



# Parents Examinations Handbook

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**2020/2021**

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## Introduction

Public examinations are stressful for both students and parent(s)/guardian(s)/carer(s) so it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance.

This handbook is intended to inform you about the examination processes and procedures followed here at Alderbrook School. **Please read it carefully and share it with your son/daughter so that they are also aware of the examination procedures and regulations.**

The Awarding Bodies (sometimes referred to as Exam Boards) set down strict criteria for the conduct of examinations which must be followed precisely. **Students should therefore pay particular attention to the JCQ Notices at the end of this booklet (Appendix 4). Failure to do so could result in disqualification from some or all examinations.**

If there is anything that you do not understand, please ask. If you have any queries or need help or advice at any time before, during or after the examinations, please contact the Examinations Officer.

## Awarding Bodies

The Awarding Bodies (ABs) used at Alderbrook School are:

AQA	<a href="http://www.aqa.org.uk">www.aqa.org.uk</a>
Edexcel (Pearson)	<a href="http://www.edexcel.com">www.edexcel.com</a>
OCR	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
WJEC	<a href="http://www.wjec.co.uk">www.wjec.co.uk</a>

Awarding Bodies publish timetables and key dates well in advance of any examination series as well as other information, such as subject specifications and practice papers. Care should be taken to check whether dates are provisional or final and that you are referring to the correct specification (see [Appendix 1](#)).

## Entry Procedures and Fees

Entries for exams are made by the Examinations Officer following discussions between the Subject Teachers, Heads of Departments, students and parent(s)/guardians(s)/carer(s).

There may be times, where exam fees will be charged to parent(s)/guardians(s)/carer(s), e.g. additional language exams. Costs vary between Awarding Bodies but are, typically, between £35 and £85 per subject. Entries for these subjects are at the discretion of the school.

If entries are made after 21<sup>st</sup> February the Awarding Bodies charge penalty fees. These can be as much as 3x the original entry fee and will be passed on to parent(s)/guardians(s)/carer(s) when appropriate.

## Access Arrangements

Students in possession of one of the following documents **may** be eligible for extra time or other arrangements in their exams:

- A Statement of Special Educational Needs relating to secondary education or an Education, Health and Care Plan which confirms a disability *or*
- A Psychological Assessment carried out by a qualified psychologist confirming learning disability during the secondary school period *or*
- An assessment carried out no earlier than the start of Year 9 by a specialist assessor confirming a learning difficulty relating to secondary education

Students **may** also be eligible for extra time or other arrangements if they have:

- Behavioural, Emotional and Social Development Needs *or*
- Communication and Interaction Needs *or*
- Sensory and/or Physical Needs

Students **may** also be eligible for extra time (up to 10%) if their first language is not English and they need to make extensive reference to a bilingual dictionary.

If the SENCO feels that there is justification for an Access Arrangement an application will be made to the relevant Awarding Body and parent(s)/guardians(s)/carer(s) will be notified if the arrangement is granted.

## The Examination Year

### Year 10

MONTH	ACTION
January	OCR National Exams
February	21 <sup>st</sup> = ABs entry deadline for summer exams – higher rate fees payable from this date Students' provisional personal timetables issued
April/May	Students' final personal timetables issued (with exam room and seat numbers)
Apr/May	Internal Exams/GCSE English Literature exams (TBA)
August	GCSE results given to students Internal deadline for Enquiries About Results = 17 <sup>th</sup> September*

(\*2019 date. 2021 date to be advised on results day)

## Year 11

MONTH	ACTION
November	Y11 Mock Core Examinations – class room
January	OCR National Exams / Y11 Mock Examinations
February	21 <sup>st</sup> = ABs entry deadline for summer exams – higher rate fees payable from this date Students' personal timetables issued
April/May	Students' final personal timetables issued (with exam room and seat numbers) GCSE Practical Examinations
May	GCSE Written Examinations begin and continue to July
August	KS4 Results published
September	Internal deadline for Enquiries About Results (GCSE)*
Nov/Dec	GCSE Certificates available for collection

(\*2019 date. 2021 date to be advised on results day)

## Year 13

MONTH	ACTION
September	A level courses continue
September	Y13 Mock Examinations
October	Y13 UCAS Applications
February/March	Year 13 Mock Exams 21 <sup>st</sup> February = ABs entry deadline for summer exams – higher rate fees payable from this date Students' provisional personal timetables issued
April/May	Students' final personal timetables issued (with exam room and seat numbers)
May	GCE Written Examinations begin and continue to July
August	Results published <b>Deadline for ABs to receive EAR Priority Service requests*</b>
September	Internal deadline for Enquiries About Results (GCE)*
Nov/Dec	GCE Certificates available for collection

\*2021 date to be advised on results day

## Internal Assessment – On going throughout the Year

Some units/components are internally assessed. If a student feels that marking procedures have not been correctly followed they may appeal against the marking/assessment process (see Appendix 2).

## Timetables

Late in February students will receive an individual timetable showing details of the date, time and duration of their written examinations. It must be checked carefully and, **if you think something is wrong, contact the Examinations Officer immediately.**

Shortly before the start of the exam season, a second copy of the individual timetable will be issued. This will include the location and seat number for each exam.

Some students may have a clash where two exams are timetabled at the same time. If this is the case, it is likely that they will sit one exam and then the other exam immediately afterwards – remaining under exam conditions between them. For a few students this may not be possible because the length of the combined exams exceeds three hours. If this is the case, the Examinations Officer will contact them personally. If your son/daughter thinks that there is a clash on their timetable that has not been resolved, please ask them to see the Examinations Officer immediately.

If an exam is to be taken either earlier or later than the scheduled time, the student will need to stay under supervision. An invigilator will remain in the same room with them at all times and they must not be in possession of an electronic communication or storage device or have access to the internet.

## Preparing for Exams

### Examination Regulations

Some of the JCQ Notices are included in Appendix 4 at the end of this booklet, along with a link guiding you to further rules and regulations. Students must read these carefully and note that breaking any of the rules or regulations could lead to disqualification from all subjects. Alderbrook School has a duty to report any breach of regulations to the Awarding Body concerned.

### Exam Equipment/stationery

Examination regulations are very strict regarding items that may be taken into the examination room. If students break these rules it could result in disqualification. Pockets must be completely empty.

Students should ensure that they have everything that they need for the examination. All stationery and equipment must be visible to the invigilator at all times so a transparent pencil case or clear plastic container should be used. All writing must be in black ink.

Students may not use:

- correcting pens, fluid or tape;
- erasable pens;
- highlighter pens (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. A highlighter pen may also be used to highlight extracts in any resource material provided);
- gel pens in their answers;
- blotting paper

## Using Calculators

Candidates may use a calculator in an examination unless prohibited by the Awarding Body's specification. 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.

**Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.**

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk;</li><li>• either battery or solar powered;</li><li>• free of lids, cases and covers which have printed instructions or formulas</li></ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>○ language translators;</li><li>○ symbolic algebra manipulation;</li><li>○ symbolic differentiation or integration;</li><li>○ communication with other machines or the internet;</li></ul></li><li>• be borrowed from another candidate during an examination for any reason;*</li><li>• have retrievable information stored in them - this includes databanks; dictionaries; mathematical formulas; text</li></ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>• the calculator's power supply;</li><li>• the calculator's working condition;</li><li>• clearing anything stored in the calculator</li></ul>	

**Advice:**\* An invigilator may give a candidate a replacement calculator.

JCQ cic Instructions for conducting examinations

## Dictionaries

Electronic dictionaries will not be permitted in the examination room. If a student has an arrangement which permits the use of a bilingual dictionary, a paper copy will be provided which must not be written in or marked in any way. Dictionaries must not be removed from the exam room.

## Food and Drink

No food (including sweets and chewing gum) is allowed in the exam room (with the exception of students with a medical condition - please see the Examinations Officer).

Bottled water in sports cap bottles may be taken in to the exam room. Bottles must be clear plastic and free of any labels or writing. No other drinks are permitted.

## The Exam Day

### Starting Times

- Morning examinations start at 09:00 (9am); most afternoon examinations start at 13:00 (1.00pm)
- Students are responsible for checking their own timetable and arriving at school on the correct date and time
- Students must wear correct school uniform
- Students must arrive outside the exam room at least 10 minutes before the scheduled starting time
- Bags, coats, electronic equipment, notes and paper of any kind are not permitted in the exam room and must be left elsewhere. Pockets must be empty.
- Students must wait quietly and enter the exam room only when instructed to do so

### Late arrival for an exam

- If students are delayed on the way to school and are likely to be late for an examination, they should contact the school as soon as possible: 0121 704 2146
- If students have not arrived by the scheduled start time of an exam someone from school will try to contact them
- If students arrive after the start time of their exam they must report to Main Reception. The Receptionist will contact the Examinations Officer who will escort them to the exam room
- If students arrive after 10:00 for a morning exam or after 14:30 for an afternoon exam they will be considered as “very late”. They will be allowed to complete the exam but the Awarding Body may not accept their paper for marking.

### In the Examination Room

- Students must be silent and not attempt to communicate with or distract other candidates from the moment they enter the room.
- Students who are under supervision because of a timetable clash, must not communicate with any other candidates
- **Potential technological/web enabled sources of information such as iPods, Smart Watches, mobile phones or MP3/4 players (or similar items) MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in a student’s possession during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate Awarding Body
- **ALL WATCHES BROUGHT INTO THE EXAMINATION ROOM MUST BE REMOVED FROM THE STUDENT’S WRIST AND PLACED ON THEIR DESK.**



## At the start of the examination

- The student's name and candidate number will be on the seating plan outside the exam room and a card showing this information will be on their desk
- Students must listen carefully to all instructions and notices read out by the invigilator – there may be amendments to the exam paper that they need to know about
- Students are responsible for checking that they have the correct exam paper – they must check the date, subject, unit and tier. If they have any concerns, they must put up their hand and wait for an invigilator to come to them. **THEY MUST NOT OPEN THE PAPER OR WRITE ON THE PAPER UNTIL INSTRUCTED TO DO SO.**
- Students are required to write their legal forename and surname on each exam paper – a nickname or abbreviated form of their name must not be used.

## During the examination

- If students require additional paper they must raise their hand and wait for an invigilator to come to them
- All rough work must be done on official exam stationery. It should be neatly crossed through but not obliterated
- If students have a query or problem, they should raise their hand and wait for an invigilator to come to them. **Invigilators cannot discuss the examination paper or explain the questions**
- Students must sit looking at the front at all times
- Students must read all instructions carefully and number their answers clearly
- Students should answer questions in the designated spaces
- Students are responsible for producing legible handwriting
- Students should use their time sensibly. There will be a clock in the exam room and a notice showing the start and end time of the exam
- Students must stay in the exam room for the duration of the examination. Students who complete their paper early and have checked their work must sit in silence and on no account disturb other candidates
- Toilet breaks may be permitted but students will not be allowed extra time to compensate for their temporary absence
- Students **MUST NOT** draw graffiti or write comments on their examination papers – the Awarding Body may refuse to accept the paper if they do
- If the fire alarm sounds during an examination the invigilator(s) will tell students what to do. If the exam room has to be evacuated students will be instructed to leave everything on their desk, close their paper and to exit in silence. Students must not attempt to communicate with anyone else during the evacuation. When they return to the exam room, they must not start writing until the invigilator tells them to. They will be allowed the full working time for the examination and a Special Consideration report will be sent to the Awarding Body detailing the incident.

## At the end of the examination

- At the end of the examination all work must be handed in – students must remember to cross out any rough work. If they have used a continuation booklet this must be placed inside their answer book. They must ensure that they have written their name and candidate number on the continuation paper
- An invigilator will collect their exam papers before students leave the room. Silence must be maintained during this time
- Students must remain seated in silence until told to leave the exam room. They must leave the room in silence in an organised manner and show consideration for other candidates who may still be working. They must not talk until they are well away from the exam room.

## Absence from an examination

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

## Special Consideration

**Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.**

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

All examinations are measuring what a candidate knows and can do. **The overall grades awarded must reflect the level of attainment demonstrated in the examination(s).** The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

JCQ<sub>cic</sub> **A guide to the special consideration process**  
**General and Vocational qualifications**  
**With effect from 1 September 2020**

There is also a minimum amount of assessment the student must have completed before Special Consideration can be applied for. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Please be aware that any adjustment is likely to be small and that no feedback is ever provided by the Awarding Bodies. Candidates will only be eligible for Special Consideration if they have been fully prepared and have covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances: illness, accident or injury, bereavement, domestic crisis.

The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. Supporting evidence may be required.

## After the Examinations

### Notification of results

- **GCE results for Y13** will be available for collection from the school between 08:30 and 11:00 on Tuesday 24<sup>th</sup> August 2021
- **GCSE results for Y11** will be available for collection from the school between 09:30 and 11:30 on Friday 27<sup>th</sup> August 2021
- **GCSE results for Y10** will be available for collection from the school between 12:00 and 1pm on Friday 27<sup>th</sup> August 2021

Members of staff will be on hand to provide support and guidance to students who require it.

*If students wish another person to collect their results on their behalf, they must give written permission to school before results day. The person collecting the results will need to bring a form of ID with them. Students can also provide a stamped addressed envelope if they are unable to collect their results in person.*

### Results will not be given out over the phone under any circumstances

### Post- Results Services (see Appendix 3)

#### Enquiries about Results

All Enquires about Results (EARs) should first be discussed with the relevant Head of Department and/or subject teacher who will advise on the viability of such a request.

If a student decides to proceed with the Enquiry, they should complete, sign and return the **Post-results services: consent and payment form** together with a cheque made payable to Alderbrook School or cash (forms and information about fees and deadlines will be included in their results envelope).

#### Return of Scripts

Students may request their scripts (subject to conditions). Information about this and possible cost will be included in their results envelope.

### Certificates

Certificates for the summer 2021 Series examinations will be received in school towards the beginning of November 2021. Leavers will be invited to come in and collect their certificates – they will be notified of the date nearer the time.

Leavers not able to collect their certificates themselves must provide written permission (hard copy) for a third party to collect them on their behalf.

Certificates are important documents. Most educational institutions and potential employers will ask to see original certificates. Leavers who lose or fail to collect their certificates will need to obtain duplicates from the relevant Awarding Body – the current charge is in the region of £45 per certificate. Uncollected certificates will be retained in school for 12 months.

## APPENDIX 1

### Qualifications Offered - KS4

AWARDING BODY	LEVEL	CODE	SUBJECT
OCR	GCSE	J171	Art & Design: Fine Art
OCR	GCSE	J173	Art & Design: Photography
AQA	GCSE	8132	Business
OCR	GCSE	J276	Computing
AQA	GCSE	8552	Design & Technology
AQA	GCSE	8236	Dance
AQA	GCSE	8261	Drama
OCR	OCR Nat	J841	Engineering
AQA	GCSE	8700	English Language
AQA	GCSE	8702	English Literature
AQA	GCSE	8585	Food Preparation and Nutrition
AQA	GCSE	8035	Geography A
OCR	OCR NAT.	J811	Health & Social Care
AQA	GCSE	8145	History
OCR	OCR NAT.	J808	Information and Communication Technology
AQA	ELC	5930	Mathematics
OCR	GCSE	J560	Mathematics
Edexcel	GCSE	1MA01	Mathematics A
WJEC	GCSE	C680QS	Media Studies
AQA	GCSE	8658	MFL French
AQA	GCSE	8698	MFL Spanish
Edexcel	BTEC L1/2	FXW29	Music (First Award)
AQA	Level 1/2	3745	Performing Arts (Dance Technical Award)
Edexcel	BTEC L1/2	CGCD9	Performing Arts (Drama Technical Award)
AQA	GCSE	8582	Physical Education
OCR	OCR NAT.	J813	Sports Studies
AQA	ELC	5961	Science
AQA	GCSE	8464	Science Combined, Trilogy Double
AQA	GCSE	8461	Science, Biology
AQA	GCSE	8462	Science, Chemistry
AQA	GCSE	8463	Science, Physics
AQA	ELC	5970	Step up to English

**Qualifications Offered – KS5**

OCR	GCE A	H601	Art & Design: Fine Art
AQA	GCE A	7402	Biology
AQA	GCE A	7132	Business
AQA	GCE A	7405	Chemistry
OCR	GCE A	H446	Computer Science
AQA	GCE A	7237	Dance
AQA	GCE A	7262	Drama & Theatre
AQA	GCE A	7136	Economics
AQA	GCE A	7702	English Language
AQA	GCE A	7717	English Literature B
AQA	EPQ	7993	Extended Project
Edexcel	GCE A	9FMO	Further Mathematics
AQA	GCE A	7037	Geography
AQA	GCE A	7042	History
Edexcel	GCE A	9MAO	Mathematics
WJEC	GCE A	A680QS	Media
AQA	GCE A	7582	Physical Education
AQA	GCE A	7408	Physics
AQA	GCE A	7182	Psychology
Edexcel	GCE A	9PLO	Politics
AQA	GCE A	7192	Sociology
AQA	GCE A	7692	Spanish

2020/21

## APPENDIX 2 INTERNAL APPEALS PROCEDURE

### Procedure for appeals against internally assessed marks including

*GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments*

- 1 Alderbrook School is committed to ensuring that its staff mark candidates' work fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. All work produced by candidates is authenticated in line with the requirements of the awarding body.
- 2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- 3 If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure detailed below. However, an appeal may only be made against the marking/assessment process not against the mark submitted to the awarding body.
- 4 The School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- 5 The School will inform candidates that they may request copies of materials to assist them in considering whether to request a review the centre's marking of the assessment. A review of marking will incur a cost of £20 payable by the student. Requests must be made in writing to the Examinations Officer, within 2 working days of students receiving their marks. Requests will not be accepted after this deadline. Any questions regarding this should be directed to the Examinations Officer.
- 6 The School will, having received a request for copies of materials, make them available to the candidate within 2 working days.
- 7 Requests for reviews of marking must be made in writing to the Examinations Officer, accompanied by a cheque for £20 made payable to The School within 3 working days of receiving copies of the requested materials.
- 8 The School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- 9 The School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- 10 The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 11 The Candidate will be informed in writing of the outcome of the review of the centre's marking
- 12 The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

- 13 After candidates' work has been internally assessed it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The School and is not covered by this procedure.

## APPENDIX 3 POST-RESULTS SERVICES

### Enquiries about Results (EARs)

#### A student may query a mark/grade awarded by an Awarding Body

- S/he should contact the subject teacher as soon as possible (but at least **5 working days before the published deadline for EARs**), preferably in person, to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.
  - **If the Department agrees to support the EAR** the cost of the enquiry may be met by the departmental budget. If the final grade goes up as a consequence of the EAR, the fee will be refunded to the Department.
  - **If the Department does not support the EAR** the student may still proceed with the EAR but all costs involved must be paid by the student before the EAR is made. If the final grade goes up as a consequence of the EAR, the fee will be refunded to the student.

In either case

- the student should be aware that EARs can result in marks/grades being raised, confirmed or lowered
- the student must sign a consent form to confirm that they understand the consequence of an EAR
- the student's consent form should be returned to the Examinations Officer **before the published deadline for EARs**.

#### The centre may feel that a mark/grade awarded by an Awarding Body should be queried

- The centre will contact the student's parent/guardian. The situation will be explained and a contribution towards the cost may be requested. If the final grade goes up as a consequence of the EAR any contribution will be refunded.
  - the student should be aware that EARs can result in marks/grades being raised, confirmed or lowered
  - the student must sign a consent form to confirm that they understand the consequence of an EAR
  - the student's consent form should be returned to the Examinations Officer **before the published deadline for EARs**.

**Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as practicable after they have been received from the Awarding Bodies.**



**Post-Results Services available (information correct at August 2019)**

No.	JCQ post-results service (PRS)	Service information
1	EAR Service 1: Clerical re-check	<p><i>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</i></p> <ul style="list-style-type: none"> <li>• that all parts of the script have been marked;</li> <li>• the totalling of marks;</li> <li>• the recording of marks;</li> </ul>
1a	EAR Service 1 with a copy of re-checked script requested	
2	EAR Service 2: Mark review	<p><i>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. <b>It is not a re-mark of the candidate's script.</b></i></p> <p><i>This service will include:</i></p> <ul style="list-style-type: none"> <li>• the clerical re-checks detailed in Service 1</li> <li>• a review of marking as described above</li> </ul>
2a	EAR Service 2 with a copy of reviewed script requested	
3	EAR Priority Service 2: Mark review	<p><i>This is a priority post results review of original marking to ensure that the agreed mark scheme has been applied correctly. <b>It is not a remarking of the candidate's script</b></i></p> <p><i>It is only available if a GCE A Level candidate's place in higher education is dependent on the outcome</i></p>
3a	EAR Priority Service 2 with a copy of reviewed script requested	
4	Review of moderation (this service is not available to individual candidates)	<p><i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. <b>It is not a re moderation of candidates work</b></i></p>
5	ATS: Copy of Script to support review of marking	<p><i>This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for</i></p>
6	ATS: Copy of script to support teaching and learning	<p><i>This is a non-priority service enabling centres to request copies of scripts to support teaching and learning</i></p>

**Key Dates and Deadlines**

Key Date	Enquiries about Results (EAR)	Access to Scripts (ATS)
24 August	<ul style="list-style-type: none"> <li>• Issue of GCE results</li> <li>• EAR services available</li> </ul>	<ul style="list-style-type: none"> <li>• ATS (originals) &amp; ATS (priority copies) <b>(priority copies are not available if requesting EAR Priority Service 2)</b></li> </ul>
27 August	<ul style="list-style-type: none"> <li>• Issue of GCSE results</li> <li>• EAR services available</li> </ul>	<ul style="list-style-type: none"> <li>• ATS (originals)</li> <li>• ATS (priority copies)</li> </ul>
22 August*	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for Awarding Bodies to receive applications for <b>Priority Service 2</b> enquiries about results (GCE only)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for Awarding Bodies to receive requests for <b>priority copies</b> for enquiry purposes</li> </ul>
5 September*		<ul style="list-style-type: none"> <li>• Last date by which centres should receive GCE priority copies of scripts to support enquiries about results</li> </ul>
19 September*	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for Awarding Bodies to receive EARs</li> </ul>	
26 September*		<ul style="list-style-type: none"> <li>• <b>Deadline</b> for Awarding Bodies to receive requests for <b>original scripts</b></li> </ul>

\*2019 dates as a guide – 2021 dates to be issued on results day.

Indicative fees for Post Results Services - figures shown were for **August 2019**. Up to date costs and dates will be given on results day

#### GCE

Post-results service	Deadline	AQA	OCR	Pearson Edexcel	WJEC
<b>1</b>	19 September*	£16.10	£17.45	£11.30	£11.00
<b>1a</b>		£30.45	£29.20	£23.80	£22.00
<b>2</b>		£43.45	£48.50	£49.90	£43.00
<b>2a</b>		£57.80	£60.25	£59.40	£54.00
<b>3</b>	22 August*	£51.75	£59.80	£55.90	£49.50
<b>3a</b>		£66.10	£71.55	£68.40	£60.50
<b>5</b>	22 August*	£14.35	£12.15	free	£11.00
<b>6</b>	26 September*	£11.30	£11.75	free	£11.00

#### GCSE

Post-results service	Deadline	AQA	OCR	Pearson Edexcel	WJEC
<b>1</b>	19 September*	£8.05	£17.45	£11.30	£11.00
<b>1a</b>		£22.40	£29.20	£23.80	£22.00
<b>2</b>		£37.55	£48.50	£40.40	£37.50
<b>2a</b>		£51.90	£60.25	£52.90	£48.50
<b>5</b>	22 August*	£14.35	£12.15	free	£11.00
<b>6</b>	26 September*	£11.30	£11.75	free	£11.00

\*2019 dates as a guide – 2021 dates to be issued on results day.

The appropriate fee must be included with the request form. The Awarding Body will not charge if the outcome of the review is a change of grade. In this case the fee will be returned to you.

## APPENDIX 4 JCQ NOTICES –

Some are shown below but Students must follow and familiarise themselves with all JCQ notices – information for candidates. These can be found by using the following link.

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



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

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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

# **NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS**

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



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

# **DISQUALIFICATION**

from your examination and your overall qualification.

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