RISEDALE
A family of learners

External Examinations & Assessment

Year 11

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 and completing non-examination assessments in Year 11. An electronic copy will be sent to every pupil and parent. Paper copies will be available on request and copies will also be available in form rooms.

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

Pupils and parents are asked to read this 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. Pupils who do not follow the regulations will be reported to the relevant awarding body for malpractice; this can be serious and result in disqualification i.e. no grade for a subject. 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 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 will take place for all subjects in November and February 2027 of Year 11.

The 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, any ways in which further support can be offered and also to make decisions about entry levels for the final examinations.

PPE results will be reported to pupils and parents. Absence from a component of the PPEs will result in no marks for that component, as would occur if a pupil were absent from an examination in summer 2027.

Further Information

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

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 414
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 external examinations in summer 2027. 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 pupils must be available till **Wednesday 23rd June 2027 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 the school or examination support staff sees or marks the scripts.

Non-Examination Assessments (NEA)/Coursework

Non-examination assessments or coursework 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.
Pupils will be given guidance to ensure they understand the work must be their own, it must not be copied or plagiarised from other sources, including AI, and that information from all sources must be referenced.
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 themselves 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 pupils or parents are unhappy with the marks and have 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). Marks cannot be appealed purely because they are lower than a pupil would like.

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 written examinations and non-examination assessments.
In summer 2026 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).
For vocational qualifications, which applies to the Cambridge National Sport Studies and NCFE Engineering qualifications, grades such as Level 2 Distinction*, Level 2 Merit and Level 1 Pass are used. An explanation of the grades will be included on pupil results sheets on results day.

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.

Personal Data

Pupil personal data is shared in several ways as part of the process of completing and awarding qualifications.

When registrations or examination entries are made, certain information is supplied to awarding bodies such as name, date of birth and gender. The JCQ document '*Information for Candidates – Information About You and How We Use It',* referenced in section 9 provides more detailed information.

All pupils are given a Unique Learner Number (ULN) by the Learning Records Service which provides an internet facility to store a record of a learner's participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner's achievement data. Further information about this is provided with certificates.

Prior to online applications for access arrangements being made a pupil is asked to complete a personal data consent form to confirm they understand that additional personal information (e.g. diagnostic testing results) is being supplied to awarding bodies in connection with the application (e.g. for extra time). All data acquired and retained for the purposes of access arrangement applications may be supplied to a pupil to pass on to any new school or college although a new consent form will be required.

Requests for special consideration (e.g. in the event of illness during an examination) are normally submitted online and again require us to provide additional personal data. To comply with UK legislation we will notify you that we have made such an application.

Further information, such as the appeals policy and privacy notices, can be found on the school website (www.risedale.org.uk).

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 all the summer 2027 GCSE examinations relevant to Risedale is available on the school website.
Soon after the examination entries have been made (21st February) an individual timetable listing all the examinations you will be sitting will be given to you. It will tell you which examination is on which day, whether it is in the morning or afternoon and the length of the 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.

We may also issue you with a statement of entry showing all the units you have been entered for (which would include NEA as well as written papers).

You should 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 correct.
We recommend that full legal names are used so that you will have documentary evidence such as a birth certificate, deed poll or passport to prove that the results are yours. If you have any concerns about the name which is being used for your examination entries and which will appear on your certificates, please speak to the Examinations Officer.

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 them 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, including any approved extra time, special consideration for an allowance on the last paper taken will be applied for. 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.
Most pupils will be seated in the Gym, however, some pupils with access arrangements may be in smaller rooms around the site, particularly on the top corridor above humanities. We will try to seat you in the same room for all your exams.
At least a day before each examination a final list of candidate names, room and seating for each candidate will be sent to subject teachers and form tutors to share with you. Lists may also be displayed on the examination notice board near the Hall.
Seating plans for all rooms will also be displayed outside the Gym prior to each examination.

What time do the examinations start?

The national published starting time for morning examinations is 9:00 am and for afternoon exams 13:30 pm. We are allowed to vary these by half an hour each side of those times.
At Risedale, 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 the morning break or before the end of the school day for afternoon sessions, however, we cannot guarantee this. If your afternoon examination will start during the normal school lunchtime, you will be given an early lunch slot to ensure you have had time to eat before your examination.

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.

Will I have any revision sessions before the examinations?

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

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

In general, 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 or you are anxious) please raise your hand fully so the invigilator can see it, then wait for someone to come and assist you. We will do all we can to support you.

Uniform, Equipment, Food and Drink

You must wear your full school uniform for all examinations. Remember that the gym can be a cold location in the winter months – wearing a T-shirt under your school shirt and a black jumper under your blazer will help.

Please bring your own equipment with you to examinations, such as pens, pencils, highlighters, rulers and calculators. These should be placed directly 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 **must** not bring any food into the examination room but you may bring a drink of water in a transparent plastic or reusable drinks container/bottle with no labels.
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, smartwatch, iPod, AirPods, earbuds/earphones) in your bag. Make sure your mobile phone is switched off.

If you bring bags and coats to your exams in the gym they must be left in the changing rooms. In other examination rooms, they must be left at the front of the room or wherever instructed by the invigilator.

You **must** put any materials you plan to use during the examination on your desk. This includes your glasses, an inhaler and your own calculator. Your pockets **must** be empty.

Start of the Examination

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 formal examination conditions and must obey the regulations. This applies until after you have left the examination room.

The JCQ regulations state that any malpractice, suspected or actual, from the point at which pupils enter the room must be reported to the awarding body.
This includes **any** communication with another candidate or any form of disruption.

Please ensure you sit in your allocated seat. Your desk will have a label showing your photograph, legal name, centre number, and candidate number. Please ensure that this label remains face up as the invigilators will use these to assist them 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.**

You must only fill in the details of the front of the examination paper when told to by the invigilator and you must **not** open the examination question paper until you are told you may, when the examination begins.

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, please raise your hand fully to attract attention and ask an invigilator – they are there to help and support you but can only do so if made aware of an issue.

You must only leave the examination room with permission and you must be accompanied/supervised at all times.
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 and that you gain the credit you deserve for your answers. If you are considered that your handwriting, particularly under timed conditions, may not be legible to other people, please speak to your teacher(s), the SENCo or the Examinations Officer.

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 at the time 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/Smartwatches/AirPods/earbuds/earphones

Ideally mobile phones/watches/smartwatches/AirPods/earbuds/earphones should not be taken to examinations. If you do take a mobile phone 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 on your person. Any of the other items must also be left in your bag.
Awarding bodies regard mobile 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 that paper.

Calculators

You are encouraged to bring your own calculator for examinations. You are responsible for ensuring that your calculator meets the JCQ regulations (see 7.0).

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. They 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.

All materials will be collected before you are allowed to leave the examination e.g. script/answer booklets, formulae sheets, resource booklets.

What do I do if I 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 10:00 am or 2:30 pm) 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 will usually involve ensuring that your mobile phone is switched off as early as possible and handed to another person and that you are supervised until you arrive at school. We will then make sure that you have the full-time allowed for the examination. After the examination, you

and the person supervising will need to make a declaration about that for use to send to the awarding body.

What do I do if I feel unwell or am 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 to help you 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.

What do I do if I am not unwell but sustain an injury near the time of an examination?

If anything happens which means you will not be able to complete your examination in the normal way e.g. broken leg, or a broken finger please get in touch with us as early as possible. We will advise you to come into school at the normal time to ensure you are under centre supervision and will then work with you to put appropriate support in place. That may be an alternative location which avoids using stairs, escorting you to the top floor in the lift, providing a word processor and extra time if you cannot write.
We will make a note of the situation, apply for short-term access arrangements if required and consider an application for special consideration to take account of the upheaval and unfamiliar arrangements if needed.

What if I have other difficulties or issues?

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 with us as early as possible.

What happens if I 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 or think 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 top 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.

What if I have been told I have 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 SENDCO 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 personalised timetable. Sometimes your examinations may start earlier than 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. Alternatively, if we are not able to start the exam early enough, 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 assessments in class or PPEs, we may take these away from you either for specific subjects or for all examinations for your final GCSEs.

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, 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 the 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 stay in the examination room until the work has been printed so that you can verify that it is your work and add the header/footer information if it is not on the printout.

What is special consideration?

Special consideration may be applied for in a number of circumstances where a pupil has temporarily experienced illness, injury or some other event outside of their control at the time of the examination or assessment and which has had a material effect on the pupil's ability to demonstrate their normal attainment. Examples are a disturbance in an examination such as a fire drill, or illness on the day of the examination. Only minor marking adjustments can be made by the awarding bodies and the school must provide evidence of the situation and impact when submitting the request.

Suspected malpractice

Malpractice 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, during a practical examination or during a written or online examination.

For non-examination assessments, the most common causes of malpractice are copying other people's work 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, smartwatch, revision notes), communicating with another candidate, being disruptive or leaving the exam room before the earliest permitted time.

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.

Although the invigilators are there to support you, they 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 8 of this document.

Contingency for written examinations

In the event of any events or issues which mean that written examinations cannot be conducted at the school site at the normal time and in the normal way, the school will communicate with pupils and parents as early as possible to inform them of any alternative arrangements.

Availability of examination information

General examination dates are shown on the school calendar, which is accessible from the school website (www.risedale.org.uk).
The Exam Information page of the school website also provides contact information, a copy of this handbook, examination timetables and other useful information. The DfE, Ofqual and the awarding bodies also provide helpful information and links to these are included on the website.

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

4. Practical Examinations

Practical examinations are required as part of the non-examination assessment component(s) for a number of qualifications e.g. Art, Drama, English Language, Food Preparation and Nutrition, French and German.

The nature of the practical examination varies according to the subject and subject teachers will explain the individual requirements to pupils, how the practical contributes to the overall qualification and at what stage during the course these will take place to ensure that pupils are fully prepared. Subject teachers will make pupils aware of any requirements for equipment – what the school will provide and what the pupil must provide.

For some of these subjects, the awarding body will prescribe a period in the course when the practical may take place e.g. the timing of French and German speaking examinations.

The Examinations Officer will liaise with subject teachers to agree on timings and ensure that these examinations are added to the school calendar as early as possible in the year in order to make all pupils and staff aware of what is taking place. The timings of practical subjects are added to the overall examination timetable and also listed separately on the school website as well as appearing on the calendar.

Because of the nature of these practical assessments, it is not usually possible to rearrange them for individual pupils. These are compulsory elements of GCSE qualifications even though they happen outside the timetable for the written examinations.

Pupils must make themselves aware of the timings of any practical examinations and ensure they are in school for the preparation, the practical and any follow-up activities as needed. Please do not make dental, medical or other appointments without checking the calendar. If you become aware, because of illness or some other unexpected situation, that you will not be able to attend a practical session please get in touch with the subject teacher and Examinations Officer as early as possible.

5. Results and Post Results

5.1 Results Day

A printed copy of your provisional GCSE results will be available on Thursday 26th August 2027. This will be sufficient for registration at sixth-form colleges.

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, 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 can 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 collected 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 a personal email address previously supplied by you and verified.

If you do not collect your results by 3:30 pm 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 as yours, we will endeavour, time permitting, to email your results to you on results day as well as posting them.

5.2 Post-Results Services

5.2.1 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 relates to a check that the marks awarded for each question have been added up correctly.
b) a review of marking relates to the 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 relates to a review of the sample of non-examination assessment work submitted to the awarding body 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 the school would support a pupil/parent request.

Pupils must also give permission for the 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.

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 following the summer examination season.

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

5.2.2 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.

We may ask for your permission for a priority access to script request to allow us to make a more informed decision about requesting a review of marking.

If a teacher would like to request a copy of your script to use as an example, 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 the 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, 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.

5.2.3 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 the subject teacher and Mr Yates or the Examinations Officer.
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 to sign 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).

5.2.4 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).

5.3 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. We are not legally required to store them for longer than one year so please remember to collect these important documents.

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.

6. Appeals

6.1 Appeals Relating to 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 Cambridge Nationals 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 and an indication of timescales, 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 and that you will need to explain on what grounds you wish to request a review as a review will only focus on the quality of work submitted.

6.2 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*).

6.3 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*).

6.4 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*).

7. 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, found in section 10 of the JCQ document '*Instructions for conducting examinations'* and reproduced below.

A calculator is defined as an electronic device whose primary function is to carry out mathematical calculations.

This is the published guidance on calculators unless specifically varied by an awarding body in a qualification 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 should be 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.

During an examination a calculator must not be able to offer any of these facilities:

a) Language translators;
b) Symbolic algebra manipulation
c) Symbolic differentiation or integration
d) Communication with other machines or the internet;

During an examination, a calculator must not give access to pre-stored information. This includes:

a) Databanks
b) Dictionaries
c) Mathematical formulae
d) Text

A calculator must **not** be borrowed from another candidate during an examination.

Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

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.

JCQ has also produced a series of FAQs on the use of calculators. A link to this can be found on the school website or located at www.jcq.org.uk.

8. 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, smartwatch, revision notes), communicating with another candidate or being disruptive.

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 (including iPod, MP3/4 player, memory sticks, smartphone, smartwatch, smartglasses, AirPods, earphones, headphones) in an examination.

Not in the candidate's possession but makes a noise during the examination	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 by the candidate	Disqualification (no grade for the subject)

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, smartglasses, AirPods, earphones, headphones 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 or reproduction of third party sources (including the internet or AI tools); 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 a range of sanctions against candidates. Typically, for qualifications where all units are taken at the end of the course, the following arise:

- **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.
- **Loss of marks for a component**
  The candidate loses all the marks gained for a component (linear qualifications)
- **Disqualification from a whole qualification**
  The candidate is disqualified from the whole qualification taken in that series or academic year.
- **Disqualification from all qualifications taken in that series**
  If circumstances suggest, sanction 7 may be applied to other qualifications.
- **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 more examples of malpractice and the sanctions that are applicable to candidates, are given in Appendix 6 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.

9. 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 the 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.