



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

**EXTERNAL EXAMS
INFORMATION BOOKLET**

**FOR PARENTS AND
STUDENTS**

2018 - 2019

**KAREN LUDLOW
EXAMS OFFICER**

TELEPHONE: 0118 957 4730

EMAIL: K.Ludlow@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

Karen Ludlow
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 run in May/June.

BTEC exams run in January & June

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, unless you hear otherwise from national agencies.

JCQ-Information for Candidates documents

These are available at the back of this booklet and on the school's website and must be read and adhered to at all times.

Uniform

Full uniform must be worn for all exams without exception.

Equipment

The following equipment must be brought to each exam in a clear pencil case or plastic bag.

3x black pens, 2x HB pencils, Ruler, Calculator

For maths exams:

Compass

Protractor

Set squares

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.

In the event of your child being seriously ill or injured on the day of an examination, or if your child's performance maybe seriously affected due to other extenuating circumstances please contact us as soon as possible for advice and help.

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 the regulations printed on the back of your exam timetable and on the website. Blessed Hugh Faringdon Catholic School is bound by these regulations and will enforce these regulations always.

Internally marked assessments

please consult 'Internal appeals procedures 2018/19 'at the back of this booklet

Results

Please see below for results dates and times.

DATE	EXAM SEASON
Results will be handed out in the main hall Thursday 15th August 2019 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.	A level result and Sixth form BTEC results.
Results will be handed out in main hall Thursday 22nd August 2019 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.	GCSE and Year 11 BTEC results.

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.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark 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.

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

The cost of EARs will be paid by the centre.

If a candidate's request for an EAR is not supported, a fee may apply.

All processing of EARs will be the responsibility of the Exams officer, following the JCQ guidance.

Candidates will be notified of the outcome promptly in writing.

Candidate requests for priority reviews of marking for level 3 qualifications must be made directly to the exams officers within 3 days of release of results and within 2 weeks of release of results for non- priority reviews of marking.

Consent forms will be available on all results days.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff or the Exams Officer to request the return of written exam papers within 3 days of the receipt of results for priority level 3 qualifications and within 2 weeks of release of results for all other qualifications.

Centre staff may also request scripts for investigation or for teaching purposes.

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

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the Head of Department.

If a candidate's request for ATS is not supported, a fee may apply.

Processing of requests for ATS will be the responsibility of Exams officer.

Consent forms will be available on all results days.

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.

For further details on post results please consult 'Internal appeals procedures 2018/19' at the back of this booklet.

Re-sits

All GCSE and A Level courses are linear which means exams are taken at the end of the 2-year course, with **no opportunity** to re-sit. 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, by appointment only. In addition to this a certificate collection day will be held in November for which you will be notified.

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.

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

Should any candidates lose their certificates replacement certificates or for some exam board 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.

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



<https://qualifications.pearson.com/en/support/support-for-you/students.html>

Tel: 0344 463 2535

Email: examsOfficers@pearson.com



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

results@aca.org.uk

08001977162



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

Email: general.qualifiedications@ocr.org.uk Tel: 01223 553998



<https://www.wjec.co.uk/students/>

info@wjec.co.uk Telephone: 029 2026 5000

Internal appeals procedures 2018/19

These procedures are reviewed annually to ensure compliance with current regulations

Approved/reviewed by

Dr S Uttley (Head of centre) & Karen Ludlow (Exams officer)

Date of next review December 2019

Key staff involved in internal appeals procedures

Dr S Uttley (Head of centre) & Karen Ludlow (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 2018-2019, section 5.8 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 that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE qualifications (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 2019 exam series is 1st May 2019.

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 in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. 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 2018-2019, section 5.14 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 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 envelope 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 2018- which is provided to them with their exam timetable and on the schools 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. Enquiries about results (EARs) offers three services.

Service 1 – clerical re-check

Service 2 – 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 EAR 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 enquiry 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 EAR 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 enquiry, 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 EAR. The appellant will be informed of the outcome of his/her appeal within 7 calendar days prior to the internal deadline for submitting an EAR.

Following the EAR 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 EAR 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 EAR. 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.

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

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 below) 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/exams-office/controlled-assessments>

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

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

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

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

GCSE (A* to G) qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-levelconditions-and-requirements>

GCE qualification-level conditions and requirements

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

Pre-reform GCE qualification-level conditions and requirements

<https://www.gov.uk/government/publications/gce-qualification-level-conditionsfor-pre-reform-qualifications>