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## **1. Objectives**

- To explain the procedure for examination entry
- To explain the procedure for pre-examination conduct
- To explain the procedure for examination conduct
- To explain the conduct of examination security

## **2. Examinations Entry**

To be entered for public examinations a student should, in most circumstances, have:

- a) 85% attendance for the duration of the course;
- b) attended relevant trial examinations;
- c) submitted their coursework / controlled assessment where applicable, by the date required (an exam board regulation);
- d) attended the modular, Decision Making Exercise (DME) Geography examinations or any oral/practical parts of the examinations.

The criteria above may be waived on medical grounds or in the light of other extenuating circumstances. If any part of a KS4 (GCSEs) or KS5 (AS/A2/ Level 3) examination is missed due to illness, a medical certificate must be supplied within 3 days.

Some students will be given a restricted entry for examinations. Such a restricted entry will be based on the recommendations of their subject teachers regarding exam entries. Their final programme will be discussed at the Examination Entry Meeting which is convened by the Deputy Head teacher Teaching & Learning, The Deputy Head teacher Pastoral & Curriculum (or in the case of Sixth Form students, the Head of Sixth Form). The relevant Year Learning Co-ordinator, SENCo and Examinations Officer also attend this meeting. The final programme of each student will be based on those subjects where, in the view of the Examination Entry Meeting, they are likely to have the greatest chance of success and which will maximise the opportunities open to them for the next stage in their career. The outcome of the meeting will be relayed to parents.

A student may be withdrawn from an examination where after entry:

- a) their attendance falls to an unacceptably low level;
- b) there is clear evidence that they cannot cope with the burden imposed by their exam entry programme;
- c) they have failed to submit their coursework by the required date;
- d) they have failed to attend (or submit) controlled assessment;
- e) they fail to attend for oral/practical parts of their examination.

The Parent(s) of a student will be asked to pay a deposit towards the cost of an examination where in the judgement of the Headteacher, as advised by the Examination Entry meeting, there is a strong possibility that the candidate may fail to attend for one or more exams without good reason. The deposit concerned will be returned to the parent(s) during September following the examinations, if the student attends all the examinations concerned.

## **Examinations Concessions**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff will ensure that any access arrangements and special consideration regulations and guidance are consistent with the law.

## **Special needs**

A candidate's special needs requirements are determined by the SENCO in the light of external assessments/reports. The SENCO will inform heads of faculty via the Special Needs Register of candidates with special educational needs who are embarking on a course leading to an external examination. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

### **Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer. The SENCO will arrange appropriate testing of candidates to meet JCQ specifications for Access Arrangements. The SENCO or Examinations Officer will inform parents at an appropriate stage during the course of study of any access arrangement for which their child is eligible. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer in liaison with the SENCO and other involved third parties. The exams officer will arrange rooming for access arrangement candidates. Invigilation and support for access arrangement candidates will be organised by the Exams Officer.

### **Charges**

Where appropriate, parents will be asked to meet the cost of examinations that are taken at JCoSS but not part of the curriculum, in line with the charging policy. This will include any fees such as invigilation costs, entry costs and invigilation fees. There are also charges relating to appeals and access to scripts.

### **3. Pre-examination procedures**

An initial pro forma will be issued for Heads of Subject to indicate if an exam is required, number of students, length of paper and if tiered. The Examinations Officer will ensure that relevant subjects are registered with relevant examination boards.

The Examinations Officer will issue lists prior to the examinations to ensure that appropriate students are entered for appropriate examinations. The Trial Lists will be used as a template. These lists must be signed and dated by the Head of Subject, who should keep a copy.

The Examinations Officer will place the Examinations Timetable on Fronter and the Staffroom Noticeboard 2 months prior to the examinations. At least 1 full school day prior to each examination, a student list with seat numbers will be posted on Fronter.

### **4. Pre-Examination Timeline**

		GCSE	AS	A2
1	Students who are non-attendees and/or those who have missed previous exams will be identified by Year Learning Co-ordinator + a letter sent home reinforcing exam policy.	June Y10	Jan Y12	Jan Y13
2	Initial entries made via trial exam lists. Staff should indicate potential non-exam by putting a *against the entry (✓) of such candidates. A student may be non-exam if: a) attendance falls below 85% over the 2 years of Key Stage 4 – unless there are extenuating circumstances b) they have not attended trial exams c) they have failed to submit coursework or do an oral combined with a, b, or d. d) they are likely to get a U grade. See number 3 of exam policy	Oct Y 11	Jan Y12	Jan Y13
3	Examinations Officer requests estimated grades. NB All students who have fulfilled the examination's entry requirements (see above plus Examination Policy) should be entered.	Jan Y11	Jan Y12	Jan Y13
4	Subject Teachers in consultation with Head of Subject should deal with general parental/student enquiries about level of entry.	Jan Y11	Jan Y12	Jan Y13
5	Deputy Headteacher (Teaching & Learning) requests potential non-entry candidates from Heads of Subject. Withdrawal can only take place when the Disapplication Form has been approved. This form is to be found on Fronter.	March Y 11	Feb Y12	Feb Y13
6	Examination Entry Meeting ( Both Deputy Heads, Examinations Officer, Head of Year 11 and SENCo) to discuss disapplication requests from staff. Students, parents and HoDs informed. All students capable of a G grade are entered for GCSE, E grade for AS, D grade for A2.	April Y11	March Y12	March Y13

## 5. Examination Conduct (Students)

- a) Students will usually be seated in candidate number order, and for tiered papers in number order within the tier. Papers will be collected in number order, unless Heads of Subject supervise any alternative arrangements. Students are expected to be at the Sports Hall at 8.50 am and 1.30 pm.
- b) External invigilators will cover all public exams and will be present in the Sports Hall for 8.45am or 1.25pm to supervise students as they take their seats and the start of the exam.
- c) A member of SLT, the Year Learning Co-ordinator, or Exams Officer should be present from 8.20am and 1.20pm to supervise the students entering the hall and to take the absence register. The Senior Invigilator may also take the register.
- d) No sweets, drinks, tippex, tissues etc may be taken into the exam room. Pens etc. must be in a clear plastic bag. Water only may be taken into the exam room and must be in a clear plastic bottle with the label removed.
- e) No bags/coats allowed in any exam room. These should be placed prior to the examination in lockers.
- f) **Mobile phones (and similar devices) are not allowed** anywhere near the exam room. Students will be disqualified if caught with one, even if it is on silent or turned off. Every incident regarding a mobile phone will be reported to the Examinations Board.
- g) All students will receive a copy of Appendix (b) – Student Exam Handbook.

## 6. Procedure in the event of malpractice / fire / evacuation

The procedure for malpractice is explained in Section 15 of the JCQ guidelines *Instructions for the Conduct of Examinations*. The procedure for other emergencies is explained in Section 16 of the JCQ Guidelines. Each examination room will have an invigilator log to record incidents in. These will be kept in line with guidelines.

If the alarm sounds during an exam:

- All students leave room by nearest fire exit, accompanied by invigilators
- Papers should be left on exam desks. The Duty Invigilator should bring the exam register(s) and lock the room as the last person to leave it. **Note the time of the evacuation.**
- Candidates assemble in designated exam area on All Weather Pitch in candidate order.
- Once checking is complete, take registers to relevant YLCs in main assembly area.
- Invigilators to maintain silence throughout and await All Clear.
- If the building is declared safe to re-enter, invigilators escort candidates back to the exam room, maintaining silence. Duty Invigilator to **note the time of re-entry.**
- Candidates resume the examination and are given the full time allowance for the paper.
- Reassure candidates that the school will inform the exam board of the incident

Duty Invigilator to liaise with Examinations Officer to ensure completion of appropriate Irregularity Form and ensure it is submitted to the Examination Board(s).

In the case of **invacuation** to the Sports Hall during an examination, the Duty Invigilator must tell candidates to stop (noting the time) and collect all papers. Candidates should be moved together to the edge of the Sports Hall and silence maintained. Procedures for resuming the examination and informing the board are as per an evacuation.

## 7. Examination Conduct (School)

### a) Hours of Work / Examinations:

The school will be staffed and open between 8am and 5pm and able to receive / send examinations papers during that time.

Morning examinations begin at 9am. Late entrants cannot be accepted after 9.45am. Afternoon examinations begin at 1.30pm. Late entrants cannot be accepted after 2pm. These times are exempted in case of a timetable clash. Acceptance of late candidates is at the discretion of the Senior Invigilator / Examinations Officer. The procedure for late candidates is explained in Section 12 of the JCQ guidelines "*Instructions for the Conduct of Examinations*".

Students arriving at school by designated school buses are exempt from the late arrivals policy. Exam start time may be delayed by a maximum of 30 minutes in the event of a delayed bus, dependent on the number of candidates on the route and the likely arrival time of these candidates. This will only occur if exam papers have not been opened.

**In the case of a timetable clash, refer to the JCQ guidelines *Instructions for the Conduct of Examinations*.**

In the case of timetable clashes, candidates who take an examination earlier than the published starting time shown on the timetable must stay under supervision until one hour after the awarding body's published starting time for that examination. Also, the Examinations Officer must make sure that question papers used by those candidates are kept in secure storage until one hour after the awarding body's published starting time for that examination.

### b) The Examination Room

- A reliable clock will be visible to all students.

- A board must be visible to all candidates showing the centre number and the actual starting and finishing times of each examination.
- The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. In particular, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.
- Wherever possible, **for written examinations**:
  - all candidates should face in the same direction;
  - each candidate should have a separate desk or table big enough to hold question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other candidates;
  - candidates who are working on a drawing board set on an easel or other non-horizontal surface must be arranged in an inward-facing circle or in some similar pattern;
- Any candidate suffering from an infectious or contagious disease must take the examination in a separate room in which all instructions for conducting examinations can be applied. The candidate's script must be kept separate from other scripts, and must not be despatched until advice from the awarding body has been obtained.
- Candidates should normally be seated in candidate number order, and a seating plan will be provided. Invigilators should verify the identity of students in the examination room, ideally via the JCoSS Photo ID card.
- Prior to the completion of the examination, question papers may not be removed from the examination room by anyone, other than to check a possible problem with an Examinations Board.
- The procedure for students leaving an examination on time and early is explained in Section 14 of JCQ guidelines Instructions for the Conduct of Examinations and in the Invigilators Handbook (appendix C).

c) Receipt of Examinations Papers

- Confidential / examination materials will be delivered by the Main office only to those authorised by the Headteacher (the Examinations Officer in the first instance).
- Examination materials must be stored securely at all times, in the internal locked Examinations store, C108a.
- Examination materials must only be accessed in accordance with the awarding body's specific instructions.
- Only persons authorised by the Head of centre and the Examinations Officer are be allowed access to C108a.
- The confidentiality of candidate responses and candidate details must be secured. They will be stored in C108a unless posted by secure / registered post / courier.
- All timed assignments are stored securely both before and after examination sessions.

d) Checking Question Papers

- On receipt, the Examinations Officer will check the question paper packets and examination material carefully. The Examinations officer will inform the awarding body immediately if there are any problems, e.g.
  - it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
  - there are any differences between the material received and the despatch/delivery note;
  - the material has been significantly damaged in transit;
  - the material appears not to meet our requirements.
- **All materials should be checked immediately they are received** and must be put into C108a. The Examinations Officer should check the question paper packets against the JCoSS centre timetable and arrange them in timetable order to reduce the possibility of opening a packet at the wrong time.
- If question papers cannot be checked immediately upon receipt, they must be locked away in secure storage until an authorised member of staff is available to make the necessary checks.

- The Examinations Officer should keep a record of all confidential materials received.
- e) Storing Question Papers
- The Examinations Store is store room C108a, dedicated to this purpose. This room is on an upper floor with no windows. Walls, ceiling and floor are of strong, solid construction. The door is solid without a window panel and has strong secure hinges and a 5 lever mortise lock. There are 2 key holders:
    - Examinations Officer
    - Premises Manager
  - Within the room, examinations question and answer papers are stored in a fire proof cabinet, secured and bolted to the floor with a secure lock.
  - In the event of a fire or security breach affecting C108a, the Examinations Boards must be informed.

f) Issuing Examination Papers / Materials

Question papers should be kept in their sealed packets and opened in front of candidates wherever possible. If more than one room is being used for the same examination, we may need to open the packets of question papers before the examination in order to make them up into more appropriately sized sets for the different rooms. The Examinations Officer will ensure that as few packets as possible will be opened, and within one hour of the published starting time on the day of the examination.

Where an individual candidate requires one of the following access arrangements (and approval has been granted for the arrangement by *Access arrangements online*): alternative accommodation/venue away from the centre, a computer reader, a question paper on coloured/enlarged paper, an Oral Language Modifier or a Sign Language Interpreter you are permitted to open question papers within one hour of the published starting time for the examination. Further information may be obtained from the JCQ booklet *Access Arrangements, Reasonable Adjustments and Special Consideration, 1 September 2010 to 31 August 2011* ([http://www.jcq.org.uk/exams\\_office/access\\_arrangements/](http://www.jcq.org.uk/exams_office/access_arrangements/)).

Where confidential materials such as live assignments are required to be opened in advance of the examination and held for use over an extended period, strict precautions must be taken to safeguard them after they have been opened or downloaded from an awarding body's secure extranet site.

- They must be issued only at the time of the assessment and must be collected at the end of the assessment session.
- They must not be removed from the centre and when not in use must be kept secure in room C108a.
- Each copy should be checked regularly to ensure that it is clean and free from pen or pencil annotations or amendments.
- Live assessment material must not be used as practice material for any qualifications.

If confidential material is recorded on CD ROMs or similar or sent electronically, the Examinations Officer will ensure that any instructions the awarding body has issued will be followed.

Examination stationery and materials must be stored securely at all times so that no unauthorised person has access to them.

The Examinations Officer must make sure that a system for recording when material is taken from or returned to the secure storage facilities is used throughout the time the material is confidential.

g) Invigilation and other examination conduct.

Invigilators should be familiar with, and follow, the Invigilation Guidance in the JCQ guidance Instructions for Conducting Examinations (Section 6). The Examination should be started in line with Section 10 of the JCQ guidance. The procedures for ending the examination and collecting / sending answer papers is explained in Sections 17-20 of the JCQ Guidelines and in the Invigilators Handbook (Appendix C).

## 8. Results and Certificates

A/S, A Level and GCSE summer results will be issued the day after publication by the Examination boards providing:

- JCoSS has received the results
- The student comes in person to collect their results from JCoSS
- The student has paid all examination fees for which they are liable
- The parent/representative comes to collect their results with valid I.D. NB. Students' results will not be given out over the telephone.

AS, A Level and GCSE modular exam results issued during the course of the academic year will be distributed as they arrive to individual students in school.



## 9. Controlled Assessment Policy

It is the responsibility of each Curriculum Leader to obtain the controlled assessment task details from the exam boards. The Curriculum Leader should choose the most appropriate time for the controlled assessment to take place, and inform the Examinations Officer of the time they wish to carry this out. The Controlled Assessment may take place during timetabled class time.

Departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. Relevant display materials must be removed or covered up. All staff must be aware of the relevant level of control permitted (high, medium or low) as this will determine the level of permitted supervision e.g. high control means that students are under exam conditions. Departments must liaise with the Examinations Officer to ensure that JCQ regulations are adhered to.

Where relevant students can keep a research diary where they note the guidance and feedback received from their teacher. The diary should also contain a record of the research and planning stage containing notes, diagrams, essay plans and bibliography. All assessment materials must be locked in a suitable secure cabinet at the end of each session.

Where appropriate separate ICT user accounts for exam use must be used for high control level work using computer facilities. These must have no access to internet or e-mail and must only be accessible during the controlled sessions. Work must be saved to a secure area.

If a student is absent, the teacher must allow that student the chance to make up the time if necessary. For long absences, special consideration should be applied for.

Entries for controlled assessment must be made at the appropriate time, by the Examinations Officer in conjunction with the Curriculum Leaders.

Attendance records from assessment sessions should be kept by the class teacher, and copies sent to the Exams Officer for their records.

Work may be handwritten in black ink or word processed. Printouts, charts and videos can be included where appropriate. Where the specification permits students to work with others, e.g. during collection of data, any descriptions of the joint work must be in each candidate's own words.

Where work is assessed by the teacher and externally moderated by the exam board, standardisation of marking must take place in the school if more than one teacher is involved in the assessing.

If suspected malpractice occurs, the Exams Officer must be informed and followed up accordingly.

If a student's work is lost within the school, this must be reported to the exam board.

Authentication forms must be signed by the teachers and candidates.

Access arrangements do apply to controlled assessment, and steps will be taken to ensure compliance with the Disability Discrimination Act.

Where appropriate, risk assessments will be conducted before a controlled assessment occurs, in line with the Health and Safety Policy for JCoSS. Departments must the Exams Officer when preparing these.

The assessment marks must be submitted to the exam board by the appropriate date. Curriculum leaders will be made aware of these dates by the Exams Officer and an internal deadline set for Controlled Assessment marks to be submitted to the Exams Officer.

Candidates' work must be securely stored as above until all results have been verified.

Re-sits of controlled assessment may be allowed in the next exam session.

After the results are published it may be possible to request a re-moderation of the work.

## **10. Outlining staff responsibilities - GCE controlled assessment**

### **Senior leadership team**

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments. (It is advisable that controlled assessments be spread throughout the academic years of key stage 4).
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes/ problems over the timing or operation of controlled assessments.
  - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events
- Create, publish and update an internal appeals policy for controlled assessments.

### **Curriculum Leaders**

- Decide on the awarding body and specification.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

### **Teaching staff**

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Ensure the Exams Officer is supplied with relevant component and subject codes and board details.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.

- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body.
- Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results.
- In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Liaise with the SENCO and Examinations Officer if it becomes evident a student will require access arrangements.

### **Exams Officer**

- Enter students for individual units, whether assessed by controlled assessment, external exam or onscreen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format, in line with JCoSS exams Policy
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation where controlled assessment can be carried out, at the direction of the Senior Leadership team.
- Ensure JCQ guidelines are adhered to.
- Liaise with subject leaders through assessments.

### **SENCo**

- Liaise with Exams Officer to ensure Special Arrangements are applied for, where appropriate. During Controlled Assessment Special Arrangements do not apply, so together with Exams Officer and Subject Leaders/teachers ensure adequate consideration and differentiation has been made where appropriate and carried out.

## 11. Internal Appeals Policy - External Examinations and Qualifications

### 1. Policy on Internal Assessments for External Qualifications

JCoSS is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned
- The consistency of internal assessment will be maintained by internal moderation and standardisation
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

### Student Concerns

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. coursework/portfolios, s/he should discuss the matter with the Subject Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

### Written Appeals Procedure

The student, parent or carer of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises. The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and a Subject Leader not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice. The outcome of the appeal will be reported in writing to the student, parent or carer [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

### 2. Policy on External Assessments for External Qualifications

*\*There is an externally set deadline for Enquiries about Results (hereby referred to as EARs) set by awarding bodies for each season. This will be publicised to the candidates before each season. The target for completion is within 20 calendar days of the awarding body receiving the request.*

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

1. Contact the Examinations Officer in writing either by email or letter as soon as possible (*but at least 5 working days before the published deadline for EARs\**). The Examinations Officer will forward the query to the subject teacher and advise on the options available to query the mark/grade and the costs involved.
2. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer. The procedure is outlined in the Student examinations handbook (Appendix B).
3. The subject teacher will review the student's marks/grades and discuss with the Subject Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a) The request, together with the students consent form, should be made to the Examinations Officer ***before the published deadline for EARs, which is currently 20<sup>th</sup> September***. The cost of the enquiry may, in certain circumstances, be met by the departmental budget. Otherwise candidates must make payment for the EAR.

If the Department does not agree to support the EAR:

- b) The student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs\*.
4. Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

All candidates are directed towards JCQ procedures for information regarding appeals available including access to scripts. Candidates understand that once they gain access to scripts EARs is no longer available to them.

**Appendix A: Disapplication Form**

- This form must be completed **in full** before disapplication can be considered by the Disapplication. This form must be completed and returned to the Examinations Officer by 28 February (Y11) and 30 March (Y12/13).
- Underlying Principle: all students who are capable of achieving a grade must be entered for the exam.

Student Name	Form	Teaching Group	Teacher	% attendance in this subject since September <sup>1</sup>	Trial Grade	Most recent Attainment Grade	Course-work Grade	Predicted Grade <sup>2</sup>	Target grade	Reason

<sup>1</sup> This can be as a percentage (eg 45%) or can be number of lessons attended (eg 8/60 means attended 8 out of a possible 60 lessons).

<sup>2</sup> Predicted Grade = what you expect the student to get should s/he continue on the course

**Appendix B: Student Examination Handbook (published separately)**

**Appendix C: Invigilators Handbook 2013-14 (published separately)**

**Contains the suggested wording for the invigilator's announcement at the beginning of a written examination:**

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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### Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

**Copies of this poster must be displayed in a prominent place both inside and outside each examination room.**



**Appendix E**



**NO MOBILE PHONES, IPODs, MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN ELECTRONIC COMMUNICATION/STORAGE DEVICE OR DIGITAL FACILITY**

Possession of unauthorised items is an infringement of the regulations and could result in

**DISQUALIFICATION**

from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

**This poster must be displayed in a prominent place both inside and outside each examination room**

**Appendix F – see attached diagrams for suggested layout for all examinations spaces**