



# READ SCHOOL

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DRAX

## **GCSE & A Level Examinations**

**Information and Guidance  
For  
Parents & Students**

**(Updated Apr 2026)**

**Produced on behalf of:**



## Introduction

Public examinations can be a stressful time for Students and parents and 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 and it is in the interest of all that exams run smoothly.

The centre will make every effort to ensure that students receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that will cause as little stress as possible and help Students to achieve their best. Trial exams are run to the same standards and rules in order that Students are familiar with the process beforehand.

This booklet is intended to inform about examination procedures, to answer any questions you may have and to guide and support Students and parents through the examination process.

Teachers responsible for public examinations are:

- **Head: Ms R A Ainley (HOC)** overall responsibility for the school as an examinations centre
- **Deputy Head (DH): Mr M A Voisey**, guidance and careers information in conjunction with the Head.
- **Mrs Andrea Beranek (MIS Manager), Mrs Sara Scholefield (Head of KS 4) Mrs Annette Oliver (Head of 6<sup>th</sup> Form)** guidance and pastoral oversight of examination students, offering advice on subjects studied and level of examination entry
- **Examinations Officer (EO): Mrs Annette Oliver** responsible for all examinations. **Exams Team Mrs Andrea Beranak, Mrs Stephanie Bainbridge**, responsible for exams in EO's absence
- **SENCo, Mrs Georgina Ashton** responsible for special arrangement applications
- **School Teaching Staff**, responsible for communicating examination entries to EO

The examination boards set down strict criteria, which must be followed for the conduct of exams, and the centre is required to follow them precisely.

If you have any questions that are not answered in this booklet, please feel free to contact the EO at any time. You can make contact in the following ways:

**Telephone:** 01757 618248

**E-mail:** [examsofficer@readschool.co.uk](mailto:examsofficer@readschool.co.uk)

## Revision

It is very important that work is thoroughly revised before examinations. Revision sessions should be organised beforehand and students should have started revision **before the end of the spring term**. Time spent on thorough revision will be rewarded with good examination results. Teachers will be available to help with revision, but it is up to the student to seek help when they need it. They will also be able to give guidance on exam technique and specific topics of study.

## Coursework / Controlled assessment Deadlines

Some subjects at GCSE and A level have an element of coursework included in them, which has to be completed and marked well before the examinations begin. It is important that coursework is completed by the deadlines set by teachers and ultimately by examination boards, as failure to do so may result in no grade being awarded in that subject. As a general rule, coursework should be completed by the end of the spring term, as it must be submitted to the examination board at the beginning of May.

## GCSE and A Level

- All students should be entitled to and enabled to achieve an entry for qualifications from an external awarding body
- If a student's entry in any subject is to be withdrawn, it must be done in consultation with the CT
- If a level of entry in any subject is to be changed, it must be done in consultation with the CT
- Reviews of marking may be agreed in consultation with the EO. If a student requires this service, they will be charged for it and a consent form must be signed.

## Study Leave

Study leave for Year 11 and Upper Sixth usually begins in the week before the summer half-term holiday. It is strongly recommended that students still come in to school during this time and follow their normal timetable, which gives access to teachers and resources. Revision lessons will focus on examination technique as well as syllabus revision which is a vital part of exam preparation.

If students elect to stay at home during study leave however, a letter requesting time off must be sent to the Head so that absences can be authorized. Students would only be required to be in school when they actually have examinations. Study leave is not given to Lower Sixth Students. Students must be in **full school uniform** when attending school during study leave.

## Examination Entries and Timetable

Once the examination board has received entries, a student Statement of Entry will be issued showing the subjects entered with that board, and giving the dates of the examinations. These should be checked and kept safe by students, as they are evidence that an entry has been made. The student should bring this document to each examination as an additional check on paper, tier of entry and student number. If a student has made changes to their entries, they will receive an updated Statement of Entry. Parents will also be sent a copy of the Statement of Entry for their child.

## Clashes

This is when a student is timetabled to sit two or more exams at the same time. If they are for the same subject this is intentional on the part of the board and the exams are meant to run one after another. If not, then this should be picked up by the student and notified to the EO, who will then arrange for one of the papers to be moved to a different time on the same day. The student will remain under supervision between the two papers, as it is very important that they do not make contact with any other students during that time. In rare cases it may be necessary for a paper to be done on the next day and it is a requirement that the

student is supervised overnight. This process is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

### **Performance in Examinations**

Some students are eligible for extra time or special examination arrangements. These are identified by the SENCo and teaching staff at the start of key stage 4. Evidence is compiled and appropriate applications are made, and the necessary arrangements put in place.

Any illness, injury or family circumstances whatsoever, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the EO so that an application for special consideration can be made to the boards. Any illness must be supported by medical evidence, for example a letter from a doctor on headed notepaper. Parents should be aware that any adjustment is likely to be small, and will only be considered if a student is close to a grade boundary. We can provide wheelchair access if required and are fully compliant with DDA regulations.

### **Return of Text Books**

The students in Year 11 will be issued with a book returns certificate as they go on study leave. This must be filled in by them and signed by their subject teachers as they hand their text books back. It is best to give books back after the last examination has been sat in that subject. Any students failing to return text books or hand in their leavers certificate to the CT, may be charged for their books.

### **GCSE and A Level Results**

- When results are published, the EO will distribute results and be available to give guidance to students
- Boundary grades will be considered and students will be advised if they are close to the next grade boundary
- Students are invited to collect their results in person on the published results date. Alternatively, they can be emailed upon request or a nominated person can collect them. Results will not be given out over the telephone.

<b>GCSE</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	Good passes						Passes			Fail
<b>A Level</b>	<b>A*</b>	<b>A</b>	<b>B</b>	<b>C</b>			<b>D</b>	<b>E</b>		<b>U</b>
	Good passes						Passes			Fail

### **Examination Entry Fees**

All student examination fees are a direct recharge from the examination bodies as stated in clause 3b of the School contract. The school does not charge an additional administration fee, however in the following circumstances the school may also charge for:

- Students whose entries are withdrawn because of lack of coursework
- Students who make a decision to change their entry after the late entry/withdrawal deadline
- Students who fail to attend an examination and do not produce evidence of mitigating circumstances.

The breakdown of entry fees is as follows (all fees are correct at the time of publication)

### **GCSE**

Subject	Awarding body	Fee (£)
Art	AQA	48.90
Business Studies	WJEC	46.80
Computer Science	Pearson Edexcel	56.90
Design Technology	AQA	45.70
Drama	AQA	45.70
English Language	AQA	51.20
English Literature	AQA	51.20
French	AQA	51.00
Food Preparation & Nutrition	AQA	45.70
German	AQA	51.00
Geography	AQA	54.70
History	Pearson Edexcel	55.00
iMedia	OCR	89.25 (29.75 per unit charged as taken throughout the year)
Latin	OCR	82.50
Maths	AQA	51.20
Music	AQA	53.85
PE	AQA	52.90
Science Trilogy	AQA	93.25
Separate Science	AQA	139.95 (46.65 per subject)
Spanish	AQA	51.00
Further Maths	AQA	53.60
Functional Skills Eng	Pearson Edexcel	23.90
Functional Skills Maths	Person Edexcel	23.90
Entry Level	Pearson Edexcel	31.20

\*Prices correct at time of publication

**Late Entry Fee** Double the entry fee (entry made after 21 February)

**Very Late Entry Fee** Triple the entry fee (entry made after 21 April)

**Amendment Fee** Triple the entry fee (amendment made after 21 April)

### **A Level**

Subject	Awarding body	Fee (£)
Biology	AQA	118.10
Chemistry	AQA	118.10
Physics	AQA	118.10
Classic Civilisation	OCR	176.25
Computer Science	OCR	131.00
Drama	AQA	169.60
Economics	AQA	106.20
English Literature/Language	AQA	109.85
Extended Project Qualification (EPQ)	AQA	73.95
Geography	AQA	127.60
History	OCR	145.00
Maths	Pearson Edexcel	160.80
Psychology	AQA	111.00

## BTEC – Pearson Edexcel

SPORT	£
Level 3 National Diploma (720glh)	252.05
Level 3 National Foundation Diploma (540glh)	210.80
Level 3 National Extended Certificate(360glh)	190.50
BUSINESS	
Level 3 National Foundation Diploma (510glh)	219.70
Level 3 National Certificate (180glh)	134.85
Level 3 National Extended Certificate (360glh)	190.15
HEALTH & SOCIAL CARE	
Level 3 National Foundation Diploma (510glh)	209.00
Level 3 National Extended Diploma (1080glh)	277.60
Level 3 National Extended Certificate (360glh)	190.45
Level 3 National Certificate (180glh)	131.40
Level 3 National Diploma (720glh)	252.70
UNIFORMED PROTECTIVE SERVICES	
Level 3 National Foundation Diploma (510glh)	207.95

BTEC fees are charged at the start of the course. The fee that covers all costs for the duration of the course – however should a student choose to retake an exam or add a top-up unit, additional fees will be charged.

Any student withdrawn from an examination will be refunded the cost of entry for any withdrawal made up to 21 April for June examinations.

### Examination Entry Deadlines

**GCSE & A 'Levels** - 21 February

### Examination Instructions for Students

- 1. Make sure you know your student number.**
2. Make sure that you know exactly when your exams are, especially whether they are morning or afternoon examinations. Morning exams **begin** at 9am and afternoon exams **begin** at 1.30pm. Make sure you arrive in plenty of time to get seated before the exam.
3. Make sure you are dressed in **proper school uniform**. You will not be admitted if you are incorrectly dressed. You are not allowed to bring bags, coats or any electrical equipment into the exam room. Leave them in your locker. You are also not permitted to bring any notes or books into the room.
4. You need to make sure that you bring **ALL** relevant equipment for each exam. Please make sure you also bring **black** pens, pencils, eraser, ruler and a sharpener in a **clear** pencil case. Most examination papers require the use of a **black ballpoint pen**.
5. Calculators must only be used when allowed, and must **not** have any of the following functions on them:
  - Data banks
  - Dictionaries or language translators

- Retrieval of text or formulae
- QWERTY keyboards
- Differentiation or Integration functions
- Remote communication facilities

**PLEASE NOTE: For ANY exams calculators need Subject department approval, without an approved 'OK' sticker invigilators have the right to remove your calculator and replacements will not be provided.**

**You are not allowed to use Tippex in any examination.**

6. You should not go to registration but should be ready outside the examination room at least **15 minutes** before the examination is due to start. Wait quietly outside the exam room, and you will be called in in alphabetical order and told where to sit. Once you are in the examination room, you **MUST BE SILENT**. If there is any communication between any students it will be assumed that you are cheating and you will be treated accordingly. You must not talk to anyone except the invigilator until you leave the exam room.
7. You are allowed to bring a clear bottle of drink into the examination room (label removed). However, you are not allowed to bring the following items:
  - Canned or cartons of drinks
  - Chewing Gum or any other food (unless for medical purposes which must have been approved by a medical professional)
8. If you are late, go straight to the examination room and report to the staff on duty. If you arrive **less than 30 minutes** late, you will be allowed to enter and write your examination, getting the allocated time. If you arrive **more than 30 minutes** late, the EO will decide whether you will be able to sit the exam. The exam board will have to be notified. If you arrive more than **1 hour** after the beginning of an examination, you may not be allowed to sit your exam.
9. If you miss an exam, you will not be able to do it again. If you are too ill to sit an exam, you **must** telephone the school immediately and leave a message for the EO. You **must** provide a sick note from your doctor. If you are feeling unwell, it is better to attend and apply for special consideration than to miss an examination. Special consideration for examinations missed will only be given in extreme cases. Any examination missed will still be charged for.
10. You are not allowed to leave the exam room before the end of examination time, so do not ask! Spend some time checking through your paper for mistakes. Do not waste any time.
11. You must not cause any disturbance during the examination. Any attempt at communication or other disturbance may result in your removal from the examination and no grade being awarded to you for that subject. You must also leave the examination room in silence as other examinations may still be in progress.

**Mobile Phones & other electronic equipment including iWatches, Smart watches, Fitbits, Airpods, Analogue watches etc**

It is essential that Students do not have on or with them a mobile phone, iPod, MP3 player, SmartWatch, iWatch, head phones, earbuds or any other such device in an examination. To be in possession of such items - even if they are switched off is strictly prohibited as disqualification is the penalty for breaching this rule.

***Please note Students are no longer allowed watches of ANY kind into the exam hall – this includes analogue watches***

The above items will be collected before each exam; however the school will not accept responsibility for them. Leaving such items at home during the examinations will prevent problems and ensure that they remain completely safe and secure.

## **Instructions for a FIRE DRILL during the Examinations**

We hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly **do not panic**. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **MUST** be at least 1.25 metres away from the Students in front and behind you.
4. If you are in the hall, you go to the grassed area between Moloney Hall and the Sports Hall. Do **NOT** walk to where you would usually go, you will be told where to stand. You will have to be kept separate from the rest of the school.
5. When you return to your exam room, **do not** start writing until the invigilator tells you to do so.

### **LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC**

#### **Late arrivals and very late arrival**

A student who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.

A student who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

A student will be considered very late if they arrives:

- a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination;
- b) after the awarding body's published finishing time for an examination that lasts less than one hour.

Where a student arrives very late for an examination centres must:

- a) send the script to the awarding body/examiner in the normal way;
- b) submit Form JCQ/VLA-Report on student admitted very late to examination room online, using the Centre Admin Portal (CAP), within seven days of the examination having taken place. The Centre Admin Portal can be accessed via any of the awarding bodies' secure extranet sites. The accompanying guidance notes must be read before completing the online form: <https://www.jcq.org.uk/exams-office/online-forms/>  
Centres must provide the following information:
  - the reason the student arrived late, including any details of special arrangements made for the student to reach the centre;
  - the actual starting and finishing times of the examination;
  - the time the student started the examination; • the time the student finished the examination.
- c) warn the student that the awarding body may not accept their script.

If a student arrives in the afternoon for a paper that had been re-arranged for a morning session, the student may be allowed to take the paper at the published time as long as he or she has not had any contact with students who sat the paper earlier. The awarding body must be informed of the situation and will decide whether to accept the script.

#### **Controlled Assessment – advice for Students**

Controlled assessment differs from coursework in that the final piece is produced under closely supervised conditions. In some subjects this may mean writing up the final piece in class over the course of one or more lessons monitored by the teacher. Supporting materials such as notes may be used during the writing up, but not a complete draft. Teachers will give details on how the controlled assessment is carried out in their subjects. Controlled assessment tasks have a recommended number of hours allowed on the project, so are not open ended. It is therefore vital that Students use all the class and homework preparation time efficiently and productively.

### **A few basic guidelines**

- Make sure you know what you are expected to do – ask your teacher if uncertain.
- Check interim and final submission dates for any draft work and work well in advance of them. If you have more than one piece with a similar deadline, organise your time to make sure both are given the time and attention they deserve.
- Plan thoroughly and follow your plan. Teachers will arrange lesson time for controlled assessment project work within the time guidelines set down by the examination boards.

### **Dates and deadlines**

Teachers will tell you of any deadlines for draft work or dates of supervised tasks.

It is your responsibility, if you have a genuine reason for finding it difficult to meet a date or a deadline, to inform your subject teacher sufficiently in advance for other special arrangements to be made, if these are thought to be appropriate.

Circumstances where special arrangements would be considered might include, for example, a sustained period of illness. Having to meet more than one deadline around the same date would not be regarded as a genuine reason – good organisation will avoid problems in this case.

### **Self Evaluating**

- Realise your strengths by identifying the most successful part of the whole process.
- When the project has finished, make a note of any teacher's comments consider how others approached the task and how you would undertake a similar project in the future.

**This notice has been produced on behalf of:  
AQA, City & Guilds, CCEA, Pearson Edexcel, OCR and WJEC**

Notice to Students

GCSE and Principal Learning: Controlled Assessments

This notice tells you about some things that you must, and must not, do when you are completing your work. Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations. If there is anything that you do not understand, you must ask your teacher or lecturer. Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio, and on the internet. Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

- the work which you submit for assessment must be your own

- you must not copy from someone else or allow another student to copy from you. If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).
- For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line.

For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2010.

- You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) - Mary, Queen of Scots, London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

### **Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks - this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

### **Malpractice & Maladministration:**

Malpractice is any practice, which is a breach of the OFQUAL JCQCic and BCS regulations or which; compromises the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

### **Maladministration**

Maladministration is the any activity or practice suspected or otherwise which results in non-compliance with administrative regulations, requirement and procedures of the regulating exam board and includes the application of persistent mistakes or poor administration with the School / centre

### **Reporting Malpractice / maladministration**

Should you wish to report an allegation of malpractice or maladministration must immediately inform the Head Mrs Ainley in writing clearly stating;

- Nature of suspected or actual malpractice/maladministration and associated dates
- Name of staff / Student involved

Should you be unhappy with the outcome of the centre / school and wish to report an allegation directly to the Examboard / Awarding body you must include the following;

- Centre/School name, address, number
- Student name
- Staff name and role with centre/school
- Details of the qualification affected
- Nature of suspected or actual malpractice/maladministration and associated dates
- Details and outcome of initial investigation carried out by the centre/school including any mitigating circumstances

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **The use of AI**

While the school recognises that AI can help with research and study. The submission of AI generated NEA/coursework is strictly forbidden. Teaching staff will check coursework by means of an AI checker. If it is found that AI has been used coursework will become null and void and you may run the risk of being disqualified from the exam.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

### **Quality assurance for the delivery of all qualifications**

The Read School promises to adhere to the policies and procedures set out by each awarding body AQA, Pearson Edexcel, OCR, WJEC and BCS thereby preserving the integrity and quality

### **Internal Appeals Procedure**

The school is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by students is produced and authenticated according to the requirements of the awarding body for the qualification concerned.
- All Students' work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the specification for the qualification concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardization.

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams (controlled assessment/coursework/portfolios), s/he should discuss the matter with the Head of Faculty immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used.

The regulations for GCSE Controlled Assessments and A Level Coursework Assignments state that:

- "The work you submit for assessment must be your own"
- "You must not copy from someone else or allow another student to copy from you"
- "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice"

Teachers have the right to reject a student's work on the grounds of malpractice if any of the above regulations are broken.

The student or parent/guardian of a student has the right to appeal against any decisions to reject to a student's internally assessed work on the grounds of malpractice.

The guidelines for the procedure are listed below:

1. Appeals should be made as soon as possible, and must be made at least two weeks before written examinations begin.
2. Appeals should be made in writing to the EO who will investigate the appeal, along with a member of the SLT and a Head of Department/Faculty not involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the school will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the EO is not able to conduct the investigation for any other reason.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice. This will be done before the end of the series.
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

If a student believes that they may not have had a fair mark in relation to their work, they may make use of the following appeals procedure, through the EO.

1. Contact the EO, CT and the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The EO will advise on the options available to query the mark/grade and the costs involved.

2. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. A consent form must be signed to confirm that Students understand the consequence of an EAR. Consent forms will be issued by the EO.
3. The CT and 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.

### **Enquiries About Results - Closing Dates**

- For Priority Review of Marking – **20 August A'level**
- **4 September GCSE**
- Clerical checks for ALL May/June examinations - **25 September**
- For all other examinations - **4 weeks from the publication of results**

### **Clerical re-check**

A clerical re-check of a marked paper will make sure that:

- we marked all the pages
- we counted all the marks
- the result matches the marks on the paper.

Grades can go down as well as up. If the overall subject grade changes, we do not charge for it – or any of the units, if it's modular.

If the overall subject award grade stays the same – or the student does not aggregate (process of combining the marks or other units of credit awarded through an assessment scheme) – and the qualification is modular:

- we do not charge if a unit grade changes as a result of a review
- if two units are reviewed and only one unit grade changes, we'll still charge for the unit where the grade did not change.

### **Review and priority review of marking**

#### **Review of marking**

A review or priority review of marking:

- it includes a clerical re-check
- a copy of the reviewed script as part of this service
- a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking
- we'll make sure all the marks are counted
- a grade can go down as well as up.

Request for these services can be individual units or components. The School will only consider submitting a review of marking if the students marks are less than 3 marks away from the next grade boundary.

#### **Priority review of marking**

This is a faster service for students whose place at a university, or other higher education institution, depends on the outcome.

It's only available for:

- AS and A-level (including new AS specifications)
- AQA Certificate Level 3
- AQA Certificate Level 3 Applied General qualifications.

When submitting components for review, the timing of the requests will affect the fee charged.

If the subject grade changes, we do not charge for any components that:

- are requested together (at the same time)
- are requested separately but the linked components are still 'In progress' on Centre Services.

Review of moderation is a distinct and independent service and will be billed separately. The outcome of the review of marking will not impact the review of moderation charges or results.

When submitting a component after a review of a linked component has been completed, there will be charges raised separately for each component. The fee for each component will depend on whether it does or does not change the overall subject grade.

Here are some examples to help explain the process:

Example	Outcome of the review	What you will be charged for
You submit Paper 1 and Paper 2 together, at the same time.	Paper 1 has an outcome that does not result in a grade change, but the outcome of Paper 2 does directly result in a grade change.	You will not be charged for either review.
You submit Paper 1. Before the outcome is completed, you submit a review for Paper 2.	Paper 1 has an outcome that does not result in a grade change, but the outcome of Paper 2 does directly result in a grade change.	You will not be charged for either review.
You submit Paper 1. After the outcome is completed, you then submit a review for Paper 2.	Paper 1 has an outcome that does not result in a grade change, but the outcome of Paper 2 does directly result in a grade change.	You will be charged for Paper 1 that had an outcome with no grade change. You will not be charged for Paper 2, as that had an outcome directly resulting in a grade change.

### How long it takes?

- up to 20 calendar days for a review of marking
- up to 15 calendar days for a priority review of marking.

### What happens next?

The exams officer will receive an email when the review outcome is available on Centre Services.

To comply with the new Ofqual requirements, if there has been a mark change on one or more of the questions on a reviewed paper, the reasons for review of marking decisions can be found on the copy of reviewed script. These can be accessed on the 'View or cancel requests' screen on Centre Services.

### Keeping scripts and outcomes

Outcomes (decisions) from post-results services and copies of reviewed scripts will be kept for two years on Centre Services from the date they were provided. These should be downloaded if records are needed for longer than this.

## **Review of moderation**

When there is a review the moderation on an internally assessed non-exam assessment (NEA) mark, checks will be to make sure the assessment criteria were applied fairly, reliably and consistently.

It's only available for whole subjects, not individual students. Private students can request it, but only for certain specifications and when the work has been assessed by a moderator.

Written student consent is not required for a review of moderation. Students' marks may be lowered, but their published subject grades will not be lowered in the series concerned. However, centres should be aware that a lowered mark may be carried forward to future certification.

## **Fees**

The review is free if the school's original marks are re-instated. Otherwise, we charge a fee regardless of whether the marks changed.

For five or fewer students, the fee is halved. Review of marking is a distinct and independent service and will be billed separately. The result of a review of moderation does not affect the review of marking charges or results.

- Fees to be determined from the awarding body before moderation takes place.

## **Make a request**

You can only request a review for work that has been kept in secure conditions and not returned to students.

## **Standard copy of marked paper (access to scripts)**

A request of access to scripts from an original marked exam paper to use for your teaching and learning. Scripts show the student's written answers and the examiner's comments and assessments.

Request can be made:

- GCSEs
- AS and A-levels
- AQA Certificates
- Functional Skills
- Applied Generals

The 'access to scripts' service is not available for any digital media (audio/video) student work within a component.

## **Fees**

There is no fee for this service.

## **Appeals**

### **What is an Appeal?**

A centre can appeal if they think an awarding body has made an error on a review of results (review of marking or moderation) or not applied its procedures

consistently, properly or fairly, it's possible to submit an 'appeal'. School can only submit and appeal if review of results has been completed and we have received the outcome.

### **What decisions can be appealed?**

It's possible to submit appeals against:

- Results – appeals can only be submitted after a review of results has taken place
- Malpractice decisions
- Decisions about access arrangements, reasonable adjustments and special consideration.

Some other administrative decisions, such as cases of missing scripts, can also be reviewed.

### **Who can submit an appeal?**

Appeals can be submitted by:

- Heads of centre
- Private students (or their representative) – A private student is a student who has not received any tuition at the school for the subject during the academic year in which the exam series occurs. Unless they're a private student, students cannot submit appeals directly to the awarding body. If they do, they will not be accepted, which may delay an appeal submission and lead to the deadline being missed.

In addition, members of staff or contracted personnel may appeal against a malpractice decision or sanction directly to the awarding body.

These are referred to as the 'Appellant'.

Unless they're a private student, students cannot submit appeals directly to the awarding body. If they do, they will not be accepted, which may delay an appeal submission and lead to the deadline being missed.

Only in the most exceptional circumstances, for example, permanent centre closure, will an awarding body accept an appeal directly from an internal student.

### **What is the process for appeals?**

There is generally a two-stage appeals process:

- Stage One – the preliminary appeal – the case will be reviewed by a member of the awarding body who has not had any previous involvement with or personal interest in the matter.
- Stage Two – the appeal hearing – the case will be considered by a panel which will include at least one independent person.

At each stage, the appeal will either be upheld, not upheld or partially upheld.

An awarding body will send the school or private student an outcome letter for each appeal once a decision has been reached.

### **How long will it take for an awarding body to conduct an appeal?**

Awarding bodies will process:

- Preliminary appeals (Stage One) within 42 calendar days of receipt of a valid application.
- Appeal hearings (Stage Two) within 70 calendar days of receipt of a valid application.
- Reviews of other administrative decisions within 42 days of receipt of a valid application.

Awarding bodies try to process appeals as quickly as they can.

### **How can I submit an appeal?**

Information is provided by the relevant awarding body on how to follow their process and submit an appeal. In all cases, the appeal should set out the grounds for the appeal clearly and concisely.

### **Does a centre have to submit an appeal if a student requests it?**

The school may decide not to submit an appeal on behalf of a student if the grounds for the appeal are not permitted grounds or where it does not agree there is a sound rationale for the appeal.

The School has its own internal appeals process for students to appeal any such decisions.

### **Does the school have to get consent from the student before the submit an appeal?**

Yes. It is vital that we the school have the consent of a student before submitting an appeal on a student's behalf. The outcome of the appeal could be that the student's grade goes down, stays the same or goes up. It is therefore important that the student knows this and has consented to the appeal to the awarding body.

Student consent is not required for an appeal against a review of moderation. Students' marks may be lowered but their published subject grades will not be lowered in the series concerned.

### **What should the school do if they do not agree with the outcome of an appeal?**

It is hoped that the two-stage appeal process provides the school and students with confidence in the appeal outcome. However, if a school believes an awarding body has not followed its appeal process, it can make an application to the relevant regulator's Exam Procedures Review Service (EPRS). Details of EPRS, the types of appeal and the qualifications that are in scope of this service, can be found on the relevant regulator's website.

### **What happens if a hearing is terminated before it is completed?**

Each appeal hearing will have a Chair who is responsible for ensuring the hearing is conducted in line with the procedure specified in paragraph 70 of the JCQ Appeals Booklet. Where the Chair believes that the hearing cannot proceed in line with the required process, they have the authority to terminate the hearing.

Following termination of a hearing, the Chair will decide whether the hearing should be rescheduled to take place at a future date. The Chair will also decide the format for any future hearing (face-to-face, remote or paper-based). The Awarding Body and the Appellant will be informed of the rationale for the Chair's decision.

A hearing may be terminated in cases where there is disruptive behaviour by any party, which includes, for example (non-exhaustive list):

- offensive, abusive, aggressive or threatening language or actions;
- repeated interruptions of the other party or the panel;
- refusal to respond appropriately to relevant questions from the panel or other party;
- refusal to follow the hearing procedure as laid out in paragraph 70 of the JCQ A Guide to the Awarding Bodies' Appeals Processes.

A hearing may also be terminated in situations where (non-exhaustive list):

- during a remote hearing, the appellant, a panel member or awarding body representative loses connectivity which cannot be restored in a reasonable timescale
- it is disrupted by an emergency, including an emergency evacuation of a panel member, the appellant or an awarding body representative
- it is disrupted by sudden illness of a member of the panel, the appellant or the awarding body representatives.
- There is an unauthorised person present for the hearing (in person or virtual).
- There is an unauthorised attempt to record the hearing by a party other than the awarding organisation.

Where an observer is affected by a situation that means they cannot observe the whole hearing, the hearing may continue as they are not a party to the hearing and are not essential to the conduct of the hearing process.

AQA

<http://www.aqa.org.uk/exams-administration/results-days/post-results>

Pearson Edexcel

<http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html>

OCR

<http://www.ocr.org.uk/administration/stage-5-post-results-services/>

Service	Exam Board	GCSE (£)	A 'level (£)
Clerical Check (per component, unit or module)	AQA	9.05	9.05
	Pearson Edexcel	13.10	13.10
	OCR	n/a	11.50
	WJEC	11.00	n/a
Review of Marking	AQA	42.00	57.85
	Pearson Edexcel	46.71 (priority review (53.70))	49.20 (priority review (64.70))
	OCR	n/a	65.25
	WJEC	43.00	n/a
Review of moderation	AQA Pearson Edexcel OCR WJEC	Please ask for details	
Appeal – Stage 1	AQA Pearson Edexcel OCR WJEC	Please ask for details	
Appeal – Stage 2	AQA Pearson Edexcel OCR WJEC	Please ask for details	

*All prices are correct at the time of issue; however, the exam board reserves the right to increase prices without prior notice*

### **Student consent**

**Centre Name:** Read School

**Centre Number:** 48313

**Student Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Examination Board:** AQA / Pearson Edexcel / OCR / WJEC/ (delete as appropriate)

**Examination Level:** A2 / AS / GCSE (delete as appropriate)

Exam board	Subject	Code

I give my consent to the Head to make an enquiry about the result of the examination listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade, which was originally awarded for this subject.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent consent**

- I agree to pay the cost of this enquiry should there be no change of grade. (see table for cost)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Consent Form For Use Of Examination Scripts**

**Centre Name:** Read School

**Centre Number:** 48313

**Student Name:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

I hereby grant permission for my script(s) from the following examinations to be used by teachers at Read School as examples when teaching other Students. This permission is/is not\* subject to my name and any means of identification being removed from the script(s). This permission extends to all exams sat by me in this academic year/the examinations listed below\*

(\*Please delete as applicable)

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Appendix 1

Contact details for all awarding bodies used by the Read School

Exam board / Awarding body	Subjects	Contact details
AQA	English Maths Science Art Business Studies - Alevel Computer Science –A'level Design Technology Drama Food preparation French Geography Music PE Psychology Religious Studies Spanish	<a href="http://www.aqa.org.uk">www.aqa.org.uk</a>  0800 197 7162
Person Edexcel	History – GCSE Computer Science - GCSE Maths – A'level BTEC	<a href="http://www.qualifications.pearson.com">www.qualifications.pearson.com</a>  0344 463 2535
OCR	History – A'level	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a>  01223 553998
WJEC / Eduqas	Business Studies – GCSE Latin - GCSE	<a href="http://www.eduqas.co.uk">www.eduqas.co.uk</a>  02920 265000

#### Linked policies

##### AI Policy

[https://docs.google.com/document/d/1k8VhkN8yVGDVITEg-Y1z4SW6FXXlpq0Z/edit?usp=drive\\_link&oid=106580735125538026130&rtpof=true&sd=true](https://docs.google.com/document/d/1k8VhkN8yVGDVITEg-Y1z4SW6FXXlpq0Z/edit?usp=drive_link&oid=106580735125538026130&rtpof=true&sd=true)

##### SEND Policy

[https://drive.google.com/file/d/1-RQN2YXKbGTya3p21r4-iRuami1aoQri/view?usp=drive\\_link](https://drive.google.com/file/d/1-RQN2YXKbGTya3p21r4-iRuami1aoQri/view?usp=drive_link)

##### Lockdown Policy

[https://docs.google.com/document/d/1bYAs4nqNbDxf2U1QofUFAQqqOt512Kl3n-MpV2fZnQo/edit?usp=drive\\_link](https://docs.google.com/document/d/1bYAs4nqNbDxf2U1QofUFAQqqOt512Kl3n-MpV2fZnQo/edit?usp=drive_link)

##### Emergency Plan

[https://drive.google.com/file/d/1Hh6c11nwR71Npdj0Mh47CjP5w3OSrm--/view?usp=drive\\_link](https://drive.google.com/file/d/1Hh6c11nwR71Npdj0Mh47CjP5w3OSrm--/view?usp=drive_link)

##### Emergency Evacuation

[https://docs.google.com/document/d/14XK4P4GVcJNokYPC-Xud0IG60xKAw6Xh/edit?usp=drive\\_link&oid=106580735125538026130&rtpof=true&sd=true](https://docs.google.com/document/d/14XK4P4GVcJNokYPC-Xud0IG60xKAw6Xh/edit?usp=drive_link&oid=106580735125538026130&rtpof=true&sd=true)