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*M*ARTIN'S SCHOOL

Student and Parent Examinations Handbook 2021/22

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INTRODUCTION

It is the aim of St Martin's School to make the exam experience as stress-free and successful as possible for all candidates.

Please read this booklet carefully to ensure that you are aware of the exam regulations and the procedures to follow in the event of any problems. It would be beneficial to keep this booklet, as it provides useful information from entry through to the issue of results and post results services.

You may find a copy of this booklet on the St Martin's School website under the 'Exams' section.

The JCQ (Joint Council for Qualifications) have strict rules and regulation that all schools must adhere to and St Martin's School practice this from Year 7.

If you have any questions in relation to this booklet or need help/advice at any time before, during or after the examinations, please do not hesitate to contact us:

Senior Examinations Officer – **Ms. Carly Adams (cadams@st-martins.essex.sch.uk)**

Deputy Examinations Officer – **Mrs Clare Bates (cbates@st-martins.essex.sch.uk)**

The exams office telephone number is: **01277 238 350 or 01277 238 321**

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMS

Statements of Entry

All candidates will receive a statement of entry indicating the subjects they are being entered for and the tier of entry, where applicable. Please check that entry has been made for the correct tier. If there are any discrepancies please see the exams office (not your teacher).

Candidates must check all details on the statement of entry very carefully. Check all personal details (date of birth, spelling of names and legal name etc.) are correct. These will appear on certificates. The exam boards will charge a fee to amend any details. Statements of Entry will be handed out in form. Candidates will be asked to sign to acknowledge receipt. Candidates are asked to provide a personal mobile phone number; this is so that the exams office can contact the candidate in an emergency e.g. absence.

Statements of entry are also available to view on Insight. Once logged in open the 'Assessments' tab then select 'Exam Entries'. All entries will appear in this section, including those for PPE's.

Exam Boards

The School uses the following Exam Boards: AQA, Pearson, Eduqas and OCR.

Candidate Name

Candidates are entered under the name format of first name, one middle initial and (Legal) surname, e.g. Adam J Smith. The format cannot be altered.

Candidate Number

Each candidate has a four-digit candidate number and this number is unique within the centre. Candidate numbers will need to be written on the exam paper and identifies the candidate to each exam board. It appears next to the candidate's name on seating plans, desk slips and registers. If a candidate is unsure of their candidate number, they can check the notice board in the North Foyer.

UCI Number

In addition to a candidate number, each candidate must have a UCI (Unique Candidate Identifier) (12 numbers and 1 letter) which is shown on the top of the statement of entry. This number will usually begin with the Centre Number (16126), unless the candidate has transferred from another school that had already issued a UCI number. A UCI number is used for administration purposes.

Exam Timetables

Timetables for 2021/2022 will be available on the school website. Candidates can view their individual timetable by logging into Insight. The individual timetable details all of the exams that a candidate has been entered for as well as the date, time and duration of every exam. **Check it carefully**. This timetable will also show which room and seat number has been allocated. Candidates are advised to take a photo of their timetable.

If a candidate thinks that there may be an error on their timetable, please see the exams office immediately.

Contingency Day

A contingency day of Wednesday 29 June 2022 has been set for examinations. Candidates are advised to stay available until this day should an awarding body need to invoke its contingency plan.

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

Clashes

Some candidates may have a clash of exams, where two subjects are timetabled at the same time. The school will make special provisions for these candidates. Clashes will be resolved and shown on individual timetables. If you think there is a clash on your timetable that has not been resolved, please see the exams office immediately.

Exams cannot be moved to another day, regardless of the reason.

If a clash of exams totals three hours or less, a break of no longer than 15 minutes will be given within the examination room. Candidates will not be permitted to revise during this time.

If a clash of exams totals more than three hours one of the examinations can be moved to an earlier or later session within the same day. Candidates can revise in their supervised break.

Overnight Supervision

Overnight supervision arrangements must only be applied in rare and exceptional circumstances and as a last resort.

If the total duration of three or more examinations to be taken in one day is **more than 5 hours 30 minutes** for GCSE examinations or **more than 6 hours** for GCE examinations, (AS, A2, A-level) overnight supervision can be applied for. The candidate will be offered the opportunity to sit all the examinations on the scheduled day. A request for special consideration to the relevant awarding body for the final paper which has been taken will then be submitted.

Where a candidate takes an examination scheduled for the afternoon session the following morning, the centre will appoint a member of centre staff or an invigilator to supervise the candidate while he/she is on the premises sitting examinations. The candidate **must** be under centre supervision **from 30 minutes after the awarding body's published starting time for the delayed examination**. St Martin's School will ensure there is no contact with other candidates. If an examination from Friday afternoon is deferred, it **must** be taken the following morning, i.e. Saturday morning.

The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The centre **must** determine a method of supervision which ensures the candidate's wellbeing. The supervisor **must** supervise the candidate from the time when he/she leaves the supervision of the centre until supervision of the candidate is transferred back again to the appointed person at the centre.

The overnight supervision arrangements **must** ensure that the candidate **does not** have advance warning of the content of the examination deferred until the following morning. This means the candidate **must not** meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. e-mail, internet, online streaming services, social media and telephone. It also includes printed media, radio and television which could report key details of the day's examinations.

The awarding body **must** be informed **immediately** of any known or suspected contravention of these conditions.

The awarding body may use appropriate means to check that these conditions have been adhered to and will act if there is evidence of any contravention. This could lead to the disqualification of the candidate(s) involved and could affect whether the awarding body would allow such arrangements to be made in the future.

Contact Numbers

Please check that the school has at least one up-to-date contact number for the candidate. It is useful to have a mobile telephone number for the candidate in addition to that of the parents/carers.

DURING THE EXAMS

JCQ Regulations

All of the JCQ information for candidates can be located on the school website in the exams section. All candidates should locate these and read them thoroughly.

Identifying Candidates

Lower School candidates are required to wear full school uniform for exams. A senior member of staff will be present at every exam to ensure the identity of candidates.

Sixth Formers are provided with an identification badge and lanyard upon joining. This should be worn at all times.

External candidates must show photo identification before entry to the exam room.

Candidates will not be allowed to enter the exam venue without producing identification for inspection. If a candidate has forgotten their identification a member of staff will need to visually ID them which may delay the entrance into the exam venue.

Attendance

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, appropriately dressed and equipped.

All candidates should arrive 20 minutes prior to the start time of their exam. Candidates should queue on the tennis courts in front of the relevant sign. Candidates will be taken to the venue. Exams may start slightly earlier or slightly later than the published time.

It is important that candidates bring their individual timetables.

Candidates who arrive late, may still be admitted to the examination but may not receive any additional time (see ABSENCE FROM EXAMS).

Full school uniform must be worn by all candidates attending school for GCSE exams.

Correct Sixth Form dress code must be adhered to.

If exams are in the winter series, candidates are advised to dress accordingly. Hoodies, coats, scarves etc. are NOT permitted in the exam room.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. They should be stored in a transparent pencil case or clear plastic bag. Pens should be black ballpoint. Correction pens/fluids are not permitted. For mathematics and science exams, candidates should make sure their calculators conform to the exam regulations. If in doubt, check with your teacher. Covers/cases/instructions should be removed from calculators and left in bags. Make sure batteries are new.

Exam regulations are very strict in relation to the items that may be taken into the exam room (see FAQs). If a candidate breaks these rules they may be disqualified. **Mobile telephones and watches MUST NOT BE BROUGHT INTO THE EXAM ROOM.** If a mobile phone or any other type of electronic communication or storage device is found on a candidate's possession (even if it is turned off) a report will be made to the appropriate exam board. No exceptions will be made.

We do offer to store electrical devices whilst an exam is in progress. Candidates will be provided with a numbered ticket, which can then be exchanged for the items at the end of the exam. The school provides racks for coats, bags and personal items. Property left is done so at the owner's risk and St Martin's School does not take any responsibility for theft, loss or damage to these items.

Food is not permitted in the exam rooms, only water in a clear bottle with the label removed is allowed.

Please do not write on exam desks. This is regarded as vandalism and you will be asked to pay for any damage. If you are seen writing on the desks you will be reported to the Exams Officer. You may not be informed that you have been reported. Invigilators thoroughly check all exam desks for graffiti prior to each exam. Each student is pre-allocated a desk, so that vandalism can be identified immediately.

Candidates should not draw graffiti, write offensive comments, or anything apart from answers on the exam paper – the exam board may refuse to accept your paper.

Candidates should listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper. Candidates should check that they have the correct question paper – check the subject, paper and tier of entry. Read all instructions carefully and number answers clearly.

Once candidates have entered an exam room they cannot leave until dismissed by an invigilator. Candidates should make sure that they have all equipment needed to take an exam before entering the room. Candidates will not be allowed to leave early. If a candidate has finished the paper, use any time remaining to check over answers and make sure all of the details on the front of the paper have been entered correctly.

At the end of the exam all work must be handed in – cross out any rough work. If a candidate has used more than one answer book, or loose answer sheets, make sure they are arranged in the correct order and placed inside the exam paper/answer booklet.

Invigilators will collect exam papers before candidates leave the room. Silence must be maintained during this time. Remember, candidates remain under exam conditions until leaving the room. Question papers, answer booklets and additional paper must NOT be taken from the exam room. If this incident does occur, it could lead to the paper not being marked as the security of the paper has not been maintained.

Candidates should remain seated and in silence until told to leave the exam room. When leaving the room consideration should be made to other candidates who may still be working in rooms close by.

If the **fire alarm** sounds during an exam, candidates should remain in silence and seated and await instructions from the invigilator. If evacuation is necessary candidates should leave **in silence** and remain in the order in which seated. They will be escorted to a designated assembly point. Everything should remain on the exam desk, including the examination paper. Candidates must not attempt to communicate with anyone during the evacuation. Upon returning to the exam room candidates should wait for further instructions from the invigilator. Candidates should not start writing until instructed. The full allocated time for the exam will be given and any time missed during the disturbance will be added on the end time. A new finish time will be placed on the board. A report will be sent to the awarding body detailing the incident in application for special consideration.

Invigilators

The school employs external invigilators. Training is provided twice a year to ensure that the JCQ regulations are met.

Candidates are expected to behave in a respectful manner towards all invigilators and follow instructions at all times. Invigilators are in the exam rooms to supervise the exam. They will distribute and collect exam papers, advise candidates of the start and finish times of the exam, hand out extra paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill. Please note that invigilators cannot discuss the exam paper, read any part of the exam paper or explain the questions. Candidates who are reported to the exam office by the invigilators for disruptive behavior or who behave in an unacceptable manner will be reported to the Head of Year and Head of Key Stage for sanctioning.

Absence

The exams office will call/text any candidate that is not present when they exam begins on the mobile number provided. If there is no answer, the home phone number will be called. Failing this, the contact numbers of parents or carers will be called. Candidates will have 30 minutes from the start time of the exam to guarantee entry.

If a candidate arrives 30 minutes after the start time, they will be allowed to enter the exam room and attempt the paper. They may not be given the full time. This is at the discretion of the Exams Officer. If entry is permitted, a late form will be sent to the exam board.

Please note misreading the timetable will not be accepted as a satisfactory explanation of absence.

If a candidate experiences difficulty during the exam period (e.g. illness, injury or personal problems) please inform the exams office at the earliest possible point so we can help or advise. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate or parent and given to the Exams Officer without delay. For the award of a grade by special consideration, where a student misses part of an exam through illness or personal misfortune, a minimum of **25%** of the exam (including coursework) must be completed.

Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an exam.

Access Arrangements

In line with the JCQ regulations, a privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements.

Access arrangements must be overseen by the SENDCO.

Access arrangements are not intended to give candidates an unfair advantage over their peers, nor do they exist to 'maximise the potential' of a given candidate.

If you think you require access arrangements, please contact Mrs Liana Barnes on 01277 238 359.

Separate Invigilation (Side Room)

Students are not permitted to sit in a separate room or request to sit by the door unless there is a specific history of need.

If the request is due to a medical condition, background evidence will be required from a qualified professional. A letter from the GP will not suffice.

For example: Students suffering from anxiety close to exam period with no previous history, will not be permitted separate invigilation.

Special Considerations

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 assessment, which has, or is reasonably likely to have had a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Candidates will NOT be eligible for Special Consideration if preparation for or performance in the exam is affected by long-term illness.

When an application for special consideration is accepted by the exam boards, an adjustment to the marks or grades of a candidate who is eligible for consideration is made. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the exam or in the production of coursework is affected by adverse circumstances

beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within seven days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Behaviour

We take behaviour in exams very seriously. The exams office is at liberty to report every incident to the examination boards. Penalties from the exam boards can range from a warning to being barred from taking any exams for a set period of time (please see table overleaf).

PPE exams are taken in line with JCQ regulations.

On the next page is a table of sanctions from the JCQ. These are just some of the types of offences that students make unknowing of the serious sanctions that the JCQ can take.

Malpractice Penalties

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; content irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Unauthorised notes, study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, Smartphone, Smartwatch)	not in the candidate's possession but make a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate
Watches (not Smartwatches)	in candidate's possession		
Breaches of examination conditions			
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	related non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to):			
Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	talking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts
Offences relating to the content of candidates' work			
The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	isolated words or drawings, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings
Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages; due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing	minor amount of plagiarism/poor referencing in places	plagiarism from published work listed in the bibliography or referenced; or minor amount of plagiarism from a source not listed in the bibliography or referenced	plagiarism from published work not listed in the bibliography or referenced; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates' answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Undermining the integrity of the examinations/ assessments			
The deliberate destruction of work	minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates			falsification/forgery
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Removing or stealing any candidate's work			Unauthorised removal of any candidate's work (e.g. project/coursework)
Personation			deliberate use of wrong name or number; personating another individual; arranging to be personated
Behaving in a way as to undermine the integrity of the examination/ assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Use of social media for the exchange and circulation of real or fake assessment materia	attempting to source secure assessment related information online/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	misuse of assessment material (real or fake) including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others

Standard sanctions:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. warning; 2. loss of marks gained for section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; | <ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in the series; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series; 9. barred from entering for examinations for a set period of time. |
|--|---|

FIRE EVACUATION PROCEDURES



EXAMINATION EVACUATION PROCEDURES

In the event of a fire alarm during an examination, the following procedures must be followed.

1. Candidates stop writing. Invigilators record the time that the incident began
2. Lead Invigilator to announce:

“Please remain seated and be reminded that you remain under examination conditions. You must remain silent. Any candidate found communicating or in possession of unauthorised material will be reported to the Examination Board. This may result in disqualification from this examination”.

3. Candidates remain seated. Invigilators await instructions from SLT or Exams Office
 - If advised of false alarm, go to point 8
 - If evacuation is necessary continue to point 4
4. Invigilators to collect attendance registers and evacuate candidates from the room in an orderly fashion. One row at a time via the nearest exit and go to the school field
5. Candidates are to remain under supervision at all times
6. When instructed, invigilators will supervise the candidates back into the exam room, in silence.
7. Invigilators will note the time and calculate how long the disruption lasted.
8. The lead invigilator will announce:

‘We will recommence the exam at xx:xx. You will be given the full allocated duration and an application will be made to the examination board for special considerations by the exams office’

9. Candidates will be given the full duration set for the examination.
10. Invigilators to amend the displayed times with an updated start and finish time. The invigilator will file a report of the incident to the exams officer for the submission to the relevant awarding bodies.

Please remain calm!

AFTER THE EXAMS

Notification of Results

- Results will be available for collection on:

**GCE/BTEC Level 3 – Thursday 18th August 2022
8.00am – 9.00 am**

**GCSE/BTEC Tech Award – Thursday 25th August 2022
8.00am – 9.00 am**

- If a candidate requires someone else to collect results on their behalf (including family members), they must give written authorisation to the exams office **before results day**.
- Results that are not collected will remain in the exams office until collected.
- If a candidate would like their results posted they must provide the exams office with a stamped address envelope **before results day**.
- Results will not be given out by telephone or email under any circumstances.
- Pass grades at GCSE are from 9 - 1 for GCSEs. A pass grade at GCE are A* - E. BTECs are graded Pass, Merit, Distinction or Distinction*.

Certificates

A presentation evening usually takes place for all Year 11 leavers in November. Invitations to candidates and their parents/carers will be sent out with full details in September.

Year 13 leavers will be asked to come to the exams office to collect their certificates during specified opening times. If the certificates are to be collected by someone other than the candidate, written authorisation must be sent in to the exam office prior to collection. This must be sent from the candidate.

St Martin's School is only required to keep certificates for a one-year period. If a candidate does not collect their certificates within this time they will be destroyed in line with JCQ regulations. Certificates can only be replaced by direct application to the appropriate exam boards and there will be a fee of approximately £50 per certificate. Please note that most exam boards will not issue replacement certificates and will instead issue a certified statement of results.

Retention of Work

Centre's are required to retain candidates' marked coursework, under secure conditions, whether it formed part of the moderation sample or not until every possibility of a review of moderation has been exhausted. If no request for collection of work has been submitted to the relevant department by 1st October 2022, the disposal of all coursework will begin.

Non-Exam Assessment (NEA) Appeals Procedure

The school is committed to ensuring that whenever staff assess students' work for external qualifications; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff that have the appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the exam board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If a student believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

The centre will:

- inform candidates with an entry for centre assessed work of the mark(s) awarded. You may request copies of materials to assist you in considering whether to request a review of the centre's marking of the assessment†;
- having received a request for copies of materials, promptly make them available to the candidate;
- make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline;
- 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 outcome of the review‡;
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- inform the candidate promptly in writing of the outcome of the review of the centre's marking.

† These materials could include a copy of their marked work, the relevant specification and associated subject-specific documents.

‡ This may be a third party, provided that they meet the conditions defined above.

Appeals should be made, in writing to the exams office within one week of receiving notification of your NEA result.

A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres.

Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.

Enquiries About Results

Please find below details of the services that are offered by the exam boards in relation to results. If a candidate wishes to use any of these services please obtain an 'enquiries about results' form from the exams section of the school website. This needs to be completed and returned to the exam's office with the relevant fee by the deadline date stated.

Service 1: Clerical Re-check

This service constitutes a re-check of all clerical procedures which lead to the issue of a result. This service may be considered when anomalous results have been issued for one candidate, compared to the rest of the cohort.

This service includes the following checks:

- all parts of the script have been marked
- the totaling of marks
- the recording of marks

Candidates' grades/uniform mark score (UMS) can go up or down. The examination boards aim to complete the enquiry within 10 working days.

Service 2: Review of Marking

This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script.

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.

This service will include:

- the clerical re-check detailed in Service 1
- a review of marking as described above

Candidates' grades/uniform mark score (UMS) can go up or down. The examination boards aim to complete the enquiry within 20 working days of acknowledging the request.

Priority Service 2 - Review of Marking

This is a priority review of marking:

- the enquiry must relate to a GCE
- a candidate's place in further/higher education depends on the outcome

All applications not meeting the above criteria will be treated as normal Service 2 requests.

Candidates' grades/uniform mark score (UMS) can go up or down. The examination boards aim to complete the enquiry within 15 working days of receiving the request.

Access to Scripts (ATS)

Where possible, the ATS service is available for all GCE, AEA and GCSE externally assessed components. Components excluded from this ATS service have a report service. Components may be excluded due to their ephemeral nature or due to other special characteristics.

- Awarding bodies cannot provide an original script for papers that were marked online.
- Once an original script has been returned to a centre, an EAR request cannot be carried out.
- Once an EAR Service 1 or 2 has been completed, original scripts are no longer available.
- Awarding bodies will provide centres with either a hard copy or an electronic image of the script.
- All scripts should be received by the school by the 13 November 2020
- Priority scripts should be received by the school by the 6 September 2020

Coursework

Coursework, practical's and NEAs cannot be reviewed. If you have any questions in relation to the grades, please speak to the relevant subject teacher.

Refunds

Refunds will only be issued if a re-mark leads to the change of an overall subject grade, not the unit.

Fees & Deadlines

Please refer to the 'Exams' section of the school website for all fees and deadlines. You will also be able to print the relevant forms from here.

St Martin's school will give advice on all 'Review of Results' requests and issue grade boundaries and marks when requested. St Martin's School will not decline a request for any review made by a candidate within the deadline window. Any application for a review is made at the candidate's discretion. Upon application candidates are asked to sign a deceleration form which indicates that you have been made aware of the risks involved with any review of marking application and your grade can be lowered, go up or stay the same. Without a signature an application will not be processed.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. For exams that exceed three hours, candidates will sit one paper then have short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. If the exams that clash do not exceed three hours there will be no break given. It may be necessary for you to bring a packed lunch if you have exam(s) in the morning and afternoon as you will have to remain in isolation until both exams are completed. If in doubt consult the Exams Officer.

Q. What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my candidate number?

Candidate numbers are printed on your desk slip which will be stuck to the left-hand corner of your desk. Invigilators will be able to help you find your number.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **16126**. It will be clearly displayed in the exam rooms.

Q. What do I do if I have an accident or am ill before the exam?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for special consideration on your behalf (see below).

Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. If I'm late can I still sit the exam?

Provided you are not more than one hour late; it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to the exam office. A member of staff will escort you to the exam room. You must not enter an exam room without permission after an exam has begun. It may not be possible to allow you any extra time if you start the exam late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that they may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the exam can I take it on another day?

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

- For most exams you should bring at least 2 pens (**black ink only**).
- For science modules you need 2 x **HB** pencils.

- For mathematics, **3B** pencils must be used for diagrammatic work.
- For some exams you will need a calculator (maths/science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam.

Q. What items are not allowed into the exam room?

Only material that is listed on question papers (e.g. an anthology) is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. Bags and coats and any other items not permitted under exam regulations must be left outside the exam room. Do not bring any valuables into school. Food is not permitted in the exam room. Mobile telephones and watches must not be brought into the exam room.

Q. What happens if I continue to write when we have been told to stop at the end of an exam?

The incident will be reported to the relevant exam board and you could face disqualification.

Q. How do I know how long the exam is?

The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a whiteboard at the front of the exam room. There will be a clock in all exam rooms. There will not be a 5-minute warning at the end of exams.

Q. Why can't I bring my mobile telephone or smart watch into the exam room?

Being in possession of a mobile phone, smart watch (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the exam boards:

The minimum penalties are as follows:

Device found on you and turned ON/OFF	- disqualification from the paper
Found using device	- disqualification from qualification

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it in when entering the exam room. You will be given a number to collect your phone. You are responsible for collecting it at the end of the exam and St Martin's School will not be held responsible for theft, loss or damage.

Q. Can I leave the exam early?

It is a requirement of the exam boards that you must stay in the exam room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is the school's policy that we do not allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the exam room without the permission.

Q. What do I do if the fire alarm sounds?

Stay calm and stay seated until you are given further instructions. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not communicate with anyone during the evacuation. Special consideration will automatically be applied for anyone that experiences a fire alarm in their exam.

Q. Can I go to the toilet during the exam?

Toilet breaks are not permitted during exams unless you have a known medical condition.

Q. If I have more than one exam on a day can I get lunch at school?

Candidates can obtain lunch at school in the normal way. If you have a clash between exams and you have to be supervised during your break, you will not be able to go the common room or south hall. This is to ensure the exam regulations are not breached.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

Some students receive extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Q. What do I do if I don't get the grades I need for college?

Come to the exams office and ask for your marks and grade boundaries; you may be close to the next grade and a review of marking may be worth pursuing. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the exams office by the deadline published on results day. You must complete a Review of Results form and return it with payment to the exams office.

Q. How many marks was I away from the next grade?

For the old-style GCSEs and A-levels grade boundaries are printed on the reverse of your results slip. For new style GCSEs (9-1) and A-levels you will need to contact the exams office in person; results cannot be given out or discussed over the telephone. As you can understand this is a very busy time of year for the exams office and it is also sometimes very hard to get through on the phones.

Q. How do I achieve an A* in A-level?

For the old-style A-level, the general rule for the award of an A* is an A grade at A-level and 90% of the maximum uniform mark on the aggregate of the A2 units.