



Exams: Information for Students 2021/22

Candidates are responsible for:

- confirmation of entries and personal details
- understanding non-examination assessment regulations and signing a declaration that authenticates coursework as their own
- ensuring they conduct themselves in all exams according to the JCQ regulations

The Exams Officer will provide written information to all candidates in advance of each exam series. A formal briefing session for GCSE candidates will be given by the Exam Officer.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Area Leader/Deputy Head or invigilator.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones, smart watches and other electronic communication/storage devices with text/digital facilities. Wrist watches must be removed and placed on the desk until the exam end.

Food & Drink

Food is only permitted in the examination room at the discretion of the Examination Officer. Students wishing to bring food into exams should seek permission from the Examination Officer in advance.

Water bottles are permitted in the examination room on the condition that they are in clear containers with any labels removed.

Exam timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

Entries, entry details and late entries

Candidates or parents/carers can request but not demand a subject entry, change of level or withdrawal.

Re-sit decisions will be made by Area Leader in consultation with the Headteacher.

Exam fees

GCSE entry exam fees are paid by the centre. Fee reimbursements are sought from candidates:

- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Candidates may be invoiced for entry fees and any additional costs incurred by the centre for extra-curricular qualifications, at the discretion of the Head of Centre.

Access arrangements

A candidate's access arrangements requirement is determined by the SENCO.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENCO.



Exam invigilators - Trained invigilation staff will be used to invigilate internal and external exams.

Malpractice

Any breach of JCQ exam regulations is potential malpractice and will be investigated and reported to the awarding bodies. Malpractice may result in loss of marks or disqualification from exams.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre.

The candidate must support any special consideration claim with appropriate evidence within **5** days of the exam.

Internal assessment

Marks for all internally assessed work are provided to the Exams Office by the Area Leader. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

The results slip will be in the form of a centre produced document.

Candidates will receive individual results slips on results days, in one of the following ways:

- in person at the centre;
- by post to their home address - candidates to provide a self-addressed envelope with postage paid;
- By email if requested in advance;
- Collection by someone on the candidate's behalf – candidate to provide a signed letter giving permission to someone to collect results on their behalf. ID may be requested.

Teaching staff will be available on results day to assist candidates

Certificates

Candidates will either receive their certificates in person at the centre on Presentation Evening; or collect them from the Exams Office – signature required.

Certificates can be collected on behalf of a candidate by third parties, provided they have authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

Certificates will not be posted to candidates. Blessed Edward Oldcorne Catholic College retains certificates for 5 years.

Replacement certificates can be issued by an awarding organisation if the candidate agrees to pay the costs incurred. This is arranged privately between the candidate and the awarding organisation.

Review of Results services (RoRs)

RoRs may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

When the RoR is requested by the candidate, the cost will be paid by the candidate. All decisions on whether to make an application for an RoR will be made by the Head of Centre. If a candidate's request for an RoR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

Access to Scripts (ATS)

After the release of results, candidates may request the return of written exam papers within 28 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. Consent of candidates must be obtained.

The cost of ATS will be paid by the candidate, unless requested by the centre for teaching purposes.