decided by the Senior Leadership Team.

## 5.4 Entries

The Exams team liaise with teaching staff to determine which examinations each candidate are to be entered for.

## 5.5 Funding

The Exams Office will fund one entry per candidate for each GCSE/GCE subject that they sit.

***The Academy reserves the right to reclaim entry fees from parents if a candidate:***

- a. fails to sit the examination without reasonable cause
- b. does not attend academy regularly for the necessary course of study
- c. does not complete and submit the necessary work to attain a pass grade by the correct time (i.e. coursework and assessments)
- d. infringes the Examination Boards' Regulations concerning unfair practice in an examination
- e.

## 5.6 Misconduct

JCQ and the Awarding bodies issue strict rules regarding the whole examination process. Any breach is referred to as 'misconduct' and the sanctions for misconduct can result in disqualification from all examinations taken in that examination series. Any cases of misconduct will be reported to the Exams Officer in the first instance, who will act according to JCQ or any other governing bodies' regulations. Candidates must be aware of their responsibilities.

Please note: The Academy's policy is that wrist watches will no longer be permitted in the examination room

## 5.7 Notice to Candidates: JCQ Notifications

Candidates must ensure that they are familiar with the following:-

### Warning notices:

Specify which items **may not** be taken into the examination room  
Specify expected conduct of candidates

### Information Notices

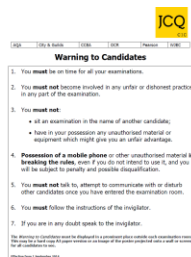
Provide information on a number of topics

## Prohibited devices



<https://www.jcq.org.uk/exams-office/exam-room-posters/no-mobile-phones-poster>

## Warning to candidates



<https://www.jcq.org.uk/exams-office/exam-room-posters/warning-to-candidates>

## Warning to candidates – written examinations



<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---written-exams>

## Information to Candidates - Onscreen tests



<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---on-screen-tests>

## Information for candidates - Non examined assessments



<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---non-examination-assessments>

## Information to candidates – social media



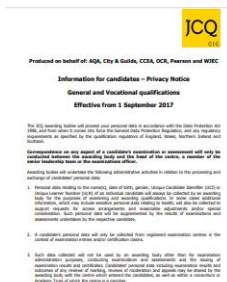
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---social-media-2018-2019>

## Information for candidate - Coursework



<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/infor>

## Information for Candidates - Privacy Notice



<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---privacy-notice>

## 5.8 Course Work and Assessments

Some examinations have teacher assessed units that are not examined but work is marked internally and grades sent to the examination board. There are protocols to ensure standardisation of marking and a sample of the work is requested by exam boards for moderation. These are known as Non Examined Assessments (NEA). The Academy policy is under section 2.6. When a candidate is advised of the grade that will be sent to the Awarding Body, they have a right to appeal that mark. In the first instance they must talk to the teacher and use the specified appeals process, which does have strict time limits.

## 5.9 Before the Examinations

### Exam Timetable

#### Non Summer Examinations

Dates for non-Summer examinations will be made available to eligible candidates by the Exams Office

#### Summer 2020

Throughout the year Non-examined assessments take place and language speaking exams take place. Some items of work are then submitted to the Awarding Bodies according to a subject specific timescale. (A number of subjects have May deadline)

Written Exams generally fall between

4th May – 24<sup>th</sup> June 2020\*\*

*\*\*Please note that Awarding Bodies may, in an emergency, re-schedule any examination up to and including 24<sup>th</sup> June. It is the candidate's responsibility to be available.*

#### Results Available

GCE	15 <sup>th</sup> August 2019
GCSE	22 <sup>nd</sup> August 2019



## **Individual Timetables**

Awarding Bodies issue examination dates and times, which, in conjunction with examination entries, enables the Exams team to produce and issue timetables to candidates. This may be in paper form but also becomes visible to candidates on EduLink.

Timetables show date and start time of each examination that a candidate is due to sit, and specify subjects they are being entered for and the levels of entry, where applicable. Candidates are responsible for checking that these are correct and directing any concerns immediately to the Exams Office. Some subjects only have one tier of entry, others have Foundation or Higher tiers.

The candidate must check everything on their timetable very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Timetables do not show coursework or assessments that take place in a timeframe rather than at a set time. Candidates must note carefully any dates, times and deadlines issued for these assessments that will be issued by their teachers.

## **Clashes**

A few candidates may have a clash where two subjects are timetabled at the same time. The academy will make special timetable arrangements for these candidates only. Your son/daughter must check their individual timetable. If you think there is a clash on your timetable that has not been resolved, please go to the Exams Office immediately. As a last resort, and if a clash cannot be resolved in any other way, Overnight supervision Arrangements may be put in place where parents and students will need to sign to accept a number of conditions to ensure the candidate cannot meet, communicate or have access to internet/ TV etc..

## **Candidate Number:**

Each candidate has a four-digit candidate number which will be shown on their exam timetable and name place card. This is the number that will be entered on examination papers.

## **UCI:**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (27168) unless your son/daughter has transferred from another academy that had already issued a UCI. This UCI is used for administration purposes and it is not necessary to remember it.

## **Special Arrangements/Medical Information**

Any special arrangements or medical information (e.g. diabetes, epilepsy etc) regarding a candidate will be printed on their name place card. This is to assist exam staff and invigilators in implementing the arrangements and being aware of any special needs. If you have any queries or concerns please do not hesitate to contact the Exams Office regarding this.

## Contact Details

Please check that academy has at least one up-to-date contact telephone number and e-mail address for you.

## Equipment

Please make sure your son/daughter has all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

Candidates are responsible for providing their own equipment for examinations. They must not attempt to borrow equipment from another candidate during the examination.

All candidates must bring **black** pens, pencils, a rubber and a ruler to every exam in a clear pencil case or bag. Candidates must not use correcting pens, fluid or tape, highlighters or gel pens in your answers. Pencils must be used for graphs and diagrams only unless otherwise directed.

For Mathematics and Science exams, candidates must make sure their calculators conform to the examination regulations. If in doubt, check with the subject teacher. Remove any covers or instructions and make sure batteries are new. Specialist maths equipment (for example compass, set square, protractor) must be brought to each relevant exam.

Exam Board regulations state that no unauthorised materials or equipment may be taken into exam rooms (e.g. notes calculator cases/instruction leaflets, bags, coats, mobile phones, iPods, MP3 players, smart watches etc.). Candidates will have a designated area to store belongings whilst they are taking their exams. However, the academy cannot accept responsibility for any loss of personal belongings and therefore candidates are advised not to bring anything of value especially mobile phones, ipods, MP3 players etc., to academy during the exam period.

**Mobile telephones/Watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in the candidate's possession during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate exam board. No exceptions can be made.

No food is allowed in the examination rooms (unless on medical grounds or whilst under clash supervision) Candidates may bring water but it must be in a clear bottle without a label.

## 5.10 During the Examinations

### Examination Regulations

All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to **disqualification from all subjects**. The Academy is **duty bound to** report any breach of regulations to the Awarding Body.

### Attendance at examinations

Candidates are responsible for checking their own timetable and arriving at academy on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. They must wait quietly outside the exam room until invited to enter by the examination invigilators.

Candidates who arrive late for an examination may still be admitted but may not receive any additional time. If special consideration applies, then you must speak to the Examinations Officer (see Absence from Examinations).

Full School Uniform must be worn by all candidates for examinations.

### **Absence from Examinations**

If your son/daughter experiences difficulties during the examination period (e.g. illness, injury, personal problems) please inform the academy at the earliest possible opportunity so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay.

### **Behaviour**

Do not attempt to communicate with or distract other candidates.

Writing on examination desks is regarded as vandalism and you will be asked to pay for any damage.

Drawing graffiti or writing offensive comments on the examination papers may result in the examination board refusing to accept the paper.

### **Examination Cards**

Examination place cards are used to convey key information to both candidates and invigilators. These cards must not under any circumstances be defaced or removed from the examination room. If any intentional damage is caused to the card, the replacement cost will be charged to parents.

## **5.11 Invigilators and Exam Instructions**

The Academy employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms 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 extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by members of the Examination Team/Senior Leadership Team.

For the award of a grade by Special Consideration, where a candidate misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including coursework) must be completed.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

**PARENTS AND CANDIDATES ARE REMINDED THAT THE ACADEMY WILL REQUIRE PAYMENT OF ENTRY PLUS ADMINISTRATION FEES, IF A**

## **CANDIDATE FAILS TO ATTEND AN EXAMINATION WITHOUT GOOD REASON OR WITHOUT INFORMING THE ACADEMY.**

### **Exam Instructions**

Candidates must listen carefully to the instructions and notices read out by the invigilators – there may be amendments to the exam paper that they need to know about

Candidates must check that they have the correct question paper – check the subject, paper and tier of entry.

Candidates will be required to enter name, centre number and candidate number on their examination paper. A card carrying all these details will be on the candidate's desk. The name entered must be their legal name as detailed on the exam card. Any query about the accuracy of this must be discussed with the exams officer

Candidates must read all of the instructions carefully and number their answers clearly.

Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). Candidates will not be allowed to leave an examination room early. If the candidate has finished the paper they must use any time remaining to check over their answers and ensure that they have completed their details correctly.

At the end of the examination all work must be handed in – candidates must remember to cross through any rough work but leave legible as credit is sometimes awarded for workings. If they have used more than one answer book each page must be marked with name, candidate number and clearly show answer number. These must be placed in your script at the first page that the extra work refers to.

Invigilators will collect the exam papers before the candidates leave the room. Absolute silence must be maintained during this time. Candidates must leave the room in silence and show consideration for those candidates who may still be working.

Candidates must remember they are still under examination conditions until they have left the examination room and the immediate vicinity.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

### **Malpractice**

This is a global term covering any breach in exam regulations or any behaviour issues that impact on any individual or the integrity of the examinations. The Centre has a responsibility for reporting any potential malpractice that is then investigated. There are 9 possible penalties ranging from a 'Warning' through to a 'Candidate Debarral'

Full details can be found at <http://www.jcq.org.uk/exams-office/malpractice/jcq-suspected-malpractice-policies-and-procedures-2019-2020>

## 5.12 Emergencies

### Contact Numbers

It is essential that you contact a member of the exams team immediately if you have any difficulty on the day of your examination. Equally, if you or your parents need help or advice at any time, please contact the exams team for advice.

GCSE Examinations Officer	Mrs Romana Drage	01933 231268
GCE Examinations Officer		01933 231284
Access Arrangements	Mrs Trudie White	01933 231276
Email	exams@hattonacademy.org.uk	
The main academy telephone number is:		01933 226077

### Evacuation During An Examination

Candidates will be asked to stop writing when an evacuation alarm sounds  
Exams officers will liaise regarding evacuation.

Candidates, supervised by invigilators, will be instructed to leave in silence and make their way to the specified examination assembly point where they remain under exam conditions.

Candidates must leave everything on their desks and must not attempt to communicate with anyone else during the evacuation.

Lead invigilator is to take a roll call using exam register.

When they return to the exam room candidates must not start writing until the invigilator tells them to.

All candidates will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

If it is impossible to maintain exam conditions the Examination officer will be required to appraise the Awarding Bodies of this incident and examination would cease. (Due regard must be given to timings and wider exam security) when the exam officer reports the situation.

## 5.13 After the Examination

### Special Consideration

If during the course of the examination process, illness, injury, bereavement etc., occurs, the Examination Office will make an application for 'Special Consideration' The way that this is applied is used explained in this linked document:

[https://qualifications.pearson.com/content/dam/pdf/Support/Special-consideration/A%20guide%20to%20the%20spec%20con%20process%20201819%20\(1\).pdf](https://qualifications.pearson.com/content/dam/pdf/Support/Special-consideration/A%20guide%20to%20the%20spec%20con%20process%20201819%20(1).pdf)

## **Notification of Results**

Provisional results for GCSE exams taken in November examination season will be distributed to candidates by the examination officer on the day of publication.

Provisional results from the main summer exams will be available for collection by candidates only on the day notified by the awarding body. (The academy will notify candidates of the exact day and time) Results will also be emailed and uploaded to EduLink on the afternoon of results day. Pupils who are unable to collect must make alternative arrangements with their Examinations officer.

**Results will not be given to “friends” under any circumstances.**

## **5.14 Post Results Service**

In the event that a candidate is not happy with their result they must speak with their teacher.

The Awarding bodies offer a Post results service which is split into different categories:-

**Review of Results (ROR) Service.** (used to be called Enquiry about Results)  
Access to Scripts

Further details are available from this link

[https://www.google.com/search?q=review+of+results+JCQ&rlz=1C1GCEU\\_en-GBGB821GB821&oq=review+of+results+JCQ&ags=chrome..69i57i0.14309j1j8&sourceid=chrome&ie=UTF-8](https://www.google.com/search?q=review+of+results+JCQ&rlz=1C1GCEU_en-GBGB821GB821&oq=review+of+results+JCQ&ags=chrome..69i57i0.14309j1j8&sourceid=chrome&ie=UTF-8)

**When a Review of Results is instigated, grades may increase, remain unchanged or go down.**

Below is a brief outline of the services available. Further details and fees payable will be made available by the Exams Officer to accompany the publications of Results.

### **Types of Service**

#### **Service 1 (Clerical re-check)**

This is a re-check of all clerical procedures leading to the issue of a result. The outcome of the re-check will be reported along with a statement of the total mark for each unit, or component included in the enquiry, Service 1 enquiries will involve the following checks:-

- a. That all parts of the script have been marked
- b. The totaling of marks
- c. The recording of marks
- d. The application of any adjustments
- e. The application of grade thresholds
- f. The application of any special consideration, where applicable
- g. If requested, a photocopy of the re-checked script(s) for those units/components included in access to scripts.

### **Service 2 (Post-results review of marking)**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of a modular, unitised or linear specification. The service will include:

- a. The clerical re-checks detailed in Service 1
- b. A review of marking as described above
- c. If requested, a photocopy of the reviewed script(s)

### **Priority Service 2 (Post-results review of marking)**

This service is as Service 2, but is only available if the following criteria are met:

- a. The enquiry is about a Level 3 examination
- b. A candidate's place in further/higher education is dependent upon the outcome.

### **Service 3 (Post-results review of moderation)**

This is a process in which the original moderation is reviewed to ensure that the required assessment criteria have been fairly, reliably and consistently applied. Please note that if the centre's coursework marks have been accepted without change by an awarding body, this service will not be available.

### **Access to Scripts**

Candidates will be able to request access to their own scripts for general interest or to inform future learning. Original scripts will be returned.

Level 3 candidates will be able to request access to a copy of their script prior to deciding whether to lodge a Review of Results. Photocopies of their script will be returned. This option is not available to Level 1 & 2 candidates.

Centres can apply for scripts to support staff in teaching or (for Level 3 examinations only) photocopied scripts to help decide whether to lodge a review of results. In all cases where the Academy intends to use candidates' written scripts as examples to other candidates, prior written permission must be obtained from the candidates concerned.

### **Guidelines to Candidates Regarding Review of Results**

Candidates requesting review of marking or access to scripts will be charged.

Fees vary between Awarding Bodies (Edexcel provide this service free of charge for most of their examination subjects).

Fees for these services differ for each Awarding Body.

Please contact the Exams Office for the latest charge. A charge may be added to the exam board charges in order to cover the cost of administration.

A help sheet to assist in making a decision about a review of marking request is shown below but we strongly advise talking to your teacher in the first instance.

Application for a Post results service must be made via the appropriate form available from the Exams Office, examples shown in Forms section below.

A sheet providing deadline dates for review of results services is provided by the exams office.

### **Candidate Consent**

Before any application for a Review of Result or Access to Scripts service can be made, a signed Candidate Consent form has to be provided by the Candidate.

[Consent form quick link](#)

## **5.15 Certificates**

Once the Review of marking period has passed, the Awarding bodies send certificates confirming the candidate's results.

Certificates are collated by the Examinations Team in preparation for distribution.

Collection arrangements for External candidates will be posted on the Academy's website.

Internal candidates will be notified by staff when they may collect their certificates

Certificates are very valuable documents. Some Awarding Bodies will only issue replacements in very exceptional circumstances (loss does not count). Instead, they may only supply a 'statement of results'. Awarding Bodies that do replace certificates charge. Costs vary between Awarding Bodies. Prices are subject to annual increases, and are currently in the region of £43 per certificate. Candidates will be required to sign for their certificates on collection, due to their value. It is recommended that certificates are treated like other valuable documentation.

Candidates must collect certificates in person. Alternatively, candidates may notify us in writing of a person who they authorize to collect and sign for their certificates on their behalf. Proof of identity for the nominated person will be required.

The Exams Office will safely store any certificates for at least the minimum period of one year currently specified by JCQ. (The Academy currently stores certificates for longer, 5 years plus, but reserve the right to review this at any time). Once the storage period has passed the Academy arranges for the secure disposal in line with the exam regulations.

Replacement certificates/ statement of results can be obtained directly from Exam Boards on payment of the appropriate fee.

## **5.16 Resit Requests**

For GCE candidates there are opportunities to re-sit exams in the next summer exam season. This may be as an external candidate. For reformed exams you must re-sit every one of the exams papers that make up the qualification, except for



subjects, such as sciences, where there is an internal assessed element. As external candidates cannot take part in an internal assessment, it is permissible for the mark for this element has to be carried over from the previously taken exam.

For legacy exams you can retake individual units.

A resit form together with fees list will be made available to candidates in January.

***Please be aware that the resit request form will include a 'return by' date and any resit requests received after this date will also incur the exam board's late fee (double unit fee).***

## 5.17 Frequently Asked Questions

### **Q. What do we do if there's a clash on my son/daughters timetable?**

- The academy will re-schedule papers internally (on the same day if possible) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. The correct times will be on your son/daughters individual candidate timetable. It may be necessary for them to bring a packed lunch if they have exams in the morning and afternoon as they will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What does my son/daughter do if they think they have the wrong paper?**

- Invigilators will ask them to check before the exam starts. If they think something is wrong, they need to put their hand up and tell the invigilator immediately.

### **Q. What do we do if my son/daughter has an accident or is ill before the exam?**

- Inform academy at the earliest opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.
- You will need to obtain medical evidence (from your GP or hospital) if you wish the academy to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an Appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but their performance in the examination or in the production of coursework was affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **Q. What does my son/daughter do if they feel ill during the exam?**

- They must put their hand up and an invigilator will assist them. They must inform an invigilator if they feel ill before or during an exam and they feel this may have affected their performance.

**Q. If my son/daughter is late; can they still sit the examination?**

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.
- A candidate who arrives after the start of the examination will be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place.
- A candidate will be considered very late if they arrive: a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination.
- For examinations that last less than one hour, a candidate will be considered very late if they arrive: a) after the awarding body's published finishing time for the examination.
- Where a candidate arrives very late for an examination we will
  - a) Send the script to the awarding body/examiner in the normal way;
  - b) Submit Form JCQ/VLA-Report on candidate admitted very late to examination room within seven days of the examination having taken place, providing the following information:
    - The reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
    - The actual starting and finishing times of the examination
    - The time the candidate started the examination;
    - The time the candidate finished the examination.
  - c) Warn the candidate that the awarding body may not accept their script.

Note: If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier. The awarding body will then decide whether or not to accept the script.

If a candidate is late they should advise the Exams Office as soon as they are aware of a problem occurring and report straight to the Exams Office as soon as they arrive at the Academy.

**Q. If my son/daughter misses the examination can they take it on another day?**

- No. Timetables are regulated by the exam boards and they must attend on the given date and time. You will be charged entry fees if an exam is missed without a good reason or not informing the academy.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and candidates who are found to have any material with them that is not allowed will be reported to the appropriate examinations

board. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned.

- Bags and coats and any other items not permitted under examination regulations must be left in the designated area.
- The Academy do not accept responsibility for an items left in the designated area so they are advised not to bring any valuables into Academy with them when they attend for an examination.
- No food is allowed in the exam room. Candidates may bring water in a clear bottle without a label.
- Mobile telephones, MP3, ipads, watches or other internet-enabled devices must not be brought into the exam room even if they are turned off.

**Q. How do we know how long the exam is?**

- The length of the examination is shown in minutes on the candidate's individual timetable under the heading 'duration'. Invigilators will tell the candidates when to start and finish the exam. The invigilators will write the finish time of the exam on a flip chart or board at the front of the exam room.
- The Academy may arrange for some candidates with special educational needs to have extra time to complete the examination. This will be detailed on their individual exam timetable.
- There will be a clock in all examination rooms.

**Q. Can my son/daughter leave the exam early?**

- It is a requirement of the exam boards that all candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the academy's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. Can my son/daughter go to the toilet during the exam?**

- If it is absolutely necessary. They will be escorted by an invigilator.

**Q. Why do candidates need to check the details on Timetable?**

- The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause your son/daughter problems if they are asked to show their certificates to a potential employer or college/university at some time in the future. You must also check that the subjects and tiers of entry they are entered for are correct and that no subjects are missing.

**Q. What should we do if my son/daughter loses their exam timetable?**

- General timetables will appear on EduLink and outside the Exams Office.
- Candidates must request duplicate copies of individual timetables from their form tutors.

## **5.18 Revision Tips for Candidates**

### **Start now! (if you haven't already)**

Know where your exams are and when they start, how long they are.

Create a revision timetable of short blocks per subject. Plan in breaks and treats breaks. Regular revision over time is far more effective than intensive cramming the week before.

Keep to this timetable! Then when your parent finds you 'not working', provided you are following your agreed timetable, no-one is going to hassle you. Organize yourself well and it will help you to fulfill your potential.

### **Find a quiet space**

Be uninterrupted, turn off your phone, TV, I pod etc. Tell family and friends that you are revising and have drinks and snacks available so you don't keep stopping.

### **Fresh air**

Get some fresh air, 5-10 minute breaks every hour to stretch or take a short walk.

### **Use colours**

Draw colorful mind maps for your walls, they are easier to memorise. Use coloured Post-Its and stick them around the house. Highlight key words/sentences in texts.

### **Do Past Papers**

Ask the teacher or research on Google. Get used to the layout, style and times.

### **Make Revision Notes**

The best way to memorise information is to make notes over and over again. – tedious but it really works

Keep bullet points on crib cards highlighting main subject themes. Use these for quick revision and for reading during 'dead' times – for example, when you're waiting for a bus. Use mnemonics - using initials of a word helps your memory.

Some people revise well by listening, so you could try recording your revision and then listen to recordings while lying in bed, while travelling in a car, or walking to the shops. This also takes the guilt out of being out and about rather than in front of your books!

### **Reward Yourself**

Whether it is an edible treat, a trip out, time with friends – plan your timetable and earn it. Don't turn into a revision zombie!

### **Use Family and Friends**

Ask people around you to help minimize distractions. They can test you or give you feedback from your Revision Notes. - it may help make them feel useful to you!

### **Think Positive**

Take the pressure off yourself, plenty of people do well in life without getting 100% in every exam. Revise well, go in prepared and relaxing knowing you can do it.

## **5.19 Getting Ready For Your Exam**

Prepare items needed for the exam the evening before. Make sure you have the correct equipment needed for your exam (calculators, rulers, etc.). Be aware of the items you are not allowed to take in (mobiles, watches, notes, etc.).

Your exam invigilator will remind you of items that aren't allowed before the exam starts. Raise your hand before the exam starts if you are missing or have items that are not permitted. Taking unauthorised equipment into the exam will be considered as malpractice.

Ensure you eat and sleep properly. Now is not the time to diet or stay up all night. Have an early night before each exam.

Look after yourself during the exam period (a good routine and healthy eating!). Consider talking to your employer if you have a part time weekend/evening job to see if you can reduce your hours.

On the morning of the exam, have a good breakfast, keep hydrated, stay calm and allow plenty of time to get to the exam. Remember that you can only do your best.

If you have an unexpected issue that is delaying you contact the exams office straight away.

## **5.20 Tips for Parents**

Here are the top tips from one group of concerned parents to the next:

A dedicated quiet space with good natural light or lighting is best for studying, with no distractions. If you have other children who are not studying for exams, make sure that they know the importance of revision time.

Ensure that your son or daughter has one evening a week away from their studies. It's also important that they take regular breaks during the study periods.

Be around as a 'feeding station' – feed your child lots of healthy food and proper meals - not too many sugary snacks and junk food.

Offer to help with testing or ask if there is something that you can do for them.

Reassure them you are concerned about their welfare more than the results.

Know your son or daughter's revision timetable. Encourage them to tell you about what they are studying. If you know that they are not at their best first thing in the morning, encourage them to rest then and work when they are more alert.. They should choose their weakest/sleepiest time of day to be sociable and go out, or watch TV at those times.

Know exactly the date, time and location for each exam and incorporate this into the revision plan. Make sure that they have the correct equipment they need for the exam (calculators, rulers etc.). Know what they are not allowed to take in to the exam (mobile phones, watches, internet enabled devices etc.).

If your son or daughter has a medical condition, for example diabetes or hay fever, make sure that the academy knows about it. There are special considerations for some conditions.

If there is a family crisis, for example divorce or bereavement, again ensure that your son or daughter's teacher knows about it, since the additional stress can affect your child's exam performance.

Make sure that your child is using the internet to study and not as a resource to give the appearance of study!

Tell them that they can only try their best and even if they don't do as well as you'd hoped, you still love them just as much.

## 5.21 Guidance information

The following sheets are designed to provide further information

### Review of Marking

The decision to submit a request for a marking review must only be taken after careful consideration as grades can go down as well as up, or remain unchanged.

Some terminology that you must be aware of:

#### Grade Boundaries (see table below)

The exam boards publish Grade boundary tables for each exam series. It is important that you consider how close to a 'Grade boundary' you are. An Exams Office or a teacher can provide you with the 'Grade boundary table' but you can also find them on-line by putting the Exam board, subject and words 'grade boundary' into your search.

#### UMS Marks

Although papers are marked in 'raw marks', to ensure that examinations are comparable from year to year, the marks are adjusted to **Universal Mark Scheme** points (called UMS points)

#### Cash in (A level Legacy subjects)

For legacy subjects the UMS marks awarded for the Units taken are added together. The grade awarded is then based on the total marks achieved and is awarded when the units are 'cashed in'. Most of the exams are now 'reformed exams' therefore 'cash-in' does not apply.

#### Recommendation

Review of marking can produce varying results so this advice is based on past experiences. Normally we would, recommend that you would need a score of within 2-3 UMS of the next Grade to justify a review. *However, the final decision to proceed is yours. Please talk to your teacher if you would like help with your decision making.*

**Remember: It is vital that a check is made of your marks relative to the grade boundary before making a decision.**



UMS/Points grade boundaries

qualifications are listed in a

Title	Type	Unit/Comp	Award	Name	Max	Grade (UMS/Points) Boundaries					
<b>English Literature B</b>	GCE	LITB1		Aspects of Narrative	120 UMS	A(96)	B(84)	C(72)	D(60)	E(48)	
		LITB2		Dramatic Genres	80 UMS	A(64)	B(56)	C(48)	D(40)	E(32)	
		LITB3		Texts and Genres	120 UMS	A(96)	B(84)	C(72)	D(60)	E(48)	
		LITB4		Further and Independent Reading	80 UMS	A(64)	B(56)	C(48)	D(40)	E(32)	
			1746	AS Award	200 UMS	A(160)	B(140)	C(120)	D(100)	E(80)	
			2746	Advanced Award	400 UMS	A(320)	B(280)	C(240)	D(200)	E(160)	

The following example may help you to understand what is being explained above



UMS/Points grade boundaries

qualifications are listed in

Title	Type	Unit/Comp	Award	Name	Max	Grade (UMS/Points) Boundaries				
English Literature B	GCE	LITB1		Aspects of Narrative	120 UMS	A(96)	B(84)	C(72)	D(60)	E(48)
		LITB2		Dramatic Genres	80 UMS	A(64)	B(56)	C(48)	D(40)	E(32)
		LITB3		Texts and Genres	120 UMS	A(96)	B(84)	C(72)	D(60)	E(48)
		LITB4		Further and Independent Reading	80 UMS	A(64)	B(56)	C(48)	D(40)	E(32)
		1746		AS Award	200 UMS	A(160)	B(140)	C(120)	D(100)	E(80)
		2746		Advanced Award	400 UMS	A(320)	B(280)	C(240)	D(200)	E(160)

*Shown above is a grade boundary table*

### Example

Two candidates took their English Literature examination and decided to request a review of marking

#### Candidate 1

Jo Bloggs has received a provisional award of GCEAS Grade C when he was hoping for a B.

His UMS Scores were 82 and 56 respectively

**Total = 82 + 56 = 138 C grade**

Referring to the Grade boundary table for 1746 AS award line, the candidate is 2 UMS marks from gaining a B (140 UMS). He decides to request a review of marking

#### Candidate 2

Freda Bloggs has received a provisional award of GCEAS Grade C when she was hoping for a B.

Her UMS Scores were 76 and 46 respectively

**Total = 76 + 46 = 122 C Grade**

Referring to the Grade boundary table for 1746 AS award line, the candidate is only 2 UMS marks over the C boundary. She decides to request a review of marking not having considered the grade boundary.

Following review of marking of her LiTB1 paper, 3 less UMS points were awarded.

**New total = 73 + 46 = 119 D Grade**

The new grade is the final award and cannot be reversed.



**5.22 Candidate forms (Note: these are forms are example and can be updated. The Exams office can provide the most up to date version)**

Quick links:

[Internal Assessment Appeals Form](#)

[GCE Resit Request form](#)

[Review of Results Request Form Candidate](#)

[Consent form quick link](#)

# Internal Assessments Appeal Notification Form

Candidate Name .....

Tutor Group .....

Appeal Details
<b>Subject and Course</b> .....
<b>Assessment Information</b> (please include the module/unit title and the assessment title, teacher teaching and marking the assessment) ..... ..... .....
<b>Reason for appeal</b> (please give brief notes regarding your reason for appeal) ..... ..... ..... .....

Signed (candidate) .....

Date .....

Name: .....

Signed (parent) .....

Date .....

Please ensure this is sent to the Head of Department. Once received you will get confirmation that your appeal notification has been received and information on the next stage.

# REQUEST FOR EXAMINATION RESITS

## Exam Series \_\_\_\_\_

**Instructions**

Complete the details below. Obtain approval of Subject/Form Tutors. Take this form and payment to the Finance office and obtain their signature. Bring fully completed form to exams office. (Deadline date published by Exams office)

**PLEASE NOTE – REQUESTS RECEIVED BY THE EXAMS OFFICE AFTER THIS DATE WILL INCUR THE RELEVANT EXAM BOARD’S LATE FEE (DOUBLE UNIT FEE)**

### Candidate details

Name (block Capitals) \_\_\_\_\_ Reg Group \_\_\_\_\_ Exam Number \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject	Exam Board	Specification Title	Unit Code	Unit fee	Approved Y/N
<b>Total</b>					

By	Candidate	Candidate/Tutor	Candidate/Tutor	Candidate / Finance	Candidate/Exam office	Exam Office	Exam Office	Exam Office
Step	1	→ →	3 →	4 →	5 →	6 →	7 →	8
Description	Complete form	Subject Tutor Approval	Form Tutor Approval	Finance - Payment	Form Check	Exam entry	Submission	Mark sheet
Date								
Signature								

# ROR Service Request Form Candidates

(1 form required per subject)

<b>Candidates Name</b>		<b>Exam Number</b>		<b>Date raised</b>	
<b>Exam Board</b>		<b>Spec Code</b>		<b>Subject</b>	

Review of Results Service Required									Cost (see over leaf)	
	<b>Clerical re-check</b> EAR1			<b>Priority access to script (GCE only)</b> ATSP				<b>Access to Script</b> ATS		£
	<b>Priority review of marking GCE only</b> EAR2P			<b>Review of marking</b> EAR2				<b>+paper return</b> EAR2+ATS		£
Complete for EAR RE-Mark Permission	Paper	Current grade	UMS points	UMS Bottom Grade Boundary	UMS Top Grade Boundary	UMS req'd for Grade increase	UMS drop for Grade decrease	Teacher Recommend Y/N		£
										£
										£
										£
										£

DECLARATION		Signed	Date
EAR2 EAR2P	Having considered my UMS mark relative to grade boundaries, I wish to proceed with a remark request. I understand that, as a result of this request, my grades can remain unchanged, go up or may go down		
ATS P (GCE only)	I wish to request a copy of my paper in order to decide to request re-mark		
ATS candidate	I wish to request a copy of my script for teaching/learning purposes.		
<i>Email Permission</i>	<i>Candidates unable to complete this form because they are not in academy can be sent a copy then grant permission by e-mail. Attach email permission to this form. Confirm date</i>		

<b>Payment received</b>	Exams office	Accounts office
<b>By</b>		
<b>Date</b>		

## Candidate Consent Form

### Information for candidates

The following information explains what may happen following an enquiry about the result of an examination. If we make an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received
- Your original mark is confirmed as correct and there is no change to your grade
- Your original mark is raised, so your final grade may be higher than the original grade you received

In order to proceed with the Review of Results, you must sign this form below. This confirms that you have understood what the outcome might be and that you have given your consent to the Review of Results being made.

**Name**..... **Exam Number** .....

**Awarding Body** .....

**Subject** ..... **Unit/Paper Code** .....

**EAR service required(tick)**      **EAR1.... EAR2.... EAR2P..... ATS(copy).....**  
**ATS(original)....**

**Fee Due** £..... **Received by** ..... **Date**.....

**Please sign A or B as appropriate:**

A      I give my consent to Sir Christopher Hatton Academy to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.

**Signed** ..... **Date** .....

B      I hereby grant permission for my script(s) to be used by teachers at Sir Christopher Hatton Academy as examples when teaching other candidates. This permission is/is not\* subject to my name and any means of identification being removed from the script(s).

**Signed** ..... **Date** .....

**Name** ..... **Form** .....