



# Bloxham School

# Examination Booklet

2024

A guide for students and parents



# Timetable of practical exams

Shown below are the currently expected exam dates for units whose timetable is set by the School. **Please note that these dates are subject to change.**

If your module is not shown on this list, please refer to your subject teacher.

Date	Level	Unit	Exam
13-Mar	GCSE	J309/04	Food practical task 1/2
14-Mar	GCSE	J309/04	Food practical task 2/2
29-Apr	GCSE	1SP0 2	Spanish speaking
30-Apr	A-level	7652/3	French speaking
30-Apr	GCSE	1FR0 2	French speaking 1/2
1-May	GCSE	1FR0 2	French speaking 2/2
2-May	A-level	7204/X	Textiles externally set task 1/3
2-May	A-level	7692/3	Spanish speaking
2-May	GCSE	8202/X	Art externally set task 1/2
3-May	A-level	7204/X	Textiles externally set task 2/3
3-May	A-level	7662/3	German speaking
3-May	GCSE	8202/X	Art externally set task 2/2
4-May	A-level	7204/X	Textiles externally set task 3/3
7-May	A-level	7202/X & 7206/X	Art / Photography externally set tasks 1/3
8-May	A-level	7202/X & 7206/X	Art / Photography externally set tasks 2/3
9-May	A-level	7202/X & 7206/X	Art / Photography externally set tasks 3/3
9-May	A-level	9CN0 3M	Chinese speaking
9-May	AS	9700/31	Biology practical skills
9-May	IGCSE	4CN1 3M	Chinese speaking
23-May	AS	9702/32	Physics practical skills

# Contents

Timetable of practical exams	1
Bloxham exam procedures	3
JCQ exam day checklist	7
JCQ information for candidates	8
JCQ warning to candidates	10
JCQ mobile phone poster	11
JCQ guidance on social media	12
Results key dates	13
Results days	14
Post-results services (marking reviews, scripts)	15
Certificates	18

**Examinations Officer:**

Dr Martin Ruck

Telephone: 01295 724319

Email: [exams@bloxhamschool.com](mailto:exams@bloxhamschool.com)

**Exam centre number:**

62205 (Bloxham School)

# Bloxham School's exam procedures

## Planning for the exams

### Entries and fees

Before the start of each exam season, you are asked to check an entry list showing all the subjects and units you are to be entered for. It is important to check this carefully, and sign. We ask you to do this for three reasons:

- Your personal details are used by the exam boards to print your certificates, and corrections usually incur a hefty fee.
- The exams are *your* qualifications, so *you* need to confirm that you are being entered for the correct subjects and units.
- Entry fees for the exams are added to your bill, and last-minute amendments are costly. So there is a financial incentive to get it right the first time.

The School enters you for all your exams. Entry fees are added to your account during the Lent Term. Please be aware that late changes to entries attract higher fees, and late withdrawals may not be eligible for a refund.

### Timetables

You can look up the times of your exams on the Pupil Portal at any time. If the times for your papers need to be varied for any reason, e.g. because of clashes, then this will be noted on the Portal. The online information is updated as the exams approach, to include venues and seat numbers.

For subjects with a practical element, such as Languages, Art and Food, there is a separate practical timetable. Dates for practical exams are decided by the School within the exam board guidelines, and usually take place before the written exams start. See Page 1 for the current practical timetable; updates will be communicated by your subject teachers.

### Clashes and overnight supervision

It sometimes happens that two (or more) of your exam papers are scheduled to take place at the same time. If you have such a clash the Exams Officer will notify you of the arrangements, and the times will be shown on the Pupil Portal. As a rule you should expect to take all papers on the day for which they are scheduled. Clashes are almost always resolved using a supervised break between papers, with one paper being sat either earlier or later on the same day. If the total paper length is three hours or less, the regulations state that you must take the papers in one sitting, with a short break in between. For papers totalling more than three hours, it is usually possible to schedule the two papers either side of lunch, with a supervised lunch break in between.

Overnight supervision is offered as a *last resort* for candidates sitting three or more papers in one day where the total time is more than 5½ hours for GCSE or six hours for GCE. Any extra-time provision is included in this calculation. Overnight supervision spreads the exam burden but imposes some (necessary) restrictions on your freedom. If overnight supervision applies to you then the Exams Officer will contact you in good time to discuss it.

### Candidate numbers

The School generates two numbers related to your exams: a four-digit candidate number and a 13-digit UCI (unique candidate identifier). If you join or leave Bloxham during 5th Form to Upper 6th Form you must take your UCI with you as it should travel with you throughout your school career. The four-digit candidate number is the one you need to remember and enter onto every exam paper you sit. Both numbers are shown on all entry lists and timetables.

### Access arrangements

Access arrangements are awarded to candidates who require extra time or other assistance. Candidates requiring such arrangements are identified through various tests, as arranged in advance via the Learning Support Department. Candidates in receipt of access arrangements will be identified on the seating plan and by way of a printed desk card.

## **Exam contingency days**

The contingency day is a nationally designated date to which an earlier exam can be postponed “in the event of widespread, sustained national or local disruption to examinations during the examination series”. Its purpose is to ensure that all students have equal opportunity in the event of such disruption.

**The date JCQ have designated as the contingency day this year is Wednesday 26 June 2024. There are also two contingency afternoons on 6 June and 13 June. All exam candidates must be available to sit exams from the date of their first exam up to, and including, 26 June.**

This applies to all GCSE and A-level candidates in all schools nationally. Please therefore take note now that you must be available to sit examinations up to and including Wednesday 28 June. Holidays or other out-of-school commitments should not be booked to begin until after this date.

## **On exam days**

### **Times**

Exams start promptly at 09:00 (morning session) and 13:45 (afternoon session). Seating plans will be posted in advance on [Student Resources](#). The Exams Officer will issue any other important reminders on the day before each exam.

If you have questions about seating or other arrangements then you should raise them well in advance, as it is not always possible to resolve queries at the last minute or when the exam is about to start.

It is your responsibility to turn up to all your exams on time, and to arrive well-prepared and with the correct equipment.

### **Non-attendance**

If you choose not to attend an exam, then your entry fee cannot be refunded. Missed papers cannot be taken at a later date and you will not be eligible to receive a grade in lieu of attendance.

### **Illness or injury**

If, on the day of the exam, you are too ill to attend, you must inform the School before 8:15am. Please email [exams@bloxham.school.com](mailto:exams@bloxham.school.com) as well as notifying the School in the usual way.

You must provide evidence of unavoidable absence by obtaining a doctor's certificate dated for that day. The exam board can then look at the possibility of issuing a grade, provided that a certain percentage of the units for that qualification has already been sat (the actual percentage differs by subject and board).

If you are unable to write owing to injury, please let the School know as soon as possible so that provisions can be made. We may be able to apply to the exam board for emergency access arrangements and/or special consideration, subject to evidence in the form of a doctor's certificate.

### **Lateness**

If you arrive late for any exam, then we must inform the exam board. In some circumstances they may not accept your script. You should therefore ensure that you are always in school well before the start of every exam.

Persistent lateness may result in further sanctions within school, as this is disruptive and unfair to the other candidates.

### **Uniform**

Full compliance with school uniform regulations is expected at all times in the exam hall; there are no exceptions to this.

# In the exam hall

From the moment you enter the exam room until you are well clear of it, exam conditions apply. There must be no communication with any other student, and you must have no unauthorised material with you.

## Examination rules

A full copy of the JCQ regulations is printed later in this booklet. The most fundamental rules are as follows:

- No mobile phones or other unauthorised electronic devices such as MP3 players, or watches of any kind (whether smart or not). All such devices must be switched off and handed in; or better still, not brought in at all. **Even having a mobile phone or watch with you, whether or not it is switched on, is deemed malpractice which may lead to disqualification.**
- There is zero tolerance of anyone who brings unauthorised material into the exam hall or engages in misconduct of any kind. Disqualification by the board is not uncommon in such cases.
- Candidates will not be permitted to leave the exam hall early, as this disturbs others who are still working.

## Seating

Seat allocations will be available on [Student Resources](#) before each exam, and will be displayed outside the exam hall. Once in the exam hall you should quickly find your seat. Students who have extra time will be identified as such via a desk card. If you know you are eligible for extra time but there is no card on your desk, you must inform the invigilator before the exam starts.

## Equipment

Candidates are responsible for bringing their own equipment to exams, including pens, pencils, erasers, calculators, rulers, etc. The school does not provide spares! Pencil cases must be transparent, calculators must be without lids, and ink must be black.

## Prohibited items

Candidates are not permitted to bring the following items into the exam hall:

- Pencil cases, other than transparent ones
- Tipp-ex or other correcting fluid. Highlighters may not be used in answers but may be used to highlight words in questions
- Calculator lids
- Glasses cases
- Wrist watches
- Any portable electronic devices, such as mobile phones, smart watches, MP3 players, that store information

## Calculators

Calculators are permitted for any exam unless the rules for a particular paper specifically prohibit it. Along with other exam equipment, candidates are responsible for bringing their own calculator, and that it is in working order. As a rule, we do not carry spares.

## Food and drink

Bottles of water are allowed in the exam room (although see the note below about toilet breaks). They must comply with the following regulations:

- They must be transparent
- They must be free from any labelling whatsoever
- They must have a flip-up spout

Water bottles which do not comply with these rules must be handed in to an invigilator.

No other food or drink is permitted except in cases of medical need (this would need to be supported by a written request from Palmer).

## Toilet breaks

Toilet breaks during exams will not be permitted unless you have a previously approved medical need. Taking a toilet break in the middle of an exam is disruptive to your own thinking, disruptive to other students around you who are working, and it takes invigilators away from their duties. You therefore need to be organised and sensible: make sure you go to the toilet before you arrive, and then avoid drinking large quantities of water either just before you enter the exam hall, or once you are inside.

## **Instructions**

Listen carefully to the instructions at the start of every exam. Take note of the paper length and read the front of the question paper carefully. Always check that you have been given the correct paper – mistakes do sometimes occur, and it is not always possible to put them right once the exam has started.

## **No five-minute warnings**

Five-minute warnings are generally not given at the end of an exam, out of consideration for other candidates who may have different finish times. You should therefore always make sure you can see the clock, and that you know how much time you have remaining.

## **Fire alarm**

Should the fire alarm sound during the exam, please follow the invigilators' instructions. If it is necessary to evacuate the room, you will be asked to leave in silence and in the order in which you are seated. You must not attempt to communicate with anyone else during the evacuation.

## **Behaviour and malpractice**

Malpractice is defined as any candidate behaviour which breaks any of the exam rules. All incidents of malpractice, however minor, will be reported to the Headmaster and to the exam board. In such cases it is usual for exam boards to disqualify the candidate from that exam, and sometimes from any other exams with other boards. You must therefore make sure you read the JCQ rules in this booklet; they are always displayed outside each exam venue.

In the following pages are printed a set of information and warning notices describing the behaviour that is expected of you during the exams. The exam boards, guided by government policy and by years of good practice, have very strict rules and regulations. They make it clear that:

- Exam sessions must be run under strictly fair conditions. Anyone attempting to gain an unfair advantage can expect cancellation of exam entries, as well as possible exclusion from any further external exams.
- All invigilators have to stick to the rules; they have to report to the Exams Officer anything that they feel could be suspicious.

The rules may seem, at first sight, rather draconian; but they are designed to protect you and to make sure that everyone is given an equal opportunity to succeed. Quite rightly, the rules do not tolerate any behaviour that denies other candidates that opportunity.

**OBEY ALL THE RULES. DON'T RISK YOUR FUTURE!**

### **Additional note on the use of laptops**

Bloxham's exam laptops use word-processing software called [ExamWritePad](#). It is very similar to Word in look and feel.

If you use a laptop for an exam, you must make sure that you print, check and sign **every printed page** of your typed script before you leave the exam room. This will ensure that you have verified that what is submitted to the exam board is your complete script, and that nothing is missing. Full instructions will be provided at your exam desk.

# On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

## What you cannot take into exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
- 

## What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



## Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

**Information for candidates**  
**For written examinations – effective from 1 September 2023**  
(Revision 1: 30 January 2024)

This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	<b>Do not</b> become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	<p>You <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"> <li>a) notes;</li> <li>b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds</li> </ul> <p>Any pencil cases taken into the exam room <b>must</b> be see-through.</p> <p><b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b></p>
5	If you have a watch, the invigilator will ask you to hand it to them.
6	<b>Do not</b> use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	<b>Do not</b> talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write offensive or obscene material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you <b>will not</b> be allowed to return.
10	<b>Do not</b> borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

<b>C Calculators, dictionaries and computer spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulae;</li> <li>d) <b>do not</b> bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	<b>Do not</b> use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>b) the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	<b>Do not</b> start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. <b>Do not</b> open the question paper until you are instructed that the exam has begun.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those for rough work.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>a) you have a problem and are in doubt about what you should do;</li> <li>b) you do not feel well;</li> <li>c) you need more paper.</li> </ul>
3	<b>You must not</b> ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	<b>Do not</b> leave the exam room until told to do so by the invigilator.
3	<b>Do not</b> take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

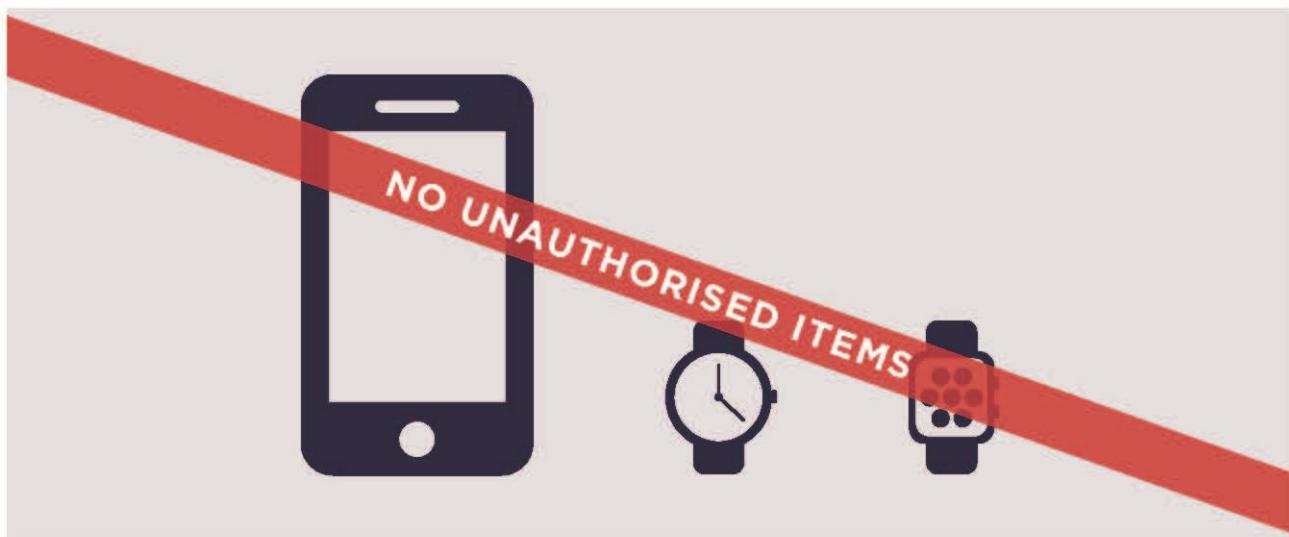
## Warning to Candidates

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 NO WATCHES**

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



**Possession of unauthorised items, such as a mobile phone or any watch, 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.

## Information for candidates Using social media and examinations/assessments

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**If you do any of the above activities, you may:**

- Receive a written warning
- Lose marks
- Be disqualified from a part of or all of your qualifications
- Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jcq.org.uk/exams-office/information-for-candidates-documents](http://jcq.org.uk/exams-office/information-for-candidates-documents)

# Results key dates

## Results for May/June 2024 A-level

First day of written exams	2 May
Last day of written exams	21 June
Exam contingency day (see page 4)	26 June
<b>Results available to students</b>	<b>15 August</b>
Last date to request priority review of results (university place on hold)	<i>25 August</i>
Last date to request non-priority review of results	<i>29 September</i>
Last date to request non-priority return of scripts (to support teaching and learning)	<i>29 September</i>

## Results for May/June 2024 GCSE

First day of written exams	9 May
Last day of written exams	19 June
Exam contingency day (see page 4)	26 June
<b>Results available to students</b>	<b>22 August</b>
Last date to request a review of results	<i>29 September</i>
Last date to request return of scripts	<i>29 September</i>

Dates in italics have not yet been confirmed for the 2024 season so should be regarded as advisory.

# Results days

Please read these instructions carefully before the results day for your qualifications.

On the results days (15 August for A-level, 22 August for GCSE) results may be collected in the following ways:

- In person from the Library, between 08:30am and 12:00pm (subject to any prevailing restrictions)
- Via the Pupil Portal, from 08:00

Any results not collected in person on the day can be posted, on request, to the address we currently hold on file. Therefore it is important to keep the School advised of any expected address changes.

If, due to unforeseen circumstances, you are unable to attend the School on your results day and **genuinely** have no other means of accessing your results, you may telephone one of the numbers below between 08:30 and 12:00, and we will deal with your enquiry as quickly as we can (not necessarily immediately):

- Mrs Julie Morris, PA to Headmaster (01295 724341)
- Mrs Tina Hetzel, PA to Deputy Head Curriculum (01295 724305)

**Please do not phone the main school number as they will not have any information about results.**

**Note:** The results for CIE exams (A-level Biology, Computer Science, Geography, and AS Physics) are released earlier in August than the main JCQ results days. While the School will make every effort to publish CIE results on the day they are released, parents and pupils are asked to note that we are unable to guarantee early publication. In any event, post results services (see below) will not become available until the days of the main results releases, as noted above.

## Understanding your results

Your results from all exam boards will be combined into one view. Your grade for each subject will be shown. Depending on the qualification, you may also see unit grades and marks, but this is not true of all subjects and all boards. More detailed information may be available on request from your tutor, subject teacher, or the Exams Officer. This also includes the grade boundaries; you will need to look at these if you are considering a review of one or more of your results.

# Post-results services

When deciding whether to initiate a review of results, a few basic principles need to be applied:

- Look carefully at the mark you have been awarded. Is it close to the next grade boundary? If the mark awarded is a long way from the next grade boundary, or will not make any impact at all on the overall grade, then consider carefully the value of any review. However, if the mark is very close to the next boundary then a review may be of benefit.
  - That said, if you approach reviews of results with a “what can I get?” mindset, then you could very well end up handing large sums of money to the exam boards for no return. Only consider a review when you feel there could have been a genuine error in marking.
- It's important to understand that a **review of results is not a re-marking process**. The word “re-mark” has proved impossible to dislodge from common parlance, but it is not what happens, and it does raise false expectations. Exam boards do not re-mark, and they do not change marks if the mark scheme is found to have been reasonably applied.
- Finally, be aware that marks (and grades) may go down as well as up. If this happens then there is no appeal procedure to reinstate the original higher grade!

For the above reasons, the School will not sanction a review of results without the written consent of both the candidate and the head of department of the relevant subject.

## A-level review of results where a university place is at risk

Candidates who need certain grades to secure their university place may be able to request a priority review of results, which is given more urgent attention by the exam board.

Any candidate in this situation has only a few days following the publication of results to submit their request, in writing, to the Exams Officer. However, candidates should note the estimated return date for the result of the review, as this may fall outside the deadline set by the university. In view of this, it is essential to stay in touch with the university and to keep them informed of progress.

### The procedure

Once discussed and agreed, it is your responsibility to complete and return a request form with all the relevant information completed, within the deadline and following all the instructions. Forms will be available from the Exams Officer from results day onwards. The School cannot accept any responsibility for lost or late forms.

Make prior payment to the Exams Officer. Payments can be made by cheque or by BACS payment (details are provided on the request form), or via your school account if you are not a school leaver.

**Note:** No review of results will be actioned without prior payment and a completed form. Candidates who are unable to attend in person, perhaps because they live a significant distance from School, can make a BACS payment as detailed on the request form, and send a scanned form by email.

## **Types of enquiries available**

The exam boards offer a standardised set of enquiries. Dates, deadlines and service levels are mandated by JCQ (the exam boards' umbrella organisation) and all exam boards (with the exception of CIE) are obliged to abide by them.

### Service 2: Review of results

This service offers a review of the original marking of the externally assessed components of a unit, to ensure that the agreed mark scheme has been correctly applied.

The target for completion is **35 days** from receipt of the request by the exam board.

### Service 2P: Priority review of results

The priority service is available for Upper Sixth students only where a place in a further or higher education institution is at risk.

The target for completion is **20 days** from receipt of the request by the exam board. Remember to stay in touch with the university concerned.

### Service 3: Re-moderation of centre-assessed coursework

Coursework is marked internally and then a sample is moderated externally by the exam board. If a review of coursework moderation results in a change then it can affect all the marks for that unit. A re-submission of coursework for moderation is therefore not available to individual candidates and can only be initiated by the School with the consent of all parties. Your subject teacher will notify you if this applies to you.

## **Notification of enquiry result**

Candidates are usually informed of their enquiry outcomes by the Exams Officer. If the candidate is still at School the information may in some cases be communicated via the subject teacher or tutor.

Once an enquiry has been completed it is not possible to have a script reviewed for a second time.

## **Waiving of fees**

For candidates who have been awarded an upgrade of their overall subject grade following an enquiry, fees will be returned. Please note that exam boards are slow with invoices and credit notes, so this process may take a few months.

## **Re-sits**

If you do not receive the grade you need, and any enquiries about results have not affected the outcome, you may *in some cases* be able to consider re-sitting the subject. This is done on the advice of the subject teacher. Re-sits for GCSE Maths and IGCSE English, along with some CIE AS subjects, take place in November; for other subjects you will need to wait until the following June.

Candidates who have left the School and are considering returning to re-sit should note that their entries will be those of an external candidate, and that additional criteria or restrictions may therefore apply.

## **Access to scripts**

Awarding bodies usually allow candidates to gain access to their scripts once results are released. This may be useful if you are considering a review of results, or subject teachers may request them in order to support future teaching and learning.

Papers are available from most exam boards without charge and should be requested via your subject teacher. We will make a charge in the following cases:

- For all CIE scripts, where we pass on the hefty charge for the return of scripts levied by the exam board
- Where the total number of script requests for a candidate is greater than five, in which case we make a nominal charge per additional script in recognition of the administration time that this takes

For all requests, whether free or not, you should expect to be asked to give written consent.

# Table of 2023 fees and service levels for post-results services

The fees and services below applied during the 2023 exams. Fees will increase 2024 but have not yet been published. Up-to-date fees will be included with your results slips.

## A-Level / BTEC

Service	AQA	<i>Edexcel inc BTEC</i>	OCR inc CTEC	CIE	WJEC	Turnaround	Request deadline
EAR2: review of marking	£46.75†	£51.70*	£57.50	£61.25	£46.00	30 days	28 Sep***
EAR2P: priority review of marking	£55.60†	£61.60	£70.75	£75.80	£55.00	18 days	24 Aug***
ATSC: priority PDF of script	Free****	Free****	Free****	£23.95	Free****	7 days	31 Aug
ATSO: original script return	–	–	–	£18.80	–	5 weeks	28 Sep
ATSR: script following review of marking	Inc. with review	£13.80	£14.75	£26.70**	–	30 days	28 Sep

† The fee for AQA reviews includes a copy of the reviewed script

\* For BTEC modules the non-priority fee is £44.50

\*\* For CIE priority reviews the script is charged at £20.30

\*\*\* CIE deadlines are 23 August (priority) and 20 September (non-priority)

\*\*\*\* We will make an administrative charge of £5 for each script above a total of five per candidate

## GCSE

Service	AQA	<i>Edexcel</i>	OCR	CIE	WJEC	Turnaround	Request deadline
EAR2: review of marking	£40.35†	£44.50	£57.50	£51.35	£40.00	30 days	28 Sep*
EAR2P: priority review of marking	–	£51.10	–	–	–	18 days	1 Sep
ATSC: priority PDF of script	Free**	Free**	Free**	–	Free**	7 days	7 Sep
ATSO: original script return	–	–	–	£18.80	–	5 weeks	28 Sep
ATSR: script following review of marking	Inc. with review	£13.80	£14.75	£26.10	–	30 days	28 Sep

† The fee for AQA reviews includes a copy of the reviewed script

\* The CIE deadline is 20 September

\*\* We will make an administrative charge of £5 for each script above a total of five per candidate

# Certificates

Certificates arrive from the awarding bodies during late October and are issued to students as quickly as possible thereafter, usually in the weeks following Michaelmas half-term.

- Candidates still at school will receive their certificates via their housemaster / housemistress, and will be required to sign for them.
- Candidates who have left school will have their certificates posted to them, by recorded delivery, at the last recorded home address on file.

Certificates that include grades subject to ongoing reviews of results, or any that require correction for any other reason, will be retained by the School until the discrepancies have been resolved.

When you receive your certificates, check that the subjects and grades are correct, and notify the Exams Officer immediately of any errors or omissions. This is particularly important if the certificate shows an incorrect grade (perhaps as the result of a review of results) since the School will need to request a replacement.

**Important:** your certificates are valuable documents, which employers and further education establishments will often ask to see. You must therefore make sure you keep them safe. The school does not keep copies of your certificates, so if you were to lose them, you would need to request replacements directly from the relevant exam boards. A hefty fee (currently £47 per certificate) is usually charged for this service.



