



**Woodrush High School**  
An Academy for Students aged 11-18

**EXAMINATIONS 2021-2022**

**GUIDANCE FOR  
STUDENTS & PARENTS**

**Centre Number: 24185**

**School Telephone No: 01564 823777**

**Examinations Officer: Miss Wallace  
Examinations Assistant: Mrs Robinson**

## **INTRODUCTION**

It is the aim of Woodrush High School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down extremely strict criteria which must be followed for the conduct of examinations and Woodrush High School is required to follow them precisely. You should, therefore, pay particular attention to the "Information for Candidates" notice that is printed on the following page.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact Mrs Stables in the Exams Office:

**Miss Wallace**      Examinations Manager  
[examsec@woodrush.org](mailto:examsec@woodrush.org)

The school telephone number is: **01564 823777 Ext 7112**

**Remember – we are here to help.**

**GOOD LUCK!**

**Appendix A - Information for candidates for written examinations – effective from 1 September 2021**



This document has been written to help you. Read it carefully and follow the instructions.

**A. JCQ Regulations – Make sure you understand the rules**

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	You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Any pencil cases taken into the exam room must be see-through. 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.
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 inappropriate, obscene, or offensive 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. Information – Make sure you attend your exams and bring what you need**

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.

**C. Calculators, dictionaries and computer spell-checkers**

1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: (a) make sure it works properly; check that the batteries are working properly. (b) Clear anything stored in it. (c) Remove any parts such as cases, lids, or covers which have printed instructions or formulae. (d) <b>Do not</b> bring into the exam room any operating instructions or prepared programs.
3	<b>Do not</b> use a dictionary or computer spell checker unless you are told otherwise.

**D. Instructions during the exam**

1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) The question paper is incomplete or badly printed.
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 used for rough work.

**E. Advice and assistance**

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: (a) You have a problem and are in doubt about what you should do. (b) You do not feel well. (c) You need more paper.
3	<b>You must not</b> ask for, and will not be given, any explanation of the questions.

**F. At the end of the exam**

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 from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## **BEFORE THE EXAMINATIONS**

### **STATEMENT OF ENTRY PROVISIONAL TIMETABLES:**

- All candidates receive a statement of entry/timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher tiers.
- You must check **everything** on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult and costly to change them once certificates are awarded.

### **EXAMINATION BOARDS**

- The school uses the following examination boards: AQA, Edexcel/Pearson, OCR, CIE, Eduqas/WJEC, NCFE and ASDAN.

### **CANDIDATE NAME**

- Candidates are entered under the name format of Legal First Name + Legal Surname, e.g. Adam Smith. All External examinations **MUST** be sat under LEGAL names only. We are unable to enter students under preferred names.

### **CANDIDATE NUMBER**

- Each candidate has a four-digit candidate number. This is the number you will enter on all examination papers. It will appear next to your name on seating plans and examination registers. Your candidate number is on your statement of entry and timetable. **Please learn it.**

### **UCI**

- In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (**24185**) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

### **TIMETABLES**

- You will receive a timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. Check it carefully. If you think something is wrong see Miss Wallace or Mrs Robinson in the Exams Office immediately.

### **Clashes**

- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only and you will receive a letter detailing the rules and regulations surrounding clashes with your timetable. You must check your individual timetable and see Mrs Stables if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Stables or Miss Pagett in the Exams office however please be aware that the clash will appear on your statement of entry but will have been rescheduled when you receive your timetable.

### **Contact numbers**

- Please check that school has at least one up-to-date contact number for you and one email address for a parent/carer.

## **EXAM EQUIPMENT – WHAT DO YOU NEED?**

**It is your own responsibility** to arrive at all of your exams **fully equipped** with everything you need.

For your exams every student **MUST BRING**:

- **2 Black ball point pens**
- **2 Pencils**
- **Rubber**
- **30cm Ruler**
- **Calculator**
- **A pair of compasses**
- **Pencil Sharpener**
- **Protractor**
- **A clear Pencil case**

**Coloured Pencils** (not gel pens) will be required for the following subjects:

- Geography
- Film Studies
- Product Design

Some other exams may require other subject specific equipment which you should check with your subject teacher prior to your exam.

The School has a **very limited supply** of equipment and cannot guarantee to lend you any of the items you have failed to bring yourself. Time spent borrowing the school's equipment could result in you not having sufficient time to complete your exam paper resulting in a lower grade.

**PLEASE ENSURE THAT YOU HAVE  
A FULL SET OF EQUIPMENT  
BEFORE THE EXAM SEASON  
BEGINS**

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- A copy of “Warning to Candidates”, which is issued jointly by all the Examining Boards, is printed at the end of this booklet. All candidates **must read this carefully and note that breaking any of the examination rules or regulations could lead to disqualification from all subjects**. The school **must** report any breach of regulations to the awarding body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.
- **Candidates must arrive outside the exam room 10 minutes prior to the start time of their examination.** Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.
- Candidates who arrive late for an examination will still be admitted and given the full examination duration. You may have to sit your exam in a different room to minimise disruption so please see a member of staff before you enter the exam room. If you arrive after 10.00am for morning exams and after 2.30pm for afternoon exams the board may not accept your script.
- Full school uniform **must** be worn by all students attending school for examinations.
- **HOODS ARE NOT PERMITTED TO BE WORN IN THE EXAM ROOMS UNDER ANY CIRCUMSTANCE.** This is considered malpractice and your paper may not be accepted by the exam board.
- Bags, books and coats must be left at the back of the exam room.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. **You must either use a transparent pencil case or clear plastic bag.**
- Pens must be **black** ink or ballpoint. **No correction pens are allowed.**
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Watches are no longer permitted inside the exam rooms – a digital clock will be clearly displayed at the front of every examination room.
- **Exam conditions start from the moment you step into the exam room.** This means that you must not talk to, attempt to communicate in any way with or disturb other candidates once you have entered the room (including whilst you are storing or collecting bags and belongings).
- Examination regulations are **very strict** regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination and possibly from all other examinations on your timetable.
- **MOBILE TELEPHONES AND WATCHES MUST BE SWITCHED OFF AND HANDED IN AT THE BEGINNING OF THE EXAMINATION.** If a mobile phone or watch (or any type of electronic communication or storage device) is found in your possession or in the exam room during an examination (even if it is turned off) we have an obligation to report it to the exam board which will result in disqualification from the exam and possibly all examinations. No exceptions can be made. These devices can only be in the exam room if they are turned off and handed in, they **CAN NOT** be left in bags at the back of the room under any circumstance.

- Bottled water is allowed in the examination rooms and must be in a **clear bottle with the label removed**. Reusable bottles must be completely clear of any logos/ measurements/ writing/ embellishments of any kind and must be completely transparent.
- Please **do not** write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- **Do not** graffiti or write offensive or inappropriate comments on examination papers – if you do the examination board may refuse to accept your paper and you will receive 0 marks for that unit.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry and the entry code.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the full duration of the exam and any extra time you have been allocated as part of an access arrangement. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. **Remember you are still under examination conditions until you have left the room.**
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination, the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. **You must not attempt to communicate with anyone else during the evacuation.** When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators or members of the Senior Leadership Team. A report will be sent

to the relevant exam board and you may be disqualified from that subject and possibly all exams in that season.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Manager without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Manager which can be countersigned by your doctor or nurse.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum % of the award (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

#### **Results days 2023**

#### **A-Level Results**

**Thursday 17<sup>th</sup> August 2023**

#### **GCSE Results**

**Thursday 24<sup>th</sup> August 2023**

We currently plan to open for students to collect their results in person however we will confirm exact arrangements closer to the date.

- **If you wish to receive your results by post please supply a stamped addressed envelope to the Exams Office.**
- Candidates who do not collect their results on results day may collect them from reception when the school re-opens.
- No results will be given out by telephone under any circumstances.
- Pass Grades are from A\* - G or 9-1



## **PRESENTATION OF CERTIFICATES – Summer Examination season only.**

- A Presentation Evening will take place in December when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend the Presentation Evening will be able to collect their certificates from the school office after the Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- Woodrush High School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. **You are therefore urged to collect your certificates on the Presentation Evening or as soon as possible thereafter and to keep them safely.**

## **FREQUENTLY ASKED QUESTIONS**

### **Q. What do I do if there's a clash on my timetable?**

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable (**not the statement of entry**) and will receive a letter explaining the clash. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What do I do if I think I have the wrong paper?**

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately. Example if you are doing a Foundation or Higher tier paper and the wrong paper has been given

### **Q. What do I do if I forget my Candidate number?**

- Candidate numbers are printed on seating plans, which are displayed in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number.

### **Q. What do I do if I forget the school Centre Number?**

- The Centre Number is **24185**. It will be clearly displayed in the examination rooms.

### **Q. What do I do if I have an accident or am ill before the exam?**

- Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is an appeal for Special Consideration?**

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and 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 may be illness, accident or injury, bereavement, or domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

### **Q. What do I do if I feel ill during the exam?**

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

### **Q. If I miss the examination can I take it on another day?**

- No. Timetables are regulated by the exam boards and you must attend on the given date and time.

### **Q. If I'm late can I still sit the examination?**

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to the exam room.. You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is possible that the exam board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

### **Q. Do I have to wear school uniform?**

- Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.
- Hoodies are not permitted to be worn in the exam room under any circumstance.

### **Q. What equipment should I bring for my exams?**

For your exams every student will need:

- ✓ **2 Black ball point pens**
- ✓ **2 Pencils**
- ✓ **Rubber**
- ✓ **30cm Ruler**
- ✓ **Calculator**
- ✓ **A pair of compasses**
- ✓ **Pencil Sharpener**
- ✓ **Protractor**
- ✓ **A clear pencil case**

**Coloured Pencils** (not gel pens) will be required for the following subjects:

- Geography
- Film Studies
- Product Design

- Some other exams may require other subject specific equipment which you should check with your subject teacher prior to your exam.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

### **Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned but could also be disqualified from all examinations in the entire season and future seasons.
- Bags and coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink (except bottled water in a clear bottle) is allowed in the exam room.
- Technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smart watch or a wrist watch which has a data storage device.

### **Q. How do I know how long the exam is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on the board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I go to the toilet during the exam?**

- Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. You will not be allowed to go to the toilet in the first or last 20 mins of an exam or more than once during an exam except in extremely exceptional circumstances.

**Q. Can I leave the exam early?**

- No. You must stay in the examination room for the full duration of the exam and any extra time you have been allocated as part of an access arrangement. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly.

**Q. What do I do if the fire alarm goes?**

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. If I have more than one exam on a day can I get lunch at school?**

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch for the dining hall in the usual way or bring a packed lunch.

**Q. Why do I need to check the details on the Statement of Entry?**

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. Any student with an extra time allocation **MUST** make use of it and will not be allowed to leave the examination before their extra time is up.

## **Woodrush High School Internal Appeals Policy**

The following policy outlines the procedures to follow if you wish to make an appeal regarding your internal assessment(s):

### **Internal Appeals**

Student appeals of grading decisions must follow the school Internal Appeals Policy. All student handbooks contain the following section so that students know how to make an appeal.

Any student has the right to appeal.

Appeals can only be made against the marking process and not the mark.

You must lodge an appeal within one week following grading. The formal procedure is as follows:-

### **Candidate appeals procedure (internal marking)**

Your work in will be marked by your teacher and checked by another member of staff who has been appointed as an internal verifier. We do our best to ensure your marks are fair. If you think an assessment is unfair you can appeal. We have a special appeals procedure which includes:

- A formal system of recording appeals
- Prompt responses within clearly stated times
- Stages that give all parties the opportunity to put forward their case
- Clear outcomes at each stage
- Constructive feedback to the candidate

### **Stage 1 Assessor and Candidate**

If you disagree with an assessment you must discuss your reasons with the teacher who carried out the assessment as soon as possible. Normally this would be immediately after you receive the assessment mark. If this is not convenient, you should arrange an appointment. Your teacher will consider your reasons and look again at your work. You will then be given a written response, with explanation, which will be either:

- The changed mark
- A confirmation of the original mark

If you agree with the decision then the appeal stops at that point. If you are still unhappy with the decision, you must tell your teacher immediately and your appeal will go to stage 2:

### **Stage 2 Internal Verifier**

Your teacher will pass on to the internal verifier the following information:

- Your work with the original mark
- The teacher's written explanation of the assessment decision

The internal verifier will reconsider the assessment decision taking into account the following:

- Your reason for appeal
- Your record of assessment
- The teacher's reasons for the assessment mark
- If necessary, the opinion of an assessor from another Centre

The internal verifier will either:

- Uphold the original mark
- Uphold your appeal

You will be provided with a written explanation.

If you are still unhappy with the decision you must tell the verifier and the appeal will go to stage 3:

### **Stage 3 Senior Manager**

A nominated Senior Manager from the school delivering the part of the program the assessment refers to will review the decisions made by the teacher and internal verifier. You may make a submission to the Senior Manager either in person or in writing. The Senior Manager will speak to both the teacher and the verifier and will then discuss the matter in private with the Senior Leadership team. All discussions and decisions will be recorded, and decisions reported back to the candidate and teachers. The decision made at Stage 3 is final.

### **External assessments and qualifications**

- 1.1. Enquiries about results (EARs) can be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- 1.2. Pupils should be aware that EARs can result in the marks/grades being raised, confirmed or lowered.
- 1.3. Any pupil who wants to query a mark/grade awarded by an awarding body should adhere to the following procedure:
  - Contact the Examinations Officer and the subject teacher as soon as possible in person to discuss the mark/grade. Before this can be done, allow at least five working days before the published deadline for EARs.
  - The Examinations Officer will advise on the options available to query the mark/grade and any costs involved in doing so.
  - Pupils must sign a consent form to confirm that they understand the consequences of an EAR; these forms will be issued by the Examinations Officer. Consent forms must be returned before an EAR can be valid.
  - The subject teacher will review the pupil's grades and discuss them with the head of department to agree on the appropriate action, taking into account the breakdown of marks, the grade boundaries and the pupil's predicted grades.
- 1.4. If the EAR is supported, then the department will make a request, together with the pupil's consent form, to the Examinations Officer before the deadline for EARs.
  - The cost of the enquiry will be met by the departmental budget.
  - If the EAR is successful, the fee will be refunded.
- 1.5. If the department does not agree to support the EAR, a pupil may appeal against the decision not to support an EAR.

- Appeals should be made in writing to the Examinations Officer, at least five working days before the published deadline for EARs.
- The appeal should state the reason(s) for the appeal.
- This appeal must be signed, dated and include the contact number and email address of the pupil, parent or carer.
- The appeal information will be reviewed by the Examinations Officer and a member of the SLT.
- The outcome of the appeal will be communicated either by telephone, email or first class post, as appropriate, within 24 hours of receipt.
- The decision that is reached is final.

1.6. If the school does not support the EAR, the pupil may still proceed with the EAR.

1.7. The fee will be paid by the pupil at the time the EAR is made. No enquiry will be processed until the correct fee is paid.

1.8. Requests must be made in person to the Examinations Officer before the published deadline for EARs.

1.9. If the enquiry is successful, the fee will be refunded to the pupil.

1.10. All decisions of an EAR, regarding an awarding body, are final.



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.**