



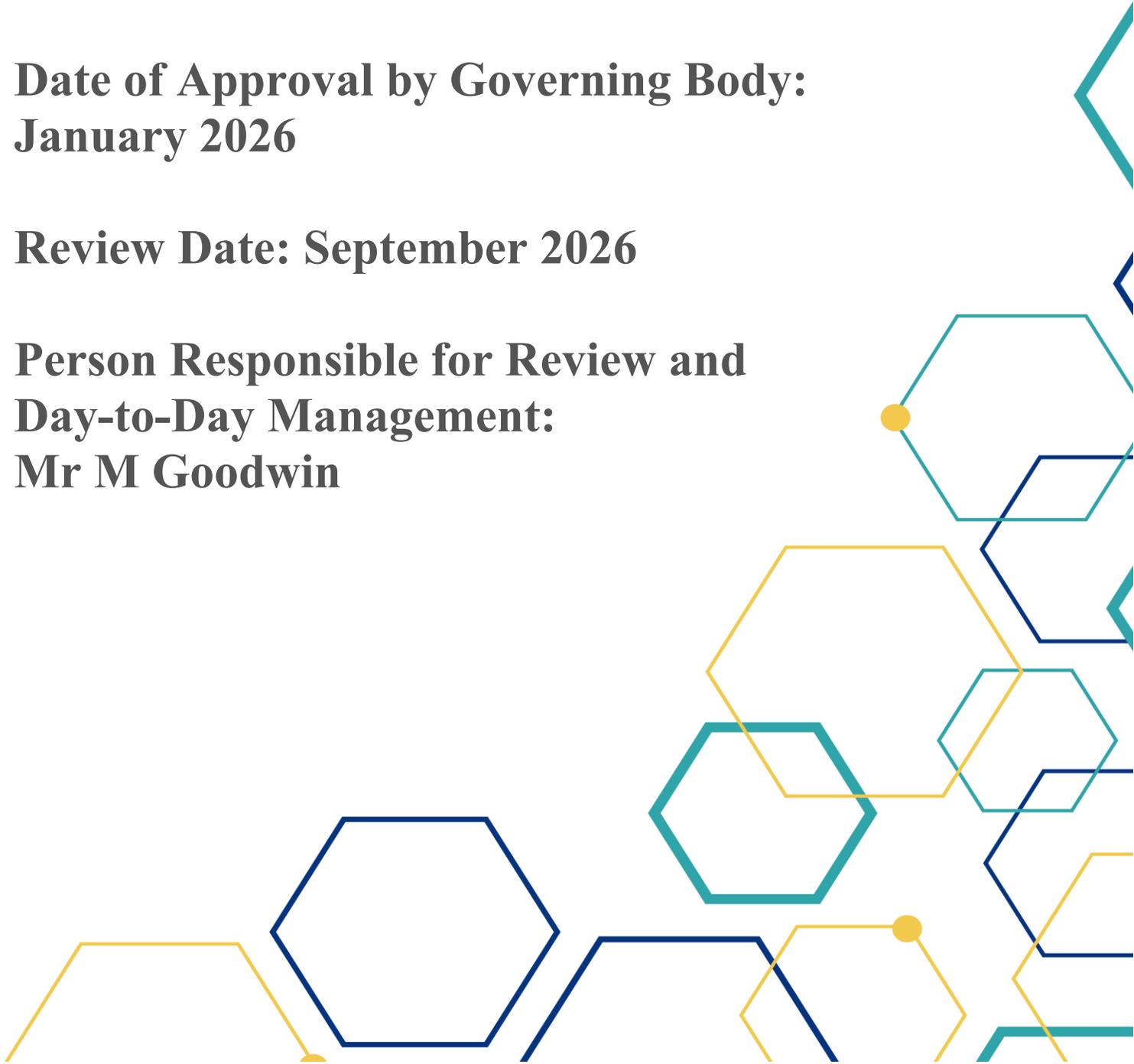
Examinations Procedure

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Day-to-Day Management:
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Blythe Bridge High School & Sixth Form Examinations Procedure

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The purpose of this exam procedure is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this procedure.

This exam procedure will be reviewed ANNUALLY.

This exam procedure will be reviewed by THE SENIOR LEADERSHIP TEAM, THE SENIOR LEADER IN CHARGE OF EXAMS & THE EXAMINATION ASSISTANT.

1. Exam responsibilities

Senior Leader/Exams Assistant:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- collects data from Heads of Departments on estimated entries, final entries and coursework marks
- receives, checks and stores securely all exam papers and completed scripts
- following instruction from the SENCo, administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations*
- identifies and manages exam timetable clashes
- schedule and organise GCSE and A-level mock exams, as appropriate, throughout the school year, in conjunction with all teaching staff
- accounts for income and expenditures relating to all exam costs/charges
- recruit, train and monitor a team of exams invigilators responsible for the conduct of exams
- Work with the SENCo to identify training needs of readers, scribes and other adult helpers in exams.
- submits candidates' coursework marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule

- arranges for dissemination of exam results and certificates to candidates and forwards any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Curriculum Leaders:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Accurate completion of coursework mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and strict adherence to deadlines as set by the Examination Support Officer
- Checking of entries made by staff within their department
- Completes an annual data collection to inform the Senior Leader responsible for exams of the qualifications and specifications students will be completing in the coming academic year
- Identifies students that would benefit from post-results enquiries and liaise with the student(s) and the Exams Administrator.

Teachers:

- Accurate completion of entry and all other mark sheets and strict adherence to deadlines as set by the Senior Leader responsible for exams.
- Accurate completion of coursework mark sheets and declaration sheets.
- MUST inform students of their Internally Assessed marks before marks are submitted to exam boards. This will give students the opportunity to request a review of the marking if necessary.

SENCo:

- Identification and testing of candidates requirements for access arrangements
- Liaise with Senior Leader responsible for exams to compile an accurate list of students that require Access Arrangements and ensure this is kept up to date throughout the academic year
- Supply the Senior Leader responsible for exams with all appropriate evidence of the individual candidates needs to support their application for an Access Arrangement
- Work with the Senior Leader responsible for exams to arrange appropriate staff to act as reader/scribe/invigilator for students with Access Arrangements & ensure that these staff are adequately trained
- Provision of additional support — spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Invigilation Team:

- Collection of exam papers and other material from the exams office before the start of the exam
- Inform candidates of the rules of the exam

- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- Maintain the integrity and security of the exam at all times
- Note any disturbances in the exam room/ contact the Senior Leader responsible for exams in cases of an ongoing disturbance
- Follow emergency evacuation procedures in the event of a fire alarm.

Candidates:

- Confirmation and signing of Exam Entry Statements
- Follow the rules and regulations of external examinations as set out by the Joint Council for Qualifications
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- Contact the school before the exam if too ill to attend and bring in a doctors note to support an application for special consideration.

2. The qualifications offered

The qualifications offered at this centre are decided by the Senior Leadership Team with Curriculum Leaders during the annual 'Curriculum Provision Review'.

The statutory tests and qualifications offered at Key stage 4 & 5 are GCE, GCSE and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Examination Support Officer must be informed.

Informing the Senior Leader responsible for exams of changes to a syllabus is the responsibility of Curriculum Leaders via the annual data collection sheet.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates Curriculum Leader and SLT.

3. BTEC

Learning programmes follow the academic year; enrolment is in September; registration is in October and completion in June/July.

The exam centre must gain approval from Edexcel/Pearson in order to offer BTEC qualifications. Approval must be given at the level of the centre and then subsequently for each qualification that the centre wishes to offer. Application is submitted through Edexcel online by the Quality Nominee.

Registrations are valid for a period of up to 5 years or until the issue of certificates.

Program Leaders must provide the Examination Support Officer with registration information in October of each academic year, this information should include; course code and title; list of candidates to be registered on the course; date of completion of course.

Program Leaders must notify The Deputy Head in charge of exams of all candidates who have withdrawn from programs or transferred qualification, following registration. Once the Deputy Head in charge of exams has approved the withdrawal/transfer, confirmation will be given to the Examination Support Officer who will complete the withdrawal via the Edexcel online website.

4. Internal and External exams

Internal exams for Year 11 students are scheduled in November and March. 6th Form internal exams are scheduled in January. Ad-hoc mock examinations can also take place following consultation between the Deputy Head, Examination Support Officer and the Curriculum Leaders.

Responsibilities:

The Curriculum Leader must inform the Examination Support Officer of the following information; the number of papers to be taken; the length of each paper; a list of students taking which paper. It is also the Curriculum Leaders responsibility to ensure that enough photocopies of each exam paper are made and to deliver the papers to the Examination Support Officer the day prior to the exam.

Teaching staff will enter students for appropriate mock papers via SIMs marksheets. Staff will also be in charge of marking papers and entering results onto the appropriate marksheet, adhering to strict deadlines.

The Examination Support Officer and Director of Business will gather data from Curriculum Leaders regarding the number and length of papers to compile an overall timetable. Exams will be roomed and this will allow individual student timetables to be published. Invigilators will be arranged and briefed daily by the Examination Support Officer and the Director of Business.

External exams, which count towards the student's qualification are scheduled by the Awarding Bodies and can take place in November, January or May/June. Other testing, however, can occur throughout the year and controlled assessments will be on-going.

5. Entries and late entries

Candidates are selected for their exam entries and appropriate tiers by subject teachers in consultation with their Curriculum Leader.

Entries are made by teaching staff onto the SIMs marksheets, created by the Senior Leader responsible for exams, by the deadline given. Subject teachers/Curriculum Leaders will double check the entries before they are sent to the boards.

Late entries are to be authorised by the Curriculum Leader and a reason of late entry given to be recorded by the Senior Leader responsible for exams. Late entry fees will be paid for out of department budgets.

Once all entries have been processed, the Senior Leader responsible for exams will circulate the exam timetables for external exams (usually on the 'Exam' section of the notice board in the staffroom). Students are issued with their own personal timetable (of which parents are also sent a copy) in advance of their first exam.

6. Exam fees

The centre will pay all normal GCSE, BTEC Level 2, and NVQ exam entry fees on behalf of candidates. Re-sits will also be paid for, except if the student is no longer a member of the school, or, if they have joined the Sixth Form and are retaking a GCSE. From September 2013, it is compulsory for a Year 12 student to re-take GCSE Maths and English Language if they did not gain a 'C' or '4' grade in Year 11 – in these instances, the school will pay for the resit.

The centre will pay for AS, A2 & BTEC Level 3 exam entry fees. Any re-sits at this level are to be paid for by the candidate for which they will receive an invoice.

Late entry or amendment fees are paid by the subject department unless the reason is due to an administrative error.

If a student fails to attend an exam that has been paid for by the school, without a valid reason, their parent/guardian will receive a bill for the cost of the exam entry fee. If non-attendance was due to illness, a doctor's note will be required by the Senior Leader responsible for exams within 3 days of the examination.

7. Estimated grades

For Awarding Bodies that require the submission of estimated/forecast grades for each exam entry made, subject teachers in conjunction with their Curriculum Leader will submit these grades to the Examination Support Officer, via a SIMs marksheet, when requested.

8. Managing invigilators and exam days

Managing invigilators:

External invigilators will be used for external exams. Invigilators will receive annual training – this is the responsibility of the Senior Leader responsible for exams.

The recruitment of invigilators is the responsibility of the Senior Leader responsible for exams.

Securing the necessary DBS (Disclosure and Barring Service) clearance for new invigilators is the responsibility of the Headteacher's PA.

Invigilators are timetabled and briefed by the Senior Leader responsible for exams.

Within every exam room the invigilation team will be given a clipboard containing the following: candidate cards, seating plan, incident log, stationary register, list of students with additional health needs, exam specific fire evacuation procedure (see Appendix 4) & the JCQ yellow booklet – 'Instructions for Conducting Exams'.

Exam days:

The Senior Leader responsible for exams and Exams Assistant will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator one hour before the start of the exam. The security of the exam papers then lies with the invigilator(s) who must keep them safe, secure and not to leave them unattended.

The site management team is responsible for setting up the allocated rooms. The canteen staff are made aware of exams in order that break times & lunch times can be suitably organised and cause minimal disturbance to the hall.

The Senior Leader responsible for exams and the lead invigilator will start all exams in accordance with JCQ guidelines, to include a verbal warning on mobile phones, web enabled devices and from 2016 to include Smart Watches. No watches allowed in the exam hall.

Invigilators will take all reasonable steps to make sure that the following conditions are met: The correct examination question papers have been placed face-up on candidates' desks as well as any other required materials. This includes modified papers and those on coloured paper.

Teaching staff must not be present in an examination room once all candidates are present and have been identified. Under NO circumstances should a member of teaching staff be allowed access to a 'live' exam script. Any spare exam papers will be available from the Senior Leader responsible for exams 24 hours following the exam. In practical exams subject teachers may be on hand in case of any technical difficulties but cannot offer advice of any kind to candidates. See **Appendix 7** – 'The People Present in the Exam Room'.

The Senior Leader responsible for exams will be responsible as necessary for arranging supervision of clash candidates and timetabling clashes appropriately.

Rarely, overnight supervision may be arranged for qualifying students and this will be organised by the Senior Leader responsible for exams, the student and parent/carer.

9. Candidates - general rules & malpractice

Students will have their identification verified by the school at the point of entry, usually when they join us in Year 7. At exam time, students are issued with photographic ID cards that are

placed on their desks in accordance with the seating plan. Identities are checked by invigilators when attendance records are completed and by senior members of staff prior to the commencement of the exam. GCSE candidates are required to attend exams in normal school uniform. A-level students may attend in suitable casual clothes.

Mobile phones, other web-enabled electronic devices and from 2016 Smart Watches are STRICTLY PROHIBITED from the exam room. The following are in place to warn students of this; written instructions issued to candidates before exams; JCQ regulatory posters displayed outside the exam room; a verbal warning given to candidates before the start of their exam. Should a candidate be found using or be under suspicion of using a phone during an exam, they will be removed from the exam room immediately and taken to a member of SLT who shall contact the student's parents. Under these circumstances, the offence will have to be reported to the exam board who shall take any necessary action (the candidate may be disqualified from all their qualifications, this is at the discretion of the exam boards). If the student is found in possession of a prohibited device during the exam (but is not under suspicion of using it), they will be allowed to continue with the exam, the device will be confiscated and parents asked to come in. A report will still be made to the exam board.

Verbal contact between students within an exam room is STRICTLY PROHIBITED and will be dealt with as malpractice, the same as the mobile phone procedure above. A report will be made to the exam board.

The written instructions that are issued to students along with their exam timetables inform students of the level of behavior that is expected of them during an exam.

10. External Candidates

The centre does not actively seek the placement of external candidates, however, on occasion this may be agreed (in the past it has been agreed to allow former students to re-sit an exam once they have left and for parents of current students to sit exams). Should an external candidate request to use Blythe Bridge High School & Sixth Form as a host centre for their exams, the first point of contact should be the Senior Leader responsible for exams who will take the request to SLT for consideration. If this is agreed, the candidate must agree to the terms and conditions set out by the school (see External Candidates – Terms and Conditions). Qualification fees and administration fees will be charged. External candidates requiring Access arrangements will not be accepted. External candidates not known to the centre will be asked to produce identification documents.

11. Candidates Behaviour

The written instructions that are issued to students along with their exam timetables inform students of the level of behavior that is expected of them during an exam.

Unruly or disruptive behaviour within the exam room WILL NOT BE TOLERATED. Every exam candidate deserves the right to take their exams in fair conditions that allow them to give the paper their full attention.

Should a student cause disruption that is enough to affect the work of others around them, action will be taken by invigilators. The student causing disturbance will firstly be warned that if

they continue, they will be removed from the exam room. Should this warning not stop the student's disturbance, the invigilator has the right to remove the student from the exam room. The Examination Support Officer and the Director of Business and a member of SLT should be contacted. The student's parents will be asked to come into school to discuss the behaviour. If necessary, an application for Special Consideration may be made to the exam board for the other candidates in the room.

Careful consideration will be given to the location of the students remaining exams.

12. Special Consideration

Special consideration is a post-exam adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the exam.

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Senior Leader responsible for exams, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam, for example a letter from the candidate's doctor.

The Clerical Assistant or the Senior Leader responsible for exams will then apply online via the awarding body websites for special consideration, within seven days of the exam. Awarding bodies consider applications on a case by case basis.

13. Access Arrangements

The purpose of an Access Arrangement is to allow a student with additional needs the same access to an assessment as a student with additional needs. It is to allow all students a 'level playing field' and it is not there to give one student an advantage over another. Examples of Access Arrangements include:

- Coloured exam papers and 25% extra time for dyslexic students
- Rest breaks for students with chronic fatigue syndrome
- An enlarged or braille paper for visually impaired students

Where candidates require a question paper on coloured paper, our school will acquire a non-interactive electronic (PDF) question paper to ensure better print quality and reduce the possibility of human error. Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, we will acquire a non-interactive electronic (PDF) question paper is ordered via the exam board access arrangements. Online access to modified papers will help us to provide print quality and reduce the possibility of human error when collating and stapling. Where this is not possible, our centre will open the question paper packet in the secure room within 90 minutes of the awarding body's published starting time for the examination.

A candidate's special needs requirements are determined by the SENCo in conjunction with class teachers and a Level 7 qualified specialist assessor. The specialist assessor will have to provide evidence of their qualifications before testing can commence.

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform individual staff of any special arrangements that individual candidates have been granted– these arrangements MUST be applied in lessons (e.g. coloured paper) and any mock exams that candidates take (e.g. extra time). This is referred to as their 'normal way of working'.

Making special arrangements for candidates to take exams is the responsibility of both the SENCo and the Senior Leader responsible for exams. The Senior Leader responsible for exams will each maintain a file of students who require Access Arrangements and will update it on an annual basis or when changes occur during the academic year. The file should be accessible for inspection by the JCQ.

Submitting completed access arrangement applications via the Access Arrangements Online tool is the responsibility of the SENCo with the Senior Leader responsible for exams, with strict adherence to JCQ deadlines.

Rooming, invigilation and support for access arrangement candidates will be organised by the SENCo with the Senior Leader responsible for exams.

With regard to invigilation, from September 2013, if a student requires only a reader, only a scribe, or a reader and a scribe (which can be the same person) this person can also act as the sole invigilator, provided they have received appropriate training. A roving invigilator however should be deployed to check in on these rooms during the exam.

14. Emergency Access Arrangements

Occasionally the need arises for a temporary access arrangement to be applied for.

For example – a student breaks his/her writing arm the day before an exam. In this instance, if the student can make it to school, the Examination Support Officer will apply on the day for a scribe and 25% extra time. Supervised rest breaks (maximum of 20mins) will be allowed if needed. The student will be placed in a separate room with a scribe who will also act as the invigilator.

Following the exam, the student will need to provide the Senior Leader responsible for exams with a medical note confirming the broken bone and this will be kept on file as evidence. Once recovered, the candidate will sign the Data Protection Notice to confirm his/her consent for the arrangement being processed.

An emergency access arrangement lasts for the whole exam season, however, should only be used during the period that the student is disadvantaged.

15. Internally Assessed work & appeals

Curriculum Leaders will ensure that all work is ready for dispatch at the correct time. The Senior Leader responsible for exams will keep a record of what has been sent, when and to whom.

Teaching staff **MUST** inform students of their marks for internal assessments and allow for them to request a review of the marking, if necessary and in a timely manner to meet the deadline set by awarding bodies. Marks for all internally assessed work and estimated grades are provided to the Senior Leader responsible for exams by the Curriculum Leaders, by the deadline set.

Appeals against internal assessment marks:

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

Candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification

Any review must be undertaken before marks are submitted to the awarding body. Sufficient time must be given to candidates in order to allow them to review copies of material, as necessary, and reach a decision. The centre must also 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. The review must be 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. The reviewer must ensure that the candidate's mark is consistent with the standard set by the centre.

Centres must also make it clear to candidates that any centre assessed marks are subject to change through the moderation process.

16. Security & storage of exam papers and stationary

Exam Papers and all exam stationary such as Awarding Body specific paper, graph paper, mathematical formulae and other documents are stored in the center's exam materials storage room. The room has 3 lockable filing cabinets, no windows and 1 solid door which has 2 key locks.

Our centre will only open the question papers in the secure room and not in the examination room. The question paper packet must be re-sealed and placed back into the centre's secure storage facility. Unless the question paper packets being removed from the centre's secure storage facility are required for an alternative site, they will not be taken to the different examination rooms any earlier than 60 minutes prior to the awarding body's published starting time for the examination; where a question paper needs to be scanned or photocopied, the Senior Leader responsible for External Examinations, or a member of staff authorised by the head of centre or exams Senior Leader for External Examinations, will take the question paper in a sealed non-transparent envelope to the printer/scanner. The question paper and the copy

will be returned to the secure room where they will be placed into the question paper packet, which will be re-sealed and placed back into our centre's secure storage facility.

There is a specific 'Exam Materials Log' within reception where all exam boxes/packages are to be recorded as soon exam papers are delivered to school. It is the responsibility of reception staff to alert the Senior Leader responsible for exams straight away to any deliveries from Awarding Bodies. All papers are checked on the day of receipt (or securely stored and checked the following day) by the Exams Assistant and locked within a filing cabinet in the exam storage room. The filing cabinet also has 2 key locks.

There are two key holders to the storage room – the Senior Leader responsible for exams and the Assistant Headteacher. There are two keyholders to the secure filing cabinets – The Senior Leader responsible for exams and the Assistant Headteacher. In the event of the Senior Leader responsible for exams not being in school on the day of an exam, the Assistant Head in charge of exams along with the Director of Business & Finance will have the responsibility of accessing the storage room & distributing the appropriate exam papers and stationary to the invigilation team. Please see the separate 'Examination Contingency Procedure for further details.

The Senior Leader responsible for exams will also have the responsibility of keeping papers secure following an exam, for packing the papers and for sending them off using the Parcel Force 'yellow label service'.

17. Joint Council for Qualifications (JCQ) Inspection procedure

At least once a year, the JCQ will make an unannounced inspection of the centre to ensure that external exams are run in accordance with the general regulations.

It is the responsibility of the Senior Leader responsible for exams to meet and welcome the inspector, to show them around and to supply them with any evidence they need to see.

In the event of the Senior Leader responsible for exams not being available, a member of SLT or the Director of Business & Finance will be contacted to carry out this duty.

18. Exam Results Days

On restricted results release day (the day before exam results are issued to students), only the following members of staff will be allowed to view downloaded results:

- Head of Centre
- Head of Sixth Form
- Deputy Head
- Senior Leader responsible for exams

Candidates will be informed in advance of results days, the specific times that they will be allowed to collect their exam results. Results will have to be signed for. If the candidate cannot make it in person, they will need to write & sign a letter confirming who it is collecting on their

behalf. An appropriate number of senior members of staff must be available on results day to advise students as per JCQ requirements 2016.

19. Enquiries About Results (EARs) and Access To Scripts (ATS)

See 'Exam Guidance for Students' for information & guidance given to candidates.

20. Certificates

All certificates will be received from the Awarding Bodies no later than the 31st October. Certificates should be collected in person by the candidate. If the candidate cannot make it in person, they will need to write & sign a letter confirming who it is collecting them on their behalf.

Exam Guidance for students



Before the Exam...

Before the exam period you will receive a Statement of Entry indicating the subject/units you are being entered for.

The following details must be checked:

- The spelling of your name
- Your date of birth
- You have been entered for the correct exams (subjects/units)

These need to be signed by your parent/guardian. If there are any errors or omissions, you must tell the Senior Leader responsible for exams immediately.

You will also be given your 'Individual Candidate Timetable' in advance of your exams. Check on here the start time and duration of each exam as they vary from exam to exam. **DO NOT LOSE THIS DOCUMENT.** Ensure you read and fully understand the information so you do not miss or turn up late for an exam.

For each exam you have been allocated a room, for example MH (Main Hall), and a seat number, for example 3E (row 3, seat E). Rooms and seat numbers vary from exam-to-exam so please make sure you know where you need to be for each exam.

On the exam day...

You are responsible for checking your own timetable and arriving at school on the correct day and time. You must arrive at least 15 minutes prior to the start time of the exam.

Misreading the timetable will not be accepted as a satisfactory explanation of absence.

All items of equipment, **BLACK INK** pens, pencils, mathematical instruments, etc. must be either in a clear pencil case or clear plastic bag. The equipment should be visible to the invigilators at all times. You will know in advance if you are sitting a calculator paper – if you are in doubt however, see your subject teacher. **DO NOT TURN UP UNPREPARED.** You are not allowed to take any unauthorised material into the exam room with you, i.e. no text books, revision notes, tippex or food. You are allowed a drink of water, however the bottle must be clear plastic, with the label removed. Toilet breaks however are not allowed (unless for medical reasons) – please make sure you have been before coming to the exam room.

You should turn up for all exams in your full school uniform. Bags and coats are to be left outside the exam room.

MOBILE PHONES SHOULD BE LEFT AT HOME ON EXAM DAY. We cannot stress enough how important it is not to bring mobile phones or any other electronic communication into the exam room. If a student is found to be in possession of such a device you will be reported to the examination board. Should this happen, you are likely to be disqualified from the subject and so you will not gain your GCSE, A-level or other qualification. It is an offence and our advice is that mobile phones or electronic devices like Ipods, should not be brought into school on exam days. If you need to call home, you will be allowed to use the school phone in reception.



DO NOT TURN UP LATE FOR AN EXAM. If however you are unavoidably late, ring the school and let us know. Depending on how late you are, you may be able to still sit the exam – although not always.

If you experience difficulties during the examination period e.g. illness, injury, etc. please inform school at the earliest possible point so we can help or advise you.

If you fail to attend an exam that has been paid for by the school, without a valid reason, your parent/guardian will receive a bill for the cost of the exam entry fee.

During the exam...

'Exam conditions' begin as soon as you enter the exam room – i.e. you must **REMAIN SILENT**, take your seat and face the front of the room. There is to be **NO COMMUNICATION** between students at all and **NO DISTRACTING BEHAVIOUR**.

The invigilator or the Senior Leader responsible for exams will give you instructions regarding the exam you are about to take. **LISTEN CAREFULLY** and make sure you know what you have to do. If you have not heard an instruction or are unsure about anything – please put your hand up and ask.

Once the end of the exam is reached, you will be asked to stop writing. Your papers will then be collected by the invigilator(s). You will be dismissed row by row and 'exam conditions' will remain until you are out of the room.

Remember - **COMMUNICATION BETWEEN STUDENTS IS DEEMED AS CHEATING AND YOU WILL BE REPORTED TO THE EXAM BOARD** – please do not risk it.

You will not be allowed to leave the room until the scheduled end time of the exam – if you finish early we encourage you to re-read your answers and try to answer any questions that you have not attempted.

Do not graffiti on the exam desks. If you are found to have done so, you will be held back and made to sand the desk. This happened last year with a small number of students.

If you are ill during an exam see your doctor immediately afterwards and get a medical note – an appeal to an exam board can only be made with this supporting evidence.

If you have any questions regarding anything to do with your exams, please come and see me.

Blythe Bridge High School - Post Results Services Information Sheet for GCSE

Please read this information sheet fully.

If your result differs significantly from your expected grade you should discuss it thoroughly with your teacher or the Head of the subject department before requesting any post results service. Grade boundaries are published on Awarding Body websites on results day to help you analyse your results further. If you then have reason to query any result, a post results service is available. You will need to pay for any service that you request.

A description of the services available:

- a. Clerical check** – This is purely an administrative check. The exam script is checked to ensure that all questions have been marked and all marks have been added up and recorded correctly. Please be aware – if you request a check of your paper, your mark may be **lowered**, remain the same or be increased therefore this may affect your final grade.
- b. Review of marking** - A review of the original marking of the paper by a second examiner, to ensure it is free from error and represents a reasonable exercise of academic judgment. This service includes the 'Clerical check' (described above). Please be aware – if you request a review of your paper, your mark may be **lowered**, remain the same or be increased therefore this may affect your final grade.
- c. Return of exam script to support a possible request for a 'Clerical check' or 'Review of marking' (see Points a & b above)** – With this option you are asking to receive a copy of the original marked exam script to help you decide whether to go on to request a 'Clerical check' or 'Review of marking'.
- d. Return of exam script for your own general interest or for future learning (for example, if you plan to retake a qualification)** – With this option you are asking to receive a copy of your exam script for your own interest. The script may not be returned before the deadline for a 'Clerical check' or 'Review of marking' and therefore this option should not be used if you plan on requesting one of these services.

N/B all fees are also subject to a ParentPay administration fee

SERVICE	EXAM BOARD	COST (£)	DEADLINE DATE	Post result enquiry to be returned with a photocopied script - Cost (£)
Clerical Check	AQA	9.05 per unit, component or module	26th September 2024	N/A
	OCR	10.75		N/A
	EDEXCEL	13.10		N/A
	WJEC	11.00		N/A
Re-view of marking	AQA	42.00	26th September 2024	N/A
	OCR	61.50		+15.75
	EDEXCEL	46.70		+14.50
	WJEC	40.00		N/A
Return of exam script for general interest	AQA	FREE	26th September 2024	N/A
	OCR	FREE		
	EDEXCEL	FREE		
	WJEC	FREE		

Blythe Bridge High School & Sixth Form - Post Results Services Request Form

GCSE Summer 2024

Please read the accompanying information sheet before completing this form.

Services available:

- a. Clerical check
- b. Review of marking
- c. Return of exam script to support a possible request for a review of marking
- d. Return of exam script for your own general interest or for future learning (e.g. if you plan to retake a qualification)

Exam Board	Subject	Paper/Unit Code	Subject Teachers Name	Subject Teachers Signature	Service Required (a, b, c, or d)	If choosing service a or b, would you like a photocopy of the script? (extra fee)

I wish to request the service(s) indicated on this sheet. In relation to a 'Review of marking' or 'Clerical check', I give my consent to the Senior Leader responsible for exams to make an enquiry on my behalf and in doing so 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.

First Name(s)..... Year and Reg Group

Surname..... Exam Number

Email address

Phone number

SignatureDate.....

*****RETURN THIS FORM TO MRS K LATHAM*****

For office use:

Amount Payable	Date Paid
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Please note that scripts/outcomes of enquiries will be not be released until full payment is received.

Blythe Bridge High School - Post Results Services Information Sheet for AS/A-level

Please read this information sheet fully.

If your result differs significantly from your expected grade you should discuss it thoroughly with your teacher or the Head of Sixth Form before requesting any post results service. Grade boundaries are published on Awarding Body websites on results day to help you analyse your results further. If you then have reason to query any result, a post results service is available. You will need to pay for any service that you request.

A description of the services available:

- a. **Clerical check** – This is purely an administrative check. The exam script is checked to ensure that all questions have been marked and all marks have been added up and recorded correctly. Please be aware – if you request a check of your paper, your mark may be **lowered**, remain the same or be increased therefore this may affect your final grade.
- b. **Review of marking** - A review of the original marking of the paper by a second examiner, to ensure it is free from error and represents a reasonable exercise of academic judgment. This service includes the 'Clerical check' (described above). Please be aware – if you request a review of your paper, your mark may be **lowered**, remain the same or be increased therefore this may affect your final grade.
This option can also be requested as a **PRIORITY** for students whose Uni places depend on the outcome – deadline date to request this **PRIORITY** service is **22nd August 2024**
- c. **Return of exam script to support a possible request for a 'Clerical check' or 'Review of marking' (see Points a & b above)** – With this option you are asking to receive a copy of the original marked exam script to help you decide whether to go on to request a 'Clerical check' or 'Review of marking' set out above.
- d. **Return of exam script for your own general interest or for future learning (for example, if you plan to retake a qualification)** – With this option you are asking to receive a copy of your exam script for your own interest. The script may not be returned before the deadline for a 'Clerical check' or 'Review of marking' and therefore this option should not be used if you plan on requesting one of these services.

N/B all fees are also subject to ParentPay administration fee

SERVICE	EXAM BOARD	COST (£) / PRIORITY OPTION	DEADLINE DATE	Post result enquiry to be returned with a photocopied script - Cost (£) /PRIORITY OPTION
Clerical Check	AQA	9.05 per unit, component or module	26th September 2024	N/A
	OCR	10.75		N/A
	EDEXCEL	13.10		N/A
	WJEC	11.00		N/A
Re-view of marking	AQA	48.65(includes a copy of the reviewed script)/57.85 per unit/component	26th September 2024/22nd August 2024	48.65/57.85
	OCR	61.50/75.75		+15.75
	EDEXCEL	54.30/64.70		+14.50
	WJEC	46.00/55.00		N/A
Return of exam script for general interest	AQA	FREE	26th September 2024/29 th August 2024	N/A
	OCR	FREE		
	EDEXCEL	FREE		
	WJEC	FREE		

Blythe Bridge High School - Post Results Services Request Form

AS/A-level Summer 2026

Please read the accompanying information sheet before completing this form.

Services available:

- a. Clerical check
- b. Review of marking
- c. **PRIORITY Review of marking (deadline 22nd August 2024)**
- d. Return of exam script to support a possible request for a review of marking
- e. Return of exam script for your own general interest or for future learning (e.g. if you plan to retake a qualification)

Exam Board	Subject	Paper/Unit Code	Subject Teachers Name	Subject Teacher or Head of Sixth Form Signature	Service Required (a, b, c, d or e)	If choosing service a, b or c, would you like a photocopy of the script? (extra fee)

I wish to request the service(s) indicated on this sheet. In relation to a 'Review of marking' or 'Clerical check', I give my consent to the Senior Leader responsible for exams to make an enquiry on my behalf and in doing so 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.

First Name(s)..... Year and Reg Group

Surname..... Exam Number

Email address

Phone number

SignatureDate.....

***** RETURN THIS FORM TO MRS K LATHAM *****

For office use:

Amount Payable	Date Paid
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Please note that scripts/outcomes of enquiries will be not be released until full payment is received.



Emergency Evacuation During Exams

If the fire alarm activates during an exam, the Senior Invigilator (this will be identified at the start of every exam) must stop the exam immediately and ask the students to stop working and remain silent.

1. Take note of time.
2. Tell candidates to STOP WRITING AND REMAIN UNDER EXAM CONDITIONS.
3. Phone Mr Matthew Goodwin (MPG) and await instructions.
4. MPG/REJ/SEK to make their way to the exam room to assist the invigilators with keeping candidates silent. If it is a false alarm, the exam can continue.
5. Advise the students that you are awaiting instructions.
6. Ensure the exam conditions are adhered to at all times.
7. MPG will advise the Senior Invigilator whether it is a false alarm.
8. MPG will visit the exam room(s) after the alarm has ended.

FALSE ALARM

- Wait until the fire alarm has stopped ringing.
- Advise students that the Awarding Body will be informed.
- Recommence the exam, adding time lost to the end of the exam.

FIRE

If it is necessary to evacuate the room please follow these further instructions:

- For a small number of candidates, the invigilator should collect all scripts.
- Advise the students that exam rules still apply and that there should be no talking or communicating in any way – Awarding bodies WILL be informed of students' failure to comply.
- Escort the students onto the lower school yard in absolute silence.
- Keep the group together but DO NOT allow them to communicate in any way.
- For large numbers of candidates (Hall/Gym), this is not practical.
- Remain with students until further staff arrive and/or SLT.
- Advise the students that exam rules will still apply and that there should be no talking or communicating in any way – Awarding bodies WILL be informed of students failure to comply.
- Allocate two rows of students per invigilator or member of extra staff and escort the students onto the lower school yard.
- MPG will arrange for the room to be locked where possible, thereby maintaining the integrity of the scripts.
- Keep the group together DO NOT allow them to communicate in any way.

Blythe Bridge High School and Sixth Form
TERMS AND CONDITIONS FOR PRIVATE CANDIDATES

1 Accuracy of Entry Codes

It is vital that you provide clear, unambiguous information with regard to the examinations you wish to be entered for. This means correct unit codes AND (where relevant) option details. This is especially important in subjects with many different options. Please note - if information supplied by prospective candidates is missing or in any way misleading or ambiguous, the entry will not be accepted.

2 Payment

Payment may be made via ParentPay. Payment must be made in full at the time of registration. Deferred payments or installments will not be accepted under any circumstances. If additional units / subjects are required after the initial registration of entries, these must be paid for in full (inclusive of late entry fees where relevant) before the initial entries are amended.

3 Refunds

Entry fee refunds will not be issued in the event of a candidate cancelling an entry with the sole exception of cases where written notice of withdrawal (either by post or via e-mail to w.keeble@bb-hs.co.uk) is received before the relevant examination board's published deadline for refund of entry fees. No refunds will be issued to candidates who are charged late entry fees on the day their entries are registered under any circumstances. No refunds will be issued for any other fees, charges, administration costs etc under any circumstances.

4 Access Arrangements

IMPORTANT - if access arrangements (extra time, supervised rest breaks, permission to word process an examination, permission to use a bilingual dictionary with extra time) are required, these must be requested at the time of registering the entry, and VALID supporting documentation (an educational psychologist's report dated less than 2 years before the relevant examination) must be supplied. Please note, under no circumstances do we accept applications from potential Private Candidates who bring out of date documentation. Likewise, any requests for access arrangements linked to a medical condition must be backed up by a valid, up to date doctor's certificate or hospital letter which describes the circumstances in as much detail as possible, and makes it clear how the examination performance will be affected by the medical condition and / or side effects caused by drugs prescribed by a medical practitioner. It is regretted that we are unable to accept applications from Private Candidates who require either a reader or a scribe.

We will not be able to guarantee acceptance of a request for access arrangements if the request is made *after** the initial registration of the examination entries. We have an obligation to meet examination Awarding Body and JCQ (Joint Council for Qualifications) deadlines for registering all access arrangements.

* with the obvious exception of a candidate who incurs a medical problem after the entries have been made.

Please note – it is regretted that we cannot guarantee that we will accept every application from potential Private Candidates requiring Access Arrangements. Our decision whether or not to accept a particular application is final and is not negotiable.

5 Timetable Clashes

Clashes between examinations taking place solely at Blythe Bridge High School & Sixth Form will be resolved by the Senior Leader responsible for exams and the solution will be indicated clearly on the candidate's timetable. If a candidate is taking examinations at another centre as well as at Blythe Bridge High School & Sixth Form, it is the candidate's responsibility to inform us at the time of entry about these other examinations in order that potential clashes may be dealt with efficiently.

6 Coursework / language oral tests / language listening comprehension tests / practical subjects

We do not accept applications from Private Candidates for coursework components, language oral tests, candidate-controlled language listening comprehension tests, science practical tests or Art and Design.

Candidates who wish to carry forward coursework marks from previous examination sessions, and who are able to supply **valid** documentation at the time of entry will be accepted.

7 Proof of Identity

You will need to make an appointment to attend the school in person to register as a Private Candidate and to provide photographic proof of identification. This may be in the form of a passport, photocard driving licence, student identity card or other photographic documentation issued by a recognised body. The relevant document will be photocopied and used by our invigilation staff to identify you for each examination you attend. Once your last examination is complete, the photocopied document will be destroyed.

8 Fees

As standard, we charge an admin fee of £90 per exam paper that is sat at Blythe Bridge High School & Sixth Form, this covers administration, postage and invigilation. In addition to this, you will be required to pay the exam entry fee as set out by the Awarding Body (these costs vary -please ask for exact costs).

9 What is covered by your examination entry fees?

You will be entered for the correct examinations under the name on the ID we ask you to provide. We will provide you with your Examination Statement of Entry and your Examination Timetable. We will send you any relevant pre-release material that we receive at the earliest possible opportunity. We will ensure that your scripts are dispatched by secure delivery methods to the correct address, and will provide you with your results information on the relevant day(s).

Please note - it is not our responsibility to recommend textbooks, or to provide you with specifications

("syllabuses"), **past papers, mark schemes etc.** On request we will direct you to the websites and telephone numbers which will enable you to obtain this material.

10 Courtesy

Those who apply to be Private Candidates at Blythe Bridge High School & Sixth Form are expected to be pleasant and courteous at all times. We endeavor to be equally friendly and polite and professional in our approach to work. It is our procedure to refuse to accept anyone who abuses or threatens our staff or students, or who is in any way aggressive towards us.

All applicants should be aware that no centre is obliged to take on a Private Candidate and that Examination Awarding Bodies ("boards") will not intervene in any way if a centre refuses to accept any individual as a Private Candidate. We reserve the right to decide whether or not to accept any applicant as a Private Candidate and we are not obliged to give a reason if we decide not to accept an application. Our decision whether or not to accept an application from a potential Private Candidate is final and is not negotiable.

Prospective Private Candidates are now required to sign the following declaration that they have read and understood all of the above Terms and Conditions before payment is accepted and entries are registered.

DECLARATION

I declare that I have read and understood all of the above Terms and Conditions

Signed Date

Name (Please print)

Produced on behalf of AQA, CCEA, Edexcel, OCR and WJEC
Notice to Centres - The people present in the examination room

The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.

Section 10, page 28, of the JCQ booklet Instructions for conducting examinations provides clarity on who may be present in the examination room.

The head of centre has a duty at all times to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and tests. Invigilators must have been trained to undertake their duties as per section 6, page 17, of the JCQ booklet Instructions for conducting examinations.

The following rules relate to centre staff other than exams officers and invigilators.

Members of centre staff may be approved by the head of centre to be present at the start of the examinations. When members of centre staff enter an examination room, they must identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Where specifically approved by the head of centre, (and agreed with the exams officer) members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper, (particularly where optional or tiered papers are involved);
- to check that candidates have the appropriate equipment and materials for the examination;
- to start the examination off.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the exam room;
- enter the exam room, uninvited, with the sole intention of accessing the examination question paper;
- have access to the examination question paper unless this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before escalating the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, except in Art timed tests and Science Practical examinations, or where maintaining discipline in the examination room. This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.