**BLESSED HUGH FARINGDON CATHOLIC SCHOOL and 6th FORM CENTRE**

**EXTERNAL EXAMS**

**INFORMATION BOOKLET**

**FOR PARENTS AND**

**STUDENTS**

**2023 - 2024**

**TELEPHONE: 0118 957 4730**

**EMAIL:** **D.Hemmings@hughfaringdon.org**

**A.Whitby@hughfaringdon.org**

Dear Parents, Guardians and Students

The External Exams in the UK can be a complicated process. This booklet sets out to helpfully explain the exam process, letting you know when exams take place throughout the school year, and the relevant results day, so everyone is clear on what to expect.

This booklet also includes crucial information concerning rules and regulations for candidates and how parents and guardians can ensure their child is best equipped for exam days.

Please read this booklet carefully in order that you are fully aware of the procedures. If you have any further questions, please do not hesitate to contact me.

Yours sincerely

Ms Hemmings

Exams Officer

**Timetables and Scheduling of External Exams**

Individual Timetables will be sent out approximately a month before the exams. Please check your timetable carefully. If you have any queries, please report to the exams office immediately.

GCSE and A-Level exams will run between from May 2024 - July 2024

BTEC exams run in January, February, June & July

The dates of external exams can never be changed and should the dates of exams clash with INSET dates, other school events or work experience, the exam always takes precedence. Please note all external exams will go ahead in extreme weather like snow or adverse circumstances unless you hear otherwise from the school and national agencies.

**JCQ-Information for Candidates documents**

These have been emailed along with the booklet and are available on the school’s website and must always be read and adhered to.

**Uniform**

Full uniform must be worn for all exams without exception.

**Equipment**

The centre will provide the necessary equipment for all students sitting exams, other than scientific calculators for A-Level exams which will need to be provided by students.

**Punctuality and Attendance for Exams**

Please arrive on time for all exams. If you arrive significantly late you may not be allowed into the exam hall, or your work may not be accepted by the exam board.

**Special Consideration**

In the unlikely event a candidate is unable to attend an exam because of significant illness, suffer bereavement or other trauma, or otherwise be disadvantaged or disturbed during an exam, then it is the candidate's/parent’s responsibility to alert the centre's Exams Officer to that effect immediately without delay.

**Access Arrangements**

If you have any queries regarding access arrangements or potential access arrangements, please contact the SENCo.

**Food and Drink/bags**

Students are not permitted to bring food or drink into the exam hall, except for a bottle of water in a clear bottle with the label removed.

A locked cloakroom is provided for all other belongings.

**Behaviour Conduct during Exams**

Please carefully read ‘Information for Candidates-written examinations’ which were emailed to you with this booklet and are available on our school website [Exams Information - Blessed Hugh Faringdon Catholic School](https://www.hughfaringdon.org/home/curriculum/exams-and-assessments/exams-information/) .Blessed Hugh Faringdon Catholic School is bound by these regulations and will enforce these regulations always.

**Internally marked assessments**

Please consult ‘Internal appeals procedures 2023/24**’** at the back of this booklet.

**Results**

A level results and Sixth form BTEC results will be handed out in the main hall on ***Thursday 15th August 2024.***

GCSE and Year 11 BTEC results will be handed out in main hall on ***Thursday 22nd August 2024.***

Please note centre staff will be available between 8.30-10.30am on each results day should you need to discuss your results with centre staff or require post results support.

Results can only be handed to the candidates themselves. Should the candidate wish for someone to collect their results in their absence, then a signed and dated letter confirming this must be brought in by the named person when collecting the results. The named person collecting the results must also bring in photo ID e.g., passport or driving licence so we can check their identity too. Any uncollected results will be posted to you second class on results day.

**Review of Results (RoRs) – Information & Procedures**

*Services*

Review of Results Services include:

* Service 1 - Clerical re-check – to check that all parts of the script have been marked, totalled, and recorded correctly.
* Service 2 - Review of marking – to review the original marking to ensure that the mark scheme has been applied correctly. Includes a clerical re-check.
* Priority Service 2 - Priority review of marking – as above, fast tracked for A-Level candidates where their university or college place may be at stake.
* Service 3 - Review of moderation - a review of the original moderation to ensure that the assessment criteria have been fairly, reliably, and consistently applied.

RoRs may be requested by centre staff or candidates following the release of results.

A request for a clerical check or review of marking requires the written consent of the candidate, a request for a review of moderation of internally assessed work may be submitted without the consent of the group of candidates.

*Fees*

All decisions on whether to make an application for a RoR will be made by Heads of Department or Candidate.

RoR requests, supported by the Head of Department will be paid for by the department.

If a candidate’s request for an RoR is not supported, a fee may apply. If this is applicable, we will only charge the exact price charged by the exam board; no admin fee will be added, and you will receive a full refund for any charges for papers where marks have changed. Please see below links for full details and fees for all our exam boards.

https://www.aqa.org.uk/exams-administration/after-results/post-results

https://www.ocr.org.uk/administration/post-results/

Results, Grade Boundaries and PRS (wjec.co.uk)

https://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html

All processing of RoRs will be the responsibility of the Exams Officer, following the JCQ guidance.

Candidates will be notified of the outcome promptly in writing.

*Deadlines*

Requests for priority reviews of marking for A-Level/Level 3 qualifications where a university or college place is pending must be made directly to the Exams Officer by submitting the completed consent form on either A-Level results day or GCSE results day during normal school hours.

Requests for clerical re-checks, other reviews of marking and reviews of moderation must be made directly to the Exams Officer from the start of term and by 20th September.

Consent forms will be available on all results days.

**Access to Scripts (ATS) – Information & Procedures**

After the release of results, candidates may request priority and non-priority electronic copies of students’ completed question papers to support reviews of marking. Centre staff may also request non-priority scripts to support teaching and learning. Candidates and centre staff can also request a copy of a reviewed script following a RoR.

In all cases the written consent of the candidate is required.

*Fees*

There are no costs associated with the ATS request for an electronic copy of the script or original script.

ATS requests for a reviewed script copy, where supported by the Head of Department, will be paid for by the department.

If a candidate’s request for an ATS reviewed script copy is not supported, a fee will apply. We will only charge the exact price charged by the exam board; no admin fee will be added. Please see below links for full details and fees for all our exam boards.

https://www.aqa.org.uk/exams-administration/after-results/post-results

https://www.ocr.org.uk/administration/post-results/

Results, Grade Boundaries and PRS (wjec.co.uk)

https://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html

All processing of requests for ATS will be the responsibility of the Exams Officer, following JCQ guidance.

*Deadlines*

Requests for priority access to scripts for A-Level/Level 3 qualifications where a university or college place is pending must be made directly to the Exams Officer by submitting the completed consent form, on either A-Level results day or GCSE results day during normal school hours.

Other requests for Access to Scripts must be made directly to the Exams Officer from the start of term and by 20th September.

Consent forms will be available on all results days.

*Appeals*

For more information on the appeals submission process, fees and deadlines relating to exam and non-exam assessment results, please speak to the Exams Officer.

Please note centre staff will be available between 8.30-10.30am on each results day should you need to discuss your results with centre staff or require post results support.

This may be of particular use to you should your next step in your career be dependent on your exam results.

**Re-sits**

All GCSE and A-Level courses are linear which means exams are taken at the end of the 2-year course. English and Maths re-sit exams are available in November and June. BTEC exams allow 1 resit, and these take place in January & June.

**Certificates**

Certificates can be collected from the exam’s office approximately 2 months after the results day for fully completed qualifications, during school hours.

Should the candidate wish for someone to collect their certificates in their absence, then a signed and dated letter confirming this must be brought in by the named person when collecting the results. The named person collecting the results must also bring in photo ID e.g., passport or driving licence so we can check their identity too.

All certificates will be held in the centre for one year.

Should any candidates lose their certificates, replacement certificates/statements of results can be obtained directly from the exam boards at a cost to the candidate.

Please do collect your certificates when invited to do so. You may not need them now, but at some time in your careers, you will be asked to show proof of your qualifications and we only hold your certificates for one year. Please note some exam boards will not issue replacement certificates only statements of results.

Should you require replacement certificates/statements of results, please contact the exams boards directly, as listed below.

<https://qualifications.pearson.com/en/support/Services/replacement-certificates.html>

<https://www.aqa.org.uk/contact-us/past-results-and-lost-certificates>results@aqa.org.uk

<https://www.ocr.org.uk/students/replacement-certificates/>

<https://www.wjec.co.uk/students/certificates/index.html>

**Internal appeals procedures 2023/24**

These procedures are reviewed annually to ensure compliance with current regulations.

Approved/reviewed by:

Dr S Uttley (Head of centre) & Ms D Hemmings (Exams officer)

Date of next review September 2024

Key staff involved in internal appeals procedures:

Dr S Uttley (Head of centre) & Ms D Hemmings (Exams officer)

**Appeals against internal assessment decisions (centre assessed marks)**

This procedure confirms Blessed Hugh Faringdon Catholic School compliance with JCQ’s General Regulations for Approved Centres 2023-2024, section 5.7 that the centre has in place “a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates” and the centre will, “before submitting marks to the awarding body, inform candidates of their centre assessed marks and allow a candidate to request a review of the centre’s marking”.

Certain qualification components that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

The Internal Deadline for the submission of marks for the Summer 2024 exam series is 2nd May 2024.

Blessed Hugh Faringdon Catholic School is committed to ensuring that whenever its staff mark candidates’ work this is done fairly, consistently and in accordance with the awarding body’s specification and subject-specific associated documents.

Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Blessed Hugh Faringdon Catholic School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates’ work, internal moderation and standardisation will ensure consistency of marking.

1. Blessed Hugh Faringdon Catholic School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre’s marking before marks are submitted to the awarding body.
2. Blessed Hugh Faringdon Catholic School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre’s marking of the assessment.
3. Blessed Hugh Faringdon Catholic School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Blessed Hugh Faringdon Catholic School will provide candidates with sufficient time to allow them to review copies of materials and reach a decision.

5. Requests for reviews of marking **must** be made in writing.

1. Blessed Hugh Faringdon Catholic School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body’s deadline.

7. Blessed Hugh Faringdon Catholic School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

8. Blessed Hugh Faringdon Catholic School will instruct the reviewer to ensure that the candidate’s mark is consistent with the standard set by the centre.

9. The candidate will be informed in writing of the outcome of the review of the centre’s marking.

10. The outcome of the review of the centre’s marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre’s marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates’ work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Blessed Hugh Faringdon Catholic School and is not covered by this procedure.

**Appeals against the centre’s decision not to support a clerical check, a review of marking, a review of moderation or an appeal.**

This procedure confirms Blessed Hugh Faringdon Catholic School compliance with JCQ’s General Regulations for Approved Centres 2023-2024, section 5.13 that the centre has in place “a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical check, a review of marking, a review of moderation or an appeal...”

Following the issue of results, awarding bodies make post-results services available. Students are informed of the post results fees, deadlines and how to proceed with this request on results day. The Examinations Officer supplies students with a copy of the post results consent form in the same envelop with their results. Candidates are also informed of the arrangements for post-results services before they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results in their ‘External Exams Information Booklet 2023-2024’, which is provided to them with their exam timetable and on the school’s website. If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested. Review of Results (RoRs) offers three services.

Service 1 – Clerical re-check

Service 2 – Review of marking (including Priority review of Marking)

Service 3 – Review of moderation (this service is not available to an individual candidate)

Written candidate consent is required in all cases before a request for an RoR service 1 or 2 is submitted to the awarding body as with these services candidates’ marks and subject grades may be lowered. Candidate consent can only be collected after the publication of results. If a concern is raised about a particular examination result, candidates are first advised to speak to their subject teacher/ head of department with regards to possibly requesting a review of marking. The subject teacher/ head of department will investigate the feasibility of requesting an RoR request supported by the centre. However, the final decision is to be made by the candidate/ parent and a consent form or written request must be received before this can be requested. Where the centre does not uphold a request from a candidate, the school will proceed with the candidates RoR request once the consent form and full payment has been received. If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre’s decision not to support an RoR request, an internal appeal can be submitted to the centre in writing to the Headteacher by completing the internal appeals form at least 14 calendar days prior to the internal deadline for submitting an RoR. The appellant will be informed of the outcome of his/her appeal within 7 calendar days prior to the internal deadline for submitting an RoR.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications Post-Results Services and JCQ Appeals Booklet (A guide to the awarding bodies’ appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal. Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre’s decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. Candidates or parents/carers are not permitted to make direct representations to an awarding body. The internal appeals form should be completed and submitted to the centre within 7 calendar days of the notification of the outcome of the RoR. Subject to the head of centre’s decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the enquiry about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

**Appeals against the centre’s decision decisions relating to access arrangements and special consideration.**

This procedure confirms Blessed Hugh Faringdon Catholic School compliance with JCQ’s General Regulations for Approved Centres 2023-2024, section 5.4 that the centre has in place a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision relating to access arrangements and special consideration.

**Access arrangements**

The head of Centre is responsible for appointing an Assessor for Access Arrangements and checking their credentials.

The SENCo is responsible for gathering evidence and data from teaching staff to highlight students who need testing for access arrangements and testing students accordingly.

Parent & Candidates are also briefed to contact us regarding access arrangements, if applicable, before they sit any exams in their ‘External Exams Information Booklet 2023-2024’, which is provided to them with their exam timetable and on the school’s website.

If the evidence and tests support the need for access arrangements the SENCo is responsible for gaining the relevant approval and informing the student, parent, and the Exams Officer.

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

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

**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's Exams Officer to that effect immediately without delay.

Parent & Candidates are also briefed to contact us regarding potential special consideration before they sit any exams in their ‘External Exams Information Booklet 2023-2024’, which is provided to them with their exam timetable and on the school’s website.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

If centre staff witness a situation where special consideration is warranted for example a student becoming unwell during an exam, they will seek the agreement of the candidate prior to a special consideration application being submitted.

If a parent/candidate disagrees with the centre’s decision relating to access arrangements and special consideration, then an internal appeal can be submitted by completing the internal appeals form overleaf within 7 days of the queried decision.

Internal appeals form

FOR CENTRE USE ONLY Date received …………………………

Please tick box to indicate the nature of your appeal and complete all boxes on the form below.

Reference No.

Appeal against an internal assessment decision and/or request for a review of marking

Appeal against the centre’s decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

**Appeals against the centre’s decision** relating to access arrangements and special consideration.

Name of appellant Candidate name if different to appellant

Awarding body Exam paper code

Subject Exam paper title

Please state the grounds for your appeal below

(If applicable, tick here…) Where my appeal is against an internal assessment decision, I wish to request a review of the centre’s marking. If necessary, continue an additional page if this form is being completed electronically or overleaf if hard copy being completed.

Appellant signature: Date of signature:

This form must be signed, dated, and returned to the Exams Officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure.

**Further guidance to inform and implement appeals procedures.**

* JCQ General Regulations for Approved Centres

<https://www.jcq.org.uk/exams-office/general-regulations>

* Post-Results Services

<https://www.jcq.org.uk/exams-office/post-results-services>

* JCQ Appeals Booklet

<https://www.jcq.org.uk/exams-office/appeals>

* Notice to Centres - Reviews of marking (centre assessed marks)

<https://www.jcq.org.uk/notice-to-centres-review-of-centre-marks/>

* <https://www.jcq.org.uk/exams-office/coursework>
* <https://www.jcq.org.uk/exams-office/non-examination-assessments>
* [Regulations and Guidance - JCQ Joint Council for Qualifications](https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/)

Ofqual

GCSE (9 to 1) qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>

GCE qualification-level conditions and requirements <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>