RISEDALE
A family of learners

External Examinations & Assessment

Year 10

Information for Pupils and Parents

2026-2027

Please read this document carefully and retain it for future reference.

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1. Introduction

This booklet is an important document; it outlines the procedures/arrangements for pupils taking external examinations in Year 11 and completing non-examination assessments in Year 10/11. An electronic copy will be sent to every pupil and parent. Paper copies will be available on request and copies will also be displayed in form rooms.

At Risedale, we aim to make the examination experience as stress-free and successful as possible for all pupils.

Pupils and parents are asked to read the handbook carefully so that they are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (examination boards) set down strict criteria for the conduct of examinations and we are required to follow them precisely. You should pay particular attention to the Joint Council for Qualifications (JCQ) notices listed at the end of this handbook, which will also be sent to you electronically.

Year 10/11 assemblies will take place to ensure that we remind pupils about the key information for sitting examinations.

Pre Public Examinations (PPEs)

As part of the examination preparation process, pre-public examinations take place for all subjects in Year 11. End of year examinations, run in the same way, take place in the summer of Year 10.

End of year exams and year 11 PPEs are held under formal examination conditions and it is important that they are taken seriously. They are an important tool to check progress and the results are used to identify any areas of work that need more input and also to make decisions about entry levels for the final examinations. They provide an important opportunity to practise examination behaviour, revision techniques and examination technique as well as the use of any access arrangements offered to help determine any ways in which further support may be offered

Further Information

Further detailed information about the national examination rules and regulations can be found on the Joint Council for Qualifications (JCQ) website.

If you or your parents have any questions or need help or advice regarding examinations at Risedale School at any time before, during or after the examinations please contact the Examinations Officer

Documents

If you require a copy of the following documents:

- **Examination Policy**
- **Internal Appeals Relating to External Qualifications Policy**

please contact the Examinations Officer.

Name: Mrs Annelie Whitfield
Address: Risedale School
Hipswell
Catterick Garrison
DL9 4BD

Telephone: 01748 833501 ext. 247
Email: whitfield.a@risedale.org.uk

2. General Information about GCSEs and equivalent qualifications

The final grade for most GCSEs and equivalent vocational qualifications is determined from the marks achieved across all units, which may be external examinations or non-examination assessments (NEA). Pupils will be taking their external examinations in summer 2028. They may also have non-examination assessments to submit which are administered by subject teachers.

For some subjects, there are also practical examinations, which form part of the non-examination assessment e.g. Art, Drama, Food Preparation and Nutrition, Health and Social Care, English Speaking, French and German Speaking, Textiles and Travel and tourism

External Examinations

The written GCSE examination papers are set by awarding bodies (examination boards), such as AQA, OCR, Pearson (Edexcel) and WJEC Eduqas and **can only be taken on the days/time that they are timetabled.** This is to ensure that everyone in the country who is sitting a particular written GCSE examination does so at the same time.

It is important that pupils are not absent from school during the examination periods.

Contingency days have been agreed by the JCQ and the awarding bodies in case of any national or local disruption which may require an examination to be rescheduled. Any examination may be rescheduled within the examination season. Therefore, regardless of when a pupil's final timetabled examination takes place, all YR11 pupils must be available till **Wednesday 24th June 2028 AM and PM..**

Marking of External Examinations

As soon as an examination has been completed the scripts are sent off, either directly to an external examiner (marker) or to the awarding body, where they are scanned and marked electronically by examiners. No member of school or examination support staff sees or marks the scripts.

Non-Examination Assessments (NEA)

Non-examination assessments are work completed internally which forms part of the final GCSE or equivalent qualification result. There are various levels of control and supervision for the setting, completion and marking of the work, to ensure that all pupils nationally get an equal opportunity to demonstrate their own work and skills. Supervision can vary from normal classroom working, for example in art and technology, to more formal examination conditions. Subject teachers will make pupils aware of when and where their non-examination assessments will take place and tell them what the conditions are – this might include banning access to the internet and mobile phones. Sometimes we may not be able to repeat a scheduled assessment because it involves a group of pupils, or it may be difficult to rearrange without disrupting other subjects, so pupils must not be absent from school during term time.

Marking and Moderation of Non-Examination Assessments

Teaching staff mark NEA work and the awarding bodies then moderate the work. Teachers only give the work a raw mark, which we must submit to the awarding body by a specified deadline.

Teachers are not able to give pupils a grade for the work as raw grade boundaries change each season; the awarding bodies determine the definitive grades after they have reviewed the work of all pupils nationally. Teaching staff only know what the actual grades are when the final examination results have been released. In addition, when we have submitted the marks, samples of non-examination assessments are moderated (checked) by an external examiner (moderator) from the awarding body and they may decide to adjust the marks for the whole cohort up or down if they do not agree with the original marking by the teacher.

Teachers must share the raw marks with pupils before we submit them to the awarding body (but will not be able to provide grades). If you have any concerns about the procedures used in the marking of the work, then please contact the Examinations Officer for details of the appeals procedure (see 5.1).

On-Screen Examinations

Some assessments may be completed on a computer. The same examination rules and regulations apply to these as to written examinations or assessments.

Awarding of Grades for GCSEs and Other Qualifications

For all qualifications, the final grade is made up of the marks from all the individual units, both examinations and non-examination assessments.

In summer 2028 all GCSEs will be linear examinations for which pupils will be awarded a grade from 9 to 1 (except Combined Science, which will be a double grade e.g. 5-5). The final grade only will be reported.

For the Cambridge Nationals Sport Studies qualification, grades such as Level 2 Distinction, Level 2 Merit and Level 1 Pass are used. Engineering, Health and Social Care and Travel and Tourism, which is also a vocational qualification, uses a similar set of grades.

GCSE and Vocational Qualifications – Differences

Most of the information for GCSEs and vocational qualifications is the same and this handbook applies equally to all of the qualifications we offer. If there are any differences in the information, guidance, rules and regulations for specific qualifications we will let you know.

We offer GCSEs from AQA, OCR, Pearson Edexcel and WJEC Eduqas and vocational qualifications from OCR and NCFE. Some additional qualifications may also be studied.

3. Examination Guidance for Pupils

If you have any problems or queries about the arrangements for your examination(s) please contact the Examinations Officer (Mrs Whitfield) in the Examinations Office.

Your examination timetable

A summary timetable for the summer 2028 GCSE examinations will be available on the school website as soon as it is available..

Soon after the official examination entries have been made (21st February 2028) an individual timetable listing all the examinations you will be sitting will be given to you. It will tell you when your examinations are and the length of each examination. You must check your timetable carefully to be sure we have entered you for the right examinations. Ask your subject teachers if you are not sure. If you have any other queries, please see the Examinations Officer.

You **must** check that the name shown on these printouts is your correct legal name, as you would like it to appear on your certificates, and also that your date of birth is accurate. If you have any concerns about the name which has been used for your examination entries and which will appear on your certificates, please speak to the Examinations Officer. You may enter under your preferred name but this may present issues when you need to prove that the results on your certificates are yours. We would recommend using your legal name but will discuss individual cases with you.

Nearer to the time of the examinations we will give you another copy of your timetable with room and seating information. This copy may also have specific examination starting times for you.

Can I sit my examination at another time?

The dates and times of all the written examinations are set nationally and you can therefore **only** sit the written papers at those times. Please make sure that you do not make any appointments, medical or otherwise, for the examination period.

What happens if I have 2 examinations in the same session?

If you have two examinations in the same session (AM or PM) this is called a clash and will be resolved on your personal timetable. This means you will take one of the examinations earlier or later than other candidates who are sitting the same examination.

To ensure that the examination is fair to everyone, the JCQ regulations require us to keep you apart from the other candidates, have no access to your mobile phone or the internet and remain supervised until you have completed both examinations.

If this situation applies to you, we will give you more detailed instructions nearer the time.

If you have three or more examinations in one day and the total length of time exceeds five and a half hours, one examination, at the discretion of the school, may be rescheduled to the following day. The JCQ guidelines above apply for overnight supervision as well. Again, if this situation should apply to you, we will give you more detailed information nearer the time.

Which room will I be in?

Before the examination season starts, we will give you an updated timetable indicating which room you are in and your seat for each examination.

List of candidates and seating are made available to form tutors and other teaching staff to share with you. Lists may also be posted on an examinations notice board near the Hall. You should check these lists in case there have been any last minute changes.

Seating plans for all rooms will also be displayed outside the main examination room prior to each examination.

What time are the examinations?

Morning examinations will usually start at 09:00 am and afternoon examinations at 13:00 pm. The actual times will depend on the length of the examinations as we try to ensure that they finish before morning break or before the end of the school day for afternoon sessions. We cannot guarantee this.

If you might finish your examination after the end of the school day, perhaps because you are entitled to extra time, we will help to arrange transport home, if necessary. Please do not rush to finish examinations because of any concern about missing break times or the buses.

Revision/warm-up sessions

The school may offer revision sessions in the lead up to the examinations. Detailed information will be provided nearer the time.

Such revision sessions may be concentrated sessions involving several lessons, or, on the day of the examination, just a short session to get you thinking about the subject of the examination you are taking.

Who runs the examinations?

All external examinations are supervised (invigilated) by people who are specially employed for this job and are not teachers at the school.

The invigilators are responsible for making sure that the examination is run according to the JCQ regulations. They are also there to ensure good behaviour from pupils, to answer any queries you may have and to help you with any problems.

Pupils are expected to behave in a respectful manner towards the invigilators and follow their instructions at all times.

The invigilators are not allowed to help with any part of the examination, read any words or provide any explanation other than (re)reading the instructions on the front of the paper.

If you do need any help or support during an examination (e.g. a new pen, additional paper, you have a problem with a wobbly desk, you feel ill) please raise your hand fully so the invigilator can see it, then wait for someone to come and assist you.

Uniform, Equipment, Food and Drink

You must wear your full school uniform for all examinations. Leavers Hoodies are not allowed.

Please bring your own equipment with you to examinations, such as pens, pencils, highlighters and calculators. These should be placed on your desk or be in a clear see-through bag/pencil case. This is so the invigilator will be able to check easily that you have nothing else on your desk that could be used to help you.

You must write in black ink, unless the instructions on the front of the question paper say otherwise.

You should not bring any food into the examination room but you may bring a small clear plastic bottle of water, with no labels. (Water is recommended in case of any spillage as it is rather easier to clear up prior to sending a paper off to the awarding body.)

We may be able to make an exception to this for pupils with specific medical needs (e.g. diabetes) but you must arrange this in advance.

Make sure you leave any revision notes or other unauthorised materials (e.g. mobile phone, watch of any sort, iPod, smart glasses) in your bag. Please make sure mobile phones are switched off.

Any materials not required for the examination and not listed on the paper are considered to be unauthorised. If you require medical items e.g. an inhaler or glasses, please place them on the desk and make sure an invigilator is aware of this and can check it.

You must put any materials you plan to use during the examination on your desk. Your pockets **must** be empty.

Start of the Examination

If possible, do not bring bags and coats to your exams; if they are brought to the gym they must be left in the changing rooms and in other examination rooms they must be left at the front of the room or wherever instructed by the invigilator.

Please make sure you arrive **at the examination room 10 minutes before the examination is due to start** and wait quietly outside. The invigilator will tell you when you can enter the room.

As soon as you enter the examination room you are under examination conditions and must obey the rules. This applies until after you have left the examination room. In particular, you must **not** communicate with any other candidate (by speaking, gestures, turning round).

Please ensure you sit in your allocated seat. Your desk will have a label showing your photograph, legal name, the centre number and your candidate number. Please ensure that this label remains face up as the invigilators will use these to assist in verifying your identity. You will need to write these details as printed on the front of your answer paper; **preferred names must not be used except by special agreement.**

During the Examination

Digital clocks are provided to help you manage the time you have for examinations and the start and finish times are displayed in the examination room. Please tell the invigilator at once if you cannot see a clock or the start and finish time information.

The invigilators are not allowed to give you any warnings about the time, how long to spend on a section or how much time is remaining generally. The only exception is that a warning will be given 5 minutes before the end of the examination.

If you have any questions or any problems, raise your hand fully to attract attention and ask an invigilator – they are there to help and support you.

You must only leave the examination room with permission and you must be accompanied at all times. Failure to adhere to this could result in being reported for malpractice.

If you wish to use the toilet you may do so, although it is not encouraged and you will not be given any extra time to complete your examination.

If you are unwell or have some other reason for leaving the examination room, but remain accompanied at all times and are subsequently able to return and complete the examination, you may be allowed to have the time taken for the break added on to the end of your examination. The Examinations Officer must be advised of the situation and will make the decision.

If you are permitted to have rest breaks for medical reasons, then that time will always be given back to you.

It is your responsibility to write clearly and legibly in your examinations, to ensure that your work can be read and marked.

All rough work/notes **must** be made in the answer booklet as **any** written work completed during the examination must be sent to the awarding body. Cross out (neatly) anything you do not want to be marked.

If you need additional answer booklets, please make sure you fill in the details on the front and number your answers clearly. You will be given instructions about how to attach these to your examination script.

If you feel unwell or become ill during an examination you **must** let an invigilator know and you **must** also see the Examinations Officer at the end of the examination. We may be able to notify the awarding body and request special consideration for you, however we **cannot** accept any claims of illness after you have left the examination.

Mobile Phones/Watches

Ideally mobile phones or watches should not be taken to examinations, however if you do take one with you it **must** be switched off (not on vibrate), with any alarms deactivated and then left in your bag or handed to the invigilator. It must **NOT** be anywhere near you.

Awarding bodies regard phones in examinations as an attempt to cheat and will always penalise a candidate reported to have one on their person, even if it is switched off. The minimum sanction is to get zero marks for the examination.

Calculators

You are encouraged to bring your own calculator for examinations which state that they may be used. You are responsible for ensuring that your calculator meets the JCQ regulations (see 6.0).

School calculators, which are the same as those used in subject lessons, will be available.

End of the Examination

The school policy is that everyone must stay in the room until the normal finishing time for the examination in order not to disrupt other pupils or make other pupils feel under pressure to rush through the paper.

Pupils who are entitled to extra time must stay until the normal finishing time of the examination and are encouraged to use their extra time. However, they may be allowed to leave when they have used as much of their extra time as required.

If you finish early, you are advised to spend the time checking your work. You must remain seated in silence. You are under examination conditions until you have left the room at the end of the examination.

What to do if you arrive late for an examination

If you arrive at school late for an examination you must report to Reception immediately. They will contact the Examinations Officer who will meet you and escort you to your examination, making sure that you have had the appropriate briefing.

It is **your** responsibility to arrive on time for your examinations. Oversleeping, misreading the timetable or missing a bus are not considered acceptable reasons for being late or for missing an examination.

If you arrive very late for an examination (after 10am or 2:30pm) we will allow you to sit the examination but we will need to provide a detailed explanation of the circumstances to the awarding body. It is possible that the awarding body will refuse to accept your paper if we cannot provide evidence that the security of the examination has not been compromised. For this reason, if you are likely to be late, please contact the Examinations Officer as soon as possible and we will advise you what to do. This may involve ensuring that your mobile phone is switched off as early as possible, ideally left at home with that confirmed by a parent, and that you are supervised until you arrive at school. We will make sure that you have the full time allowed for the examination.

What to do if you feel unwell or are ill on the day of an examination

It is important that you attend all your examinations if at all possible, so it is vital that you telephone the Examinations Officer at the school as early as possible if you think you are too unwell to attend an examination. You will be advised as to what you need to do depending upon the circumstances. You may be asked to attend school and attempt the examination, attend school so that the Examinations Officer can confirm that you are not able to sit the examination, complete a self-certification form confirming the nature of your illness or possibly get a letter from your doctor to confirm that you were too ill to attend.

If you do attend an examination but feel disadvantaged due to illness or other circumstances on the day of the examination, please speak to the Examinations Officer. We may be able to make special arrangements for you on the day or request special consideration from the awarding body (although there is no guarantee it will be accepted). It is important, however, that we see you on the day of the examination so that we can assess the situation accurately.

Other difficulties

Sometimes pupils experience other personal difficulties (apart from illness) before or at the time of the examinations. If you have any concerns or difficulties, please speak to the Examinations Officer or your Head of Year who can talk to you about what arrangements we can make to support you during your examinations. We cannot do this after the examinations, however, so please make sure you get in touch as early as possible.

What happens if you miss an examination?

We can only apply for special consideration for absence from an examination in exceptional circumstances. If you miss an examination without a good (usually medical) reason, then it is likely that you will not receive any marks for that paper and possibly no result for that subject.

In addition, the school will invoice you for the full cost of the examination entry. As soon as you know you are going to miss an examination you must get in touch with us to explain why.

What happens in the event of an emergency in the examination room?

In the event of the fire alarm sounding during an examination, you should remain silent and seated and wait for instructions from the invigilator.

If the room is to be evacuated you should leave the room quietly, leaving your examination paper on your desk and taking no possessions with you. You will be escorted to the Junior Yard to be registered. The invigilators will continue to supervise you and you will remain under examination conditions so you **must** not communicate with the other candidates. When possible, you will return to the examination room and complete the examination.

The circumstances will be reported to the awarding body so that they can take the disruption into account when marking the papers.

If any other incident occurs, you should again remain seated and silent and wait for instructions.

Candidates with access arrangements

If you have access arrangements of some kind for your examinations (e.g. a reader, extra time, a word processor, rest breaks, coloured papers) the SENCO and Examinations Officer will discuss this with you and advise you on how we will support you.

If your seat is in a smaller room and/or you have extra time, you will see this on your personal timetable. Sometime your examinations may start earlier than for the majority of pupils to allow you to complete the examination, including any extra time, before the end of the school day. If necessary, we will arrange for you to have an early lunch break or we will help with transport arrangements home should an examination when you use extra time finish after the end of the school day.

Please be aware that access arrangements **must** be your normal way of working. If you do not make use of the arrangements awarded during examinations or formal assessments in class, we may take these away from you either for specific subjects or for all examinations.

If you are entitled to extra time, please consider how you can make use of this time. If you need any help with this before the examinations, please speak to your subject teachers. On the day of the examination, we will advise you to stay for the full duration of your extra time.

If you are permitted to use a word processor for your examinations, then a computer or laptop will be provided for you, which will be set up to meet JCQ requirements. The spelling and grammar check, predictive text and thesaurus will be disabled. This is to ensure that you can be allocated marks for spelling and grammar in relevant papers.

We will explain how to save your work and will encourage you to save it regularly.

The awarding bodies ask you to put a header or footer on all your work, containing the centre number, your name, your candidate number and the unit or paper number for the examination paper. The guidance advises use of a minimum of 12pt font and double spacing in order to assist examiners when marking. You must number each page (in the form 1 of n).

At the end of the examination, you will either print your work to a local printer or the invigilator will call the Examinations Officer to arrange for it to be printed elsewhere. You must verify that it is your work and add any of the above information if it is not on the printout before you leave the examination room.

Suspected malpractice (cheating)

Malpractice (cheating) is any act which is a breach of the JCQ regulations or which compromises an assessment or examination. It can occur during the preparation of non-examination assessments or during a written or online examination.

For non-examination assessments, the most common causes of malpractice are copying other people's work or allowing your work to be copied (all work submitted must be your own work) or posting written work or pictures of practical work on social media.

The most common causes of malpractice in the examination room are possession of a mobile phone or other unauthorised materials (e.g. watch, revision notes), communicating with another candidate (e.g. by speaking, gestures, turning round to look at others), being disruptive or walking out of the examination room unsupervised before the end of the examination.

Please be considerate of other candidates and do not disrupt the examination with poor behaviour or by attempting to make contact with another candidate.

Sit in silence if you are not working and do not turn around in your seat.

Repeated requests to access the toilets may be considered disruption to those around you, in particular pupils sitting near the exit. Toilet visits will be monitored and, where no health issues are determined, pupils who repeatedly use the toilet simply to pass the time may find they are not permitted to do so.

Use of the toilet facilities to vape constitutes malpractice; vaping is not permitted on the school site and indicates possession of unauthorised materials. This will be monitored and reported.

The invigilators have a responsibility to identify possible cases of malpractice and we have a responsibility as a centre to report any such instances to the awarding body concerned. You can see details of the possible sanctions, which range from a warning to loss of marks to disqualification, in section 7 of this document.

Availability of examination information

General examination dates are shown on the school calendar, which is accessible from the school website.

The Exam Information page of the school website also provides contact information, a copy of this handbook, examination timetables and other important information.

Once entries have been made for examinations, individual timetables are also available on MyChildAtSchool.

4. Results and Post Results

4.1 Results Day

A printed copy of your provisional Unit result will be available on GCSE result day in August 2028. This is if you took a unit assessment during Summer 2028 that is part of your final result for Summer 2028.

Generally, results may be collected from the Hall from 09.00 am onwards however we will confirm details nearer the time. We will ask you to sign to confirm that you have received your results.

Mr Yates, Deputy Headteacher (Outcomes) will be available in person on results day and by email after that, for any discussions about results, post results services (see below) and college applications.

If you are unable to come into school on results day, you may ask someone else to collect your results for you. You will need to give them a signed written note (which we will keep in school) stating that you give them your permission to collect your results. It must include the name of the person you are authorising to collect them and their relationship to you. The person collecting the results will need to provide proof of identity and sign to confirm that they have received them. We will then give them your results in a sealed envelope.
As an alternative, such permission may be provided by email from your Risedale school email address, or personal email address previously supplied and verified by you.

If you do not collect your results by 4pm that day, they will be posted out first class to your home address. Please ensure that you notify the Examinations Officer of any change of address in advance.

We will **not** give out results over the telephone. If you cannot collect your results on the day and would like us to send them to your school email address or a personal email address previously supplied and verified, we will endeavour, time permitting, to email your results to you on results day as well as posting them.

4.2 Post-Results Services

4.2.1 Services and fees

The awarding bodies offer several post-results services: clerical re-check, review of marking, review of moderation and access to scripts for teaching and learning.

a) a clerical recheck is a check that the marks awarded for each question have been added up correctly.

b) a review of marking is a review of a paper by a more senior examiner in order to confirm that the marking criteria for the paper have been applied correctly. The paper itself is not remarked; as long as the marking is in tolerance the marks will not be adjusted. This can be requested for any paper or combination of papers for a subject.

c) a review of moderation is a review of the sample of non-examination assessment work submitted to the awarding body for moderation following internal marking by the school. The work of a single candidate cannot be reviewed independently, only the whole sample.

d) access to a script may be requested to see how marking was applied or how questions were actually answered. These can be useful for the school to use in teaching and learning situations with other pupils or to help in the decision about whether or not to request a review of marking.

It is important to note that reviews can lead to marks and grades staying the same, going up or even going down. For this reason, you, as the candidate, must give permission for any requests to be made. Neither the school nor your parents can request a review without your consent. The likelihood of mark/grade changes will influence whether or not school would support a pupil/parent request..

Pupils must also give permission for school to request access to a script for teaching and learning purposes (e.g. as a model answer) and can request that the script be anonymised if permission is granted. Pupils may request copies of scripts for their own use.

We may only ask for your permission for any of these services after you have received your results. This may be before you leave after collecting your results or by contacting you after Results day by email or telephone.

We may ask for your permission for a priority access to script request to review it before making a decision as to whether or not we would recommend or support a request for a review of marking. You must be aware that we will then need to seek your permission twice – once for accessing your script, then again to request a review of marking – as these are independent activities. It is important that you respond to any requests for permission as promptly as possible as there are tight time constraints

on receiving scripts and submitting requests for reviews of marking. The deadline is usually shortly after the start of the autumn term.

The costs for each service are available from the Examinations Officer.

4.2.2 Enquiries requested by school

Teaching staff at school will review all results and consider whether or not there is any merit in making any of these enquiries. If they believe that there has been an error in the marking for one or more pupils, they will ask the Examinations Officer to submit the relevant enquiry.

For a clerical re-check or review of marking, the pupil's permission is required as the marks, and therefore the grade, may go up, remain unchanged or go down. You will be asked to sign a form explaining this and giving your permission before the enquiry is submitted (either in person, by post or by email). The school will pay the relevant fees for any such enquiry.

If a teacher would like to request a copy of your script to use as an exemplar, to help with the teaching of other pupils, we will contact you and ask you to sign a form (in person, by post or email) giving your permission. The form will also ask if you would like your name and candidate number to be removed from the script. You have the right to refuse permission. The school will pay the relevant fees for copies of scripts they request.

We may only request your permission to submit an enquiry or access your scripts after you have received and viewed your results. To make the enquiries process easier, pupils will be given the opportunity, on results day, to complete forms giving your general permission for school to submit requests for reviews of marking and access to scripts. Pupils will be informed if, subsequently, enquiries are made. At the same time, with your permission, if we have not already done so, we will also collect a personal email address to make it easier to get in contact with you at a later date, either to request permission or to let you know the progress of any enquiry made. Although the relevant forms will be attached to any email sent out, permission received in writing by email is acceptable.

4.2.3 Enquiries requested by a pupil/parent

Pupils/parents cannot make enquiries about results directly to an awarding body. If a pupil or parent is concerned about a mark or grade, this should be discussed with Mr Yates or the Examinations Officer who will also consult the subject teacher.

If the pupil would then like to request a review of marking, the post results service request form should be completed and submitted to the Examinations Officer. These forms will be available on results day or can be requested from the Examinations Officer subsequently.

If the school decides to support the request, the pupil will be asked to complete the permission form, the enquiry will be submitted and the school will pay any resulting fees.

If the school does not support the request, then the pupil/parent will be advised of the reason for this. The request can still be submitted, but the pupil/parent will be advised of possible costs (these are refunded should the enquiry result in a grade change) and will be required to pay those costs as well as signing the form to give permission before the enquiry is submitted.

If the pupil/parent wishes to appeal against the school's decision not to support the enquiry, then please contact the Examinations Officer for details of the appeals procedure (see 5.2).

4.2.4 Outcome

The school will contact the pupil directly to report the outcome of any enquiry, whether the school initiated it or the pupil/parent requested it.

If the pupil/parent is not satisfied with the outcome of an enquiry this must initially be discussed with the Examinations Officer. An appeal may be made to the awarding body, but only by the centre. If the centre finds no grounds for an appeal (which can only be on procedural grounds and not dissatisfaction with the outcome) and the pupil/parent is not in agreement with this decision, then they should contact the Examinations Officer for details of the school internal appeals procedure (see 5.3).

4.3 Examination Certificates

Examination certificates will usually arrive in school in early November. We will then check them and send out a letter to let you know when you can collect your certificates and art and/or design and technology work from school.

When you collect your certificates, you will be required to sign for them. If you cannot collect your certificates in person then you can ask someone else to collect them for you. You will need to provide a signed written note (which will be retained in school) stating that you give your permission for your certificates to be collected, together with the name of the person authorised to collect them and their relationship to you. You can also provide this information by email from an email address previously confirmed as being either your school email address or your personal email address. The person collecting the certificates will need to provide proof of identity and sign to confirm that they have collected them. We will give them your certificates in a sealed envelope. The notification letter will have an example of an appropriate permission slip for you to use.

If you move house before this date, please let the Examinations Officer have your new address so that you can be notified or your certificates sent on to you.

If you do not collect your certificates, we will store them for at least one year.

Please take good care of your certificates as, apart from your electronic personal learning record (details provided with your certificates), they are the only legal proof you have of your qualifications.

If your certificates are lost or destroyed they can only be replaced by the Awarding Bodies on the payment of a fee and with proof of identity (Awarding Bodies will issue a “Certifying Statement of Results”). This can take some time to arrange and be quite costly.

5. Appeals

5.1 Appeals against Internal Assessment of Work

Some work, which contributes to your final examination grade, takes place in school and will be assessed internally e.g. non-examination assessments and Sport Studies and Engineering coursework. The school is committed to ensuring that we carry out this process fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents for the qualification concerned. Work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity.

Marks will be given to you after the work has been completed and marked but before they are submitted to the awarding body. No grade will be given, as the mark boundaries are only determined after all the work has been marked and moderated nationally.

If, when you receive your marks, you feel the process may not have been carried out fairly in relation to your work you may request a review of the internal marking. You may request additional materials to help you decide what to do. The request must be made in writing to the Examinations Officer.

A copy of the appeals procedure (*Internal appeals policy*), which contains the appeal form, can be found on the school website or obtained from the Examinations Office. Please note this is only an appeal against the process and not the actual mark.

5.2 Appeals Relating to Post Results Services

If a pupil/parent wishes to appeal against a school decision not to support their request for a post-results service enquiry, then they should contact the Examinations Office for a copy of the appeals procedure (*Internal appeals policy*).

5.3 Appeals Following the Outcome of an Enquiry about Results

If a pupil/parent wishes to appeal against a school decision not to support an appeal about the outcome of an enquiry about results, they should contact the Examinations Officer for a copy of the appeals procedure *(Internal appeals policy*).

5.4 Appeals Regarding Centre Decisions Relating to Access Arrangements and Special Consideration

If a pupil/parent wishes to appeal against a school decision not to support an application for special consideration or access arrangements/reasonable adjustments or they feel the school has failed to provide appropriate access arrangements/reasonable adjustments, they should contact the Examinations Office for a copy of the appeals procedure (*Internal appeals policy*).

6. Using Calculators

Calculators, as used in lessons within school, will be provided for use in examinations to ensure pupils are familiar with them, however pupils may choose to use their own scientific calculators. Pupils should ensure that they are familiar with the use of the calculator to save time in the examination.

Pupils must be aware of the JCQ regulations about using calculators, as follows:

Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification. The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators are treated as standard equipment and may be used by candidates. If a calculator is taken into an examination which excludes the use of a calculator, this will be considered as possession of unauthorised material and therefore malpractice and will be reported to the awarding body.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<table>
<tr>
<td>Calculators must be:

● of a size suitable for use on the desk;
● either battery or solar powered;
● free of lids, cases and covers which have printed instructions or formulas.</td>
<td rowspan="2">Calculators must not:

● be designed or adapted to offer any of these facilities: -
○ language translators;
○ symbolic algebra manipulation;
○ symbolic differentiation or integration;
○ communication with other machines or the internet;

● be borrowed from another candidate during an examination for any reason;

● have retrievable information stored in them - this includes:
○ databanks;
○ dictionaries;
○ mathematical formulas;
○ text.</td>
</tr>
<tr>
<td>The candidate is responsible for the following:

● the calculator's power supply;
● the calculator's working condition;
● clearing anything stored in the calculator.</td>
</tr>
</table>

An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the exam.

If the lid or case of a calculator includes any printed formulas or instructions, then the lid must be removed and left in the candidate's bag or handed in to the invigilator.

7. Malpractice

Malpractice is any act, default or practice which is a breach of the JCQ regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

Malpractice can occur during the course of any examination or assessment, including the preparation and authentication of any non-examination assessments, the presentation of any practical work, the compilation of any portfolios of assessment evidence and the writing of any examination paper.

For non-examination assessments, the most common causes of malpractice are copying other people's work or allowing your work to be copied (work must be your own) or posting written work or pictures of practical work on social media.

Probably the most common causes of malpractice in the examination room are possession of a mobile phone or other unauthorised materials (e.g. watch, revision notes, vape), communicating with another candidate (e.g. by speaking, gestures, turning round to look at someone), being disruptive or walking out of the examination room unsupervised.

Candidates must also be aware that to maintain the integrity of the examination nationally, they must not leave the examination room unsupervised until at least 1 hour after the national published examination starting time (i.e. not before 10 am or 14:30 pm). Candidates are reminded that they **must** speak to an invigilator before leaving the room and may need to wait until supervision can be arranged.

Candidates who arrive very late (i.e. after the times above), who have been unsupervised, will be reported as very late which typically results in loss of marks for the component. Candidates are responsible for attending examinations on time and are reminded to contact the school if they anticipate being late.

The school has a responsibility to investigate and report any case of suspected malpractice to the awarding body, who will then apply the relevant sanction. In particular, the awarding bodies apply a zero tolerance policy to the possession or use of mobile phones in an examination.

Sanctions for possession of a mobile phone

The JCQ regulations define the following sanctions for possession of a mobile phone or similar electronic device in an examination.

Not in the candidate's possession but makes a noise in the examination room	Warning
In the candidate's possession, but no evidence of it being used by the candidate	Loss of marks for component
In the candidate's possession and evidence of it being used	Disqualification

Examples of malpractice

The following are all examples of candidate malpractice, all of which attract a sanction:

- bringing into the examination room or assessment situation unauthorised material, for example: revision notes, own blank paper, calculators (when prohibited), iPods, mobile phones, MP3/4 players, watches, Smartwatches or similar
- altering any results document, including certificates
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations
- failing to abide by the conditions of supervision designed to maintain the integrity and security of the examinations or assessments

- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of IT to aid the copying) or allowing your work to be copied
- the deliberate destruction of one's own or another candidate's work
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- verbal or written communication between candidates while under examination conditions
- use of social media to obtain or share assessment material
- allowing others to help you or helping others with coursework or non-examination assessment
- making a false declaration of authenticity - using someone else's work and declaring it to be your own
- the inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, non-examination assessments or portfolios
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- plagiarism: unacknowledged copying from published sources, including the internet, or incomplete referencing
- theft of another candidate's work
- the unauthorised use of a memory stick or similar device where a candidate uses a word processor

Sanctions for malpractice

Awarding bodies may, at their discretion, impose the following sanctions against candidates:

1. Warning

The candidate is issued with a warning that if the offence is repeated within a set period of time, further sanctions will be applied.

2. Loss of marks for a section

The candidate loses all the marks gained for a section of the work. (A section may be part of a component, or a single piece of non-examination assessment if this consists of several items.)

3. Loss of marks for a component

The candidate loses all the marks gained for a component (linear qualifications).

4. Loss of all marks for a unit

The candidate loses all the marks gained for a unit.

5. Disqualification from a unit

The candidate is disqualified from the unit and therefore cannot certificate in that series.

6. Disqualification from all units in one or more qualifications

If circumstances suggest, sanction 5 may be applied to other units taken during the same examination or assessment series.

7. Disqualification from a whole qualification

The candidate is disqualified from the whole qualification taken in that series or academic year.

8. Disqualification from all qualifications taken in that series

If circumstances suggest, sanction 7 may be applied to other qualifications.

9. Candidate debarral

The candidate is barred from entering for one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above (other than sanction 1 warning), if the circumstances warrant it.

The school may also choose to take further action in the event of candidate malpractice.

Further details, with examples of malpractice and the sanctions that are applicable to candidates, are given in Appendix 5 of the JCQ publication “Suspected Malpractice – Policies and Procedures”, a copy of which is available from the Examinations Officer or can be found on the JCQ website.

8. JCQ Notices for Candidates

The Joint Council for Qualifications (JCQ is the single voice of the awarding bodies offering the majority of the UK's qualifications) issues a number of notices which every pupil must be aware of. All of these documents listed below can be accessed on the JCQ website or the school website and we will also provide you with an electronic copy of them.

- **Warning to Candidates (dated 1 September 2026, included NCFE)**

  This outlines the musts and must nots as a pre-examination warning to candidates

- **Unauthorised Items (No Mobile Phones / No Watches) (dated 1 September 2026)**

  A reminder that mobile phones, watches, iPods, MP3/4 players, smartwatches or any other technological/web enabled sources of information are not permitted in examinations. AirPods, earbuds/earphones have been added to the regulations although they do not appear on the poster.

- **Information for Candidates: Using social media and examinations/assessments (**This outlines malpractice and sanctions for inappropriate comments or posts and the sharing of work referring to examinations/assessments using social media and the internet**.**

- **Information for Candidates: Non-examination assessments (dated 1 September 2026)**

  This document tells you about some things that you must, and must not do when you are completing internally assessed work which counts towards your examinations.

- **Information for Candidate: Coursework assessments (dated 1 September 2026)**

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

- **Information for Candidates: Written examinations (dated 1 September 2026)**

  This document outlines the rules as set by the JCQ to be observed when taking written examinations**.**

- **Information for Candidates: On-screen tests (dated 1 September 2026)**

  This outlines the rules as set by the JCQ to observe when taking on-screen examinations**.**

- **Information for Candidates: Privacy Notice (Information About You and How We Use It**

  This outlines how the JCQ awarding bodies will process your personal data.