



Parents Examinations Handbook

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2026/2027

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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	www.aqa.org.uk
Edexcel (Pearson)	www.edexcel.com
OCR	www.ocr.org.uk
WJEC	www.wjec.co.uk

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 £50 and £100 per subject. Entries for these subjects are at the discretion of the school.

If entries are made after 21st 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) where appropriate.

Non-attendance to any exam without prior notice been given to a member of the Senior Leadership team, may result in exam fees being passed onto parent(s)/guardians(s)/carer(s).

Access Arrangements

Access Arrangements allow learners with specific needs, e.g.: special educational needs, disabilities and injuries: to access the assessment and show what they know and can do without changing the demands of the assessment.

- Access Arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments' for any candidate who would be at substantial disadvantage in comparison to someone who is not disabled.
- The Equality Act 2010 definition of disability means 'limitations going beyond the normal differences in ability which may exist among people'. Therefore, a candidate with a disability or difficulty, which has a substantial and long-term effect on performance in examinations, may qualify for access arrangements.
- Thus, Access Arrangements are reasonable adjustments that are put in place to ensure that all students are given a fair opportunity to demonstrate their knowledge and skills in examinations, without being disadvantaged by any learning, physical, sensory or psychological difficulty they may experience, without creating any unfair advantage, or compromising the integrity of an assessment.
- Access Arrangements may vary between subjects because different subjects and methods of assessments may have different demands. An adjustment may not be considered reasonable if it affects the integrity of the assessment, or involves unreasonable costs or timeframes.
- Access Arrangements are agreed before an assessment, and under JCQ regulations must reflect a student's 'normal way of working'.
- It is the responsibility of the centre – not candidates or parents/carers – to make decisions relating to access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre as they will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments.

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 11

MONTH	ACTION
October	Y11 Mock Exams (1)
January	Y11 Mock Exams (2)
February	21 st = ABs entry deadline for summer exams – higher rate fees payable from this date Students' provisional summer timetables issued
March	Exam boards deadline for Access Arrangements applications
April/May	Students' final personal timetables issued (with exam room and seat numbers) GCSE Practical Examinations
May	GCSE Written Examinations begin and continue to end of June
August	KS4 Results published – 19 th August
September	Internal deadline for Review of Results (GCSE)*
Nov/Dec	GCSE Certificates available for collection

**2027 date to be advised*

Year 13

MONTH	ACTION
September	A level courses continue
November	Y13 Mock Exams (1) - classroom
February/March	Year 13 Mock Exams (2) - Hall 21 st February = ABs entry deadline for summer exams – higher rate fees payable from this date Students' provisional personal timetables issued March – Exam Boards deadline for Access Arrangements applications.
April/May	Students' final personal timetables issued (with exam room and seat numbers)
May	GCE Written Examinations begin and continue to end of June
August	Results published – 12 th August <i>Deadline for ABs to receive ROR Priority Service requests*</i>
September	Internal deadline for Enquiries About Results (GCE)*
Nov/Dec	GCE Certificates available for collection

**2027 date to be advised*

Internal Assessment – On going throughout the Year

Some units/components are internally assessed in school. If a student feels that marking procedures have not been correctly followed, they may appeal against the marking/assessment process before marks are submitted to the exam board (see Appendix 2).

Timetables

Towards the end of February students will receive an individual timetable showing details of the date, time and duration of their written examinations. They will also receive a statement of entry document. Both of these documents 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 throughout. 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 room with the student/s at all times. Students must not be in possession of any unauthorised material e.g. electronic communication/storage device or have access to the internet during this time.

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 be aware that breaking any of the rules or regulations could lead to disqualification from some or 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 and desks clear of everything except the equipment the student requires for the exam.

All stationery and equipment must be visible to the invigilator at all times so a transparent pencil case or clear plastic container, clear of writing or motifs should be used. All writing must be in black ball point pen.

Students must 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. A highlighter pen may also be used to highlight extracts in any resource material provided);
- gel pens or blotting paper

Exam papers are scanned by the exam board ready for marking. In view of this students are asked to only use black ball point pens.

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.

Calculators must be: • of a size suitable for use on the desk; • either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulas	Calculators must not: • be designed or adapted to offer any of these facilities: - ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; * • have retrievable information stored in them - this includes databanks; dictionaries; mathematical formulas; text
The candidate is responsible for the following: • the calculator's power supply; • the calculator's working condition; • clearing anything stored in the calculator • setting the calculator to exam mode if the calculator has this provision	

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

JCQ CIC Instructions for conducting examinations

Where calculators have an 'exam mode', this must be activated for the duration of the exam.

FAQs – using calculators, can be found on the school website under students/examinations.

Dictionaries

Electronic dictionaries will not be permitted in the examination room. If a student has an Access Arrangement which permits the use of a bilingual translation dictionary, a paper copy may be used. It must not be written in or marked in any way. A clean copy must be provided by the student and given to the Examinations Officer before the start of the exam season. Dictionaries must not be removed from the exam room. A bilingual translation dictionary must not contain pictures, or provide an explanation of the word.

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/writing/motifs/measurements. No other drinks are permitted.

The Exam Day

Starting Times

- Morning examinations start at 09:00; most afternoon examinations start at 13:00.
- Students are responsible for checking their own timetable and arriving at the exam room on the correct date and before the scheduled start 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, watches, electronic equipment, notes and paper of any kind are not permitted in the exam room and must be left elsewhere. Pockets must be completely 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 paper but the Awarding Body may not accept their paper for marking.

Identification

Where a candidate is wearing religious clothing such as a veil/head scarf, the candidate may be approached by a member of staff of the same gender and taken to a private room where the candidate would be asked to remove the religious clothing for identification purposes. This may also happen if it is thought necessary to check for an ear piece/bud etc.

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
- **Any type of watch, potential technological/web enabled sources of information such as mobile phones, Air Pods, Ear buds (or similar items) MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM**. If an unauthorised item is found in a student's possession during an examination (even if it is turned off, broken etc) it will be removed and a report made to the appropriate Awarding Body. An unauthorised item is anything that is not mentioned on the front of the exam paper. Pockets must be completely empty.
- If a student requires a mobile phone for medicinal purposes, they must inform the Exams officer at the start of the exam year as applications and evidence must be submitted to the exam boards.

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 legal 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 towards 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 will not be permitted in the first 90 minutes of an exam or the last 10 minutes, unless a student has a medical card.

- 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 do so. 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 and make sure all questions are numbered correctly. 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 exam details 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 away from the exam room.

Absence from an examination

If students experience 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.

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.

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. Exams anxiety alone is not classed as a case for Special Consideration.

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 11:30 on Thursday 12th August 2027.
- **GCSE results for Y11** will be available for collection from the school between 08:30 and 11:30 on Thursday 19th August 2027.

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 exams office before the end of the term. The person collecting the results will need to bring a form of ID with them.

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

Post- Results Services (see Appendix 3)

Reviews of Results

All Reviews of Results (RoRs) 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 the relevant payment. Payment can be made by ParentPay, a cheque made payable to Alderbrook School or cash (forms and information about fees and deadlines will be included in their results envelope or on the school website under students/examinations).

Return of Scripts

Students considering a review of results may be able to request copy of their scripts first (subject to conditions). Information about this and possible cost will be included in their results envelope.

Certificates

Certificates for the Summer series examinations will be received in school in November. Leavers will be invited to come in and collect their certificates in November/December– Arrangements will be communicated closer to 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 approx. £60 per certificate. Regulations state that schools only need to retain certificates 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	J277	Computer Science
OCR	OCR NAT.	J834	Creative I Media
AQA	GCSE	8552	Design & Technology
Pearson	BTEC L1/2	RPD3	Dance – Performing Arts Tech Award
AQA	GCSE	8261	Drama
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.	J835	Health & Social Care
AQA	GCSE	8145	History
AQA	ELC	5930	Mathematics
OCR	GCSE	J560	Mathematics
Pearson	GCSE	1MA01	Mathematics A
EDUQAS	GCSE	C680QS	Media Studies
Pearson	GCSE	1FR1	MFL French
Pearson	GCSE	1SP1	MFL Spanish
OCR	GCSE	J536	Music
AQA	GCSE	8582	Physical Education
AQA	GCSE	8062	Religious 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
OCR	OCR NAT.	J828	Sport Science
AQA	ELC	5970	Step up to English

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Qualifications Offered – KS5

AWARDING BODY	LEVEL	CODE	SUBJECT
OCR	GCE A	H601	Art & Design: Fine Art
AQA	GCE A	7402	Biology
AQA	GCE A	7132	Business
AQA	Ext. Cert.	1832	Business (Applied)
AQA	GCE A	7405	Chemistry
OCR	GCE A	H446	Computer Science
EDUQAS	App Dip.	4543QD	Criminology
RSL	L3 Diploma		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
AQA	GCE	7652	French
Edexcel	GCE A	9FMO	Further Mathematics
AQA	GCE A	7037	Geography
AQA	GCE A	7042	History
Edexcel	GCE A	9MAO	Mathematics
EDUQAS	GCE A	A680QS	Media
EDUQAS	App Dip.	4403QX	Medical Science
OCR	GCE	H603	Photography
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
Pearson	BTEC L3		Sport – Nat. Extended Cert.

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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 payment of £20 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

Review of Results (RoRs)

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 RoRs**), 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 RoR** the cost of the enquiry may under some circumstances be met by the departmental budget. If the final grade goes up as a consequence of the RoR, the fee will be refunded.
 - **If the Department does not support the RoR** the student may still proceed with the RoR but all costs involved must be paid by the student before the RoR is made. If the final grade goes up as a consequence of the RoR, the fee will be refunded.

In either case

- the student should be aware that RoRs 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 any ROR
- the student's consent form should be returned to the Examinations Officer **before the published deadline for RoRs**.

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 ROR any contribution will be refunded.
 - the student should be aware that RORs 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 RoR.
 - the student's consent form should be returned to the Examinations Officer **before the published deadline for RoRs**.

Outcomes following RoRs 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

No.	JCQ post-results service (PRS)	Service information
R1	RoR Service 1: Clerical re-check	<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> • <i>that all parts of the script have been marked;</i> • <i>the totalling of marks;</i> • <i>the recording of marks;</i>
R2	RoR Service 2: Mark review	<i>This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified</i> <i>This service will include:</i> • <i>the clerical re-checks detailed in Service 1</i> • <i>a review of marking as described above</i>
R2P	RoR Priority Service 2: Mark review	<i>This is the same as Service 2 above but the review is conducted as a priority. The service is only available for GCE A level students' qualifications – university students.</i>
R3	Review of moderation (this service is not available to individual candidates)	<i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re moderation of candidates work</i>
A1	ATS: Copy of Script to support review of marking	<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>

Key Dates and Deadlines

Key Date	Enquiries about Results (EAR)
12 August	• Issue of GCE results • RoR services available
19 August	• Issue of GCSE results • RoR services available
20 August*	• <u>Deadline</u> for Awarding Bodies to receive applications for Priority Service 2 enquiries about results (GCE only)
24 September*	• <u>Deadline</u> for Awarding Bodies to receive RoRs

*2026 dates as a guide – 2027 dates to be issued closer to the time.

Indicative fees for Post Results Services - figures shown were for summer 2026. Up to date costs and dates will be given close to results day 2027. All costs are per paper not per subject.

GCE

Post-results service	AQA	OCR	Pearson Edexcel	WJEC
R1	£9.70	£12.00	£14.00	£11.00
R2	£51.95	£67.75	£57.00	£51.00
R2P	£61.70	£83.50	£68.0	£60.00
A1	£3	£3	£3	£3

GCSE

Post-results service	AQA	OCR	Pearson Edexcel	WJEC
R1	£9.70	£12.00	£14.00	£11.00
R2	£44.85	£67.75	£50.00	£45.00
A1	£3	£3	£3	£3

The appropriate fee must be included with the request form before any applications can be made.

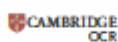
The Awarding Body will not charge if the outcome of the review changes a grade. In this case the fee will be returned.

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>

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 examination or 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 during your examination, raise your hand to speak to an invigilator.

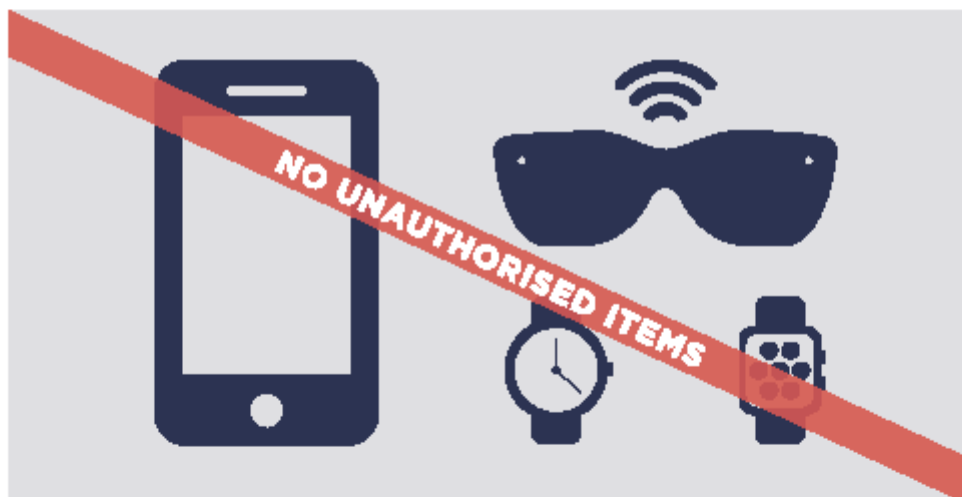
Do not speak to or disturb anyone else.

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.

JCQ CIC® 2026 – Effective from 1 September 2026

**NO MOBILE PHONES
NO SMART GLASSES
NO WATCHES**

NO STORAGE OR WEB-ENABLED DEVICES



Possession of unauthorised items
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.