



**Ripley St Thomas Church of England  
Academy**

**Centre Number: 46121**

**EXAMINATIONS  
2021-22**

**GUIDANCE FOR  
STUDENTS & PARENTS**

## **CONTENTS**

	Page
<b>Introduction</b>	2
Key Dates	2
<b>Before the Examinations:</b>	
Statements of Entry	3
Timetables	3
Candidate Number	3
Centre Number	3
Timetable Clashes	3
Contact Numbers	3
Equipment	4
Coursework/Controlled Assessment	4
<b>During the Examinations:</b>	
Examination Regulations	4
Attendance at Examinations	4
Dress	5
Equipment	5
Mobile Phones	6
Wrist Watches	6
Bags and Coats	6
Food and Drink	6
Conduct	6 - 8
Invigilators	8
Absence from Examinations	8
Special Consideration	8
Alleged or Suspected Malpractice	9
<b>After the Examinations:</b>	
Notification of Results	10
Post Results Services	10
Enquiries about Results	10 - 11
Certificates	11
<b>The Equality Act 2010</b>	11
<b>Internal Appeals Policy</b>	12
<b>Notices to Candidates</b>	13 - 15

## **INTRODUCTION**

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Ripley St Thomas is required to follow them precisely. You should therefore, pay particular attention to the Notices to Candidates that are printed on the following pages.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact: Mrs Macari, the Examinations Officer

Telephone: 01524 64496 ext. 1024  
Email: macariluc@ripley.lancs.sch.uk

On exam days it is best to contact the school reception on **01524 64496** and leave a message, with the nature of your query, since the main priority will be the starting of exam sessions on time.

## **KEY DATES 2021-22**

### **MOCK EXAMS**

Thursday 18 November – Friday 26 November:	Year 11
Monday 10 January – Friday 14 January:	Year 12 and Year 13
Monday 28 February – Tuesday 8 March:	Year 11
Tuesday 3 May – Friday 6 May:	Year 12

### **EXTERNAL EXAMS**

Monday 16 May – Monday 27 June	Summer GCSE & A Level Written exams
--------------------------------	-------------------------------------

### **RESULTS**

Thursday 18 August:	GCE Results issued
Thursdayday 25 August:	GCSE Results issued

### **CONTINGENCY DAY – SUMMER 2022**

Wednesday, 29 June

## **BEFORE THE EXAMINATIONS**

### **STATEMENTS OF ENTRY**

- All candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. If there are **ANY** errors or omissions (e.g. name, date of birth, exam entry etc.) you **MUST** tell Mrs Macari immediately. Any delay could incur late entry/amendment fees for which you will be liable.

### **TIMETABLES**

- The main period for external exams is from the start of May until the end of June. All candidates will receive individual timetables which will give them the dates and sessions (am or pm) of all the papers they are taking, and their exam room and seat number. Check each exam date carefully, and check to see if the exam is in the morning or the afternoon. **You should copy or glue your timetable into your journal.** If there is an exam on the list that you were not expecting to take (e.g. If you know you have already dropped or been withdrawn from a subject) you must tell Mrs Macari immediately. It is helpful if parents make sure a copy of this timetable is available to them at home.

### **CANDIDATE NUMBER**

- Each student has a four-digit candidate number. Your candidate number will be shown on your statement of entry and your timetable and will appear next to your name on seating plans. This is the number you will enter on all examination papers. **Please learn it.** When your timetable is issued you will also be given a card showing your name and candidate number. You **must** bring this card with you to **all** exams and place it on your corner of your exam desk so that invigilators are able to identify you. If you lose your card you must write the same information (and nothing else) on paper/card and have it signed by your Head of Year or Progress Tutor. Sixth Form students will not be issued with exam desk cards, but must bring their school name badge or some other form of photographic ID (e.g. passport/driving licence) and place that on their exam desk.

### **CENTRE NUMBER**

- The Centre Number is **46121**. You will need to write this on all your answer booklets. This number will be clearly displayed in the examinations rooms.

### **TIMETABLE CLASHES**

- Some candidates may have a clash where two or more subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates to take one of the papers at a different time on the same day. The candidate will have to remain under supervision between the two papers.
- If an exam is delayed from a morning to an afternoon session, or vice versa, you will be supervised over lunchtime. You should bring some revision or reading material and your lunch and a drink, as you will not be allowed to go to the canteen to buy food.
- In very rare cases it may be necessary for a paper to be taken the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination.
- Any clashes which appear on your Statement of Entry will be picked up and resolved before you are given your final individual timetable and candidates will be informed of the arrangements that have been made for them.

### **CONTACT NUMBERS**

- Please check that school has at least one up-to-date contact number for you.

## **EQUIPMENT**

- Make sure you have all the correct equipment before your examinations. Check the regulations in the JCQ Information for Candidates at the front of this booklet and the information on the following pages.

## **COURSEWORK/CONTROLLED ASSESSMENT/NEA**

- Some subjects have an element of coursework/controlled assessment included in them which has to be completed, marked and assessed and the marks and work sent to the Exam Boards well before the formal exam sessions take place. Departments set deadlines that allow time for this process and to meet the Boards' deadlines. These cannot be changed. Students who don't submit coursework on time or who miss a controlled assessment will not be allocated a mark for this portion and their overall grade will suffer. Please refer to the JCQ Notice to Candidates relating to Controlled Assessments / Coursework on the school website.

## **DURING THE EXAMINATIONS**

### **EXAMINATION REGULATIONS**

- Copies of the "Information for Candidates" and "Warning to Candidates", which are issued jointly by all the Examining Boards, are printed at the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

### **ATTENDANCE AT EXAMINATIONS**

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Morning exams start at 9.00am and afternoon exams at 1.30pm (1.15pm for internal exams). Your individual timetable will state which room and seat number you have been allocated. Candidates must arrive **at least 10 minutes prior** to the start time of their examination to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. Please wait quietly outside your exam room until you are told to enter by the examination invigilators. You **must** sit at the desk that has been allocated to you and indicated on your timetable, unless the invigilator instructs otherwise. If you do not sit in the correct seat the invigilators could mark you as absent.
- Exam lists will be on display in the Sports Hall foyer for exams held there and outside the appropriate room for other exams. If you do not know all your details for the exam that you are about to sit, (e.g. candidate number or seat number) look them up on the lists. The invigilators do not have time at the start of the exam to look them up for you.
- In certain circumstances candidates who arrive late for an examination may still be admitted but may not receive any additional time. Normally candidates with a genuine reason for being late and who arrive within 30 minutes of the start time will be admitted. Candidates arriving between 30 minutes and one hour of the start time may be admitted, at our discretion. Candidates who arrive more than 1 hour after the start or after the end of the exam (Very Late Candidates) will only be admitted in exceptional circumstances, but the Exam Board will have to be notified and they will decide whether or not the paper will be marked. Awarding bodies are unlikely to accept the work of Very Late Candidates. 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.

## DRESS

- Examinations are a school activity and students below sixth form must wear normal uniform. All students know the uniform rules and it is their responsibility to ensure that they observe them. Students not dressed properly will not be permitted to sit exams.

## EQUIPMENT

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. The following equipment should be brought to EVERY exam:
  - 2 pens – black ink only
  - 2 HB pencils
  - Ruler (marked with millimetres)
  - Pencil sharpener (preferably one which catches the shavings!)
  - Eraser

For certain exams you will also need the following:

- Compasses
  - Protractor
  - Calculator (any cases, lids or instructions must be removed)
  - Coloured pencil crayons
  - Set texts (e.g. in English Literature)
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. Your calculator should be no larger than the regular handheld size and no printed instructions or cases are allowed. The exam boards do not make any allowances for calculator failure or operational mistakes – YOU are responsible for making sure your calculator works properly.
  - You must do any rough work in the answer booklet provided. Cross out anything that you do not wish to be marked. **YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR TAPE IN ANY ANSWER BOOKLETS.** This is to protect you and your exam; if correction devices were allowed then someone could tamper with your exam paper and it would be undetectable.
  - Highlighter pens must not be used in answer booklets, but you are allowed to highlight parts of the printed questions if you wish to.
  - Dictionaries may not be used in exams unless they are specifically permitted by the subject specification. If English is not your first language, then you may be allowed to use a bilingual dictionary in certain exams. However, this must be arranged before the exams begin. If you think you will be eligible to use a bilingual dictionary you must see Mrs Fenna in the Learning Support Department as soon as possible.
  - Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination.

## **MOBILE PHONES, WATCHES & OTHER TECHNOLOGY**

- Potential technological/web enabled sources of information as shown below as are **not** permitted:

**Mobile phones**

**MP3/4 players**

**iPods**

**Watches**

**Wrist watches which have a data storage device**

- We cannot stress enough how important it is **NOT TO BRING IN MOBILES PHONES, WATCHES OR ANY OF THE ABOVE ITEMS.** The Examination Boards and Ripley St Thomas do not allow you to bring a mobile phone (or any other type of electronic communication or storage device) into any exam room or into any room being used for 'quarantine', either before or after an exam. If such a device is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. It is a very serious offence for which the Exam Boards impose severe penalties and our advice is that phones should not be brought in to school on exam days. We can take no responsibility for the security of mobile phones brought in to school.

## **BAGS AND COATS**

- Bags and coats are not allowed into the examination room and should not be brought in to school as we do not have the facilities to store them outside the exam rooms. Any valuable items or money should be kept in your blazer pockets. If you do bring bags and/or coats in then you do so at your own risk. We accept no responsibility for such items.

## **FOOD AND DRINK**

- You are allowed to have a **clear** bottle of water on your exam desk, **but you must remove all labels.** Food is not allowed in the examination room unless it is required for specific medical purposes, and on the condition that it is free from all packaging.
- Pupils who have examinations in both morning and afternoon sessions and who are not in quarantine because of a timetable clash may obtain lunch from the dining hall in the usual way or bring a packed lunch.

## **CONDUCT**

- It is your responsibility to read and understand the JCQ Notices to Candidates at the front of this book. A larger copy of the notices will be displayed outside every exam room.
- You must be silent at all times when you are in the exam room. This includes when you **enter** and **leave.** Exam conditions apply from the moment you enter the room. The Sports Hall will be the main venue for most exams and there can be as many as 300 candidates seated in there at one time. **Silence is essential.**
- In some sessions, papers may already be on exam desks when you enter the room. These must not be opened until candidates are told that they may do so by the invigilators.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry. If you think something is wrong put your hand up and tell the invigilator immediately.
- Read all instructions carefully and number your answers clearly.

- The length of an examination is shown on the front of the exam paper and the start and finish times of all the exams running will be written on a white board at the front of the room. There will be a clock in all examination rooms. The invigilators will give you a reminder 5 minutes before your exam is due to finish. However, please be aware that there will often be several other examinations running at once, each with different finish times. Make sure you know the finish time of **your** exam.
- Some students receive an allowance of up to 25% 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.
- Do not attempt to communicate with or distract other candidates. You must face the front at all times. You should put up your hand to attract the invigilator's attention if required.
- Candidates must stay in the examination 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). If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. You must remain seated at your desk, facing the front.
- A candidate may not leave the examination room without the permission of an invigilator. If it is absolutely necessary for you to go to the toilet during an exam you will have to be escorted by an invigilator. You will not be allowed any extra time.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order. Remember to write your name, candidate number and exam paper reference on any additional sheets.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. You will be instructed to leave one row at a time. Please leave the room **in silence** and show consideration for other candidates who may still be working. **You must remain silent until you are right outside the building.**
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and/or members of the Senior Leadership Team.
- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.



## **INVIGILATORS**

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Invigilators will be able to contact the exams officer by phone to resolve any issues.

## **ABSENCE FROM EXAMINATIONS**

- You must attend all exams that are allocated to you on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. You will receive a bill for the cost of the entry fee if you fail to attend an exam that has been paid for by the school.
- If you experience difficulties during the examination period (e.g. illness, injury and personal problems) please inform school at the earliest possible point so we can help or advise you.
- If you miss an exam due to illness you must telephone school on 01524 64496 as soon as possible on the morning of the exam, **and** a medical certificate/letter must be given or sent to Mrs Macari within three days of the exam you missed.
- Timetables are regulated by the Exam Boards and you must attend on the given date and time. If you miss an exam you will not be able to take it on another day.

## **SPECIAL CONSIDERATION**

Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect **temporary** illness, temporary injury or other indisposition at the time of the examination. Special consideration can only seek to go some way to assist the candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardise the standards of the examination. The allowance for Special Consideration varies from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). No feedback is provided by the Examining Board. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination 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, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

## ALLEGED, SUSPECTED OR ACTUAL INCIDENTS OF MALPRACTICE

'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any coursework or non-examination assessments, the preparation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

### Examples of Candidate Malpractice include:

- A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the assessment rules and regulations
- Failing to abide by the conditions of the supervision designed to maintain the security of the examinations or assessments
- Collusion: working collaboratively with other candidates, beyond what is permitted
- Allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- Bringing into the exam room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing
- Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited) , dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices
- The unauthorised use of a memory stick or similar device where a candidate uses a word processor
- Behaving in a manner so as to undermine the integrity of the examination
- The alteration or falsification of any results documents, including any certificates

### Penalties for Malpractice

- If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that they may be removed from their examination room
- The candidate will also be warned that the awarding body will be informed and may decide to **disqualify** the candidate
- Penalties for malpractice range from a warning to loss of certification or even being disqualified from all exams with that awarding body
- Penalties are dependent on the seriousness of the offence

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

- Results will be available for collection from School on the following dates:

**A LEVEL : Thursday 18<sup>th</sup> August 2022**

**GCSE : Thursday 25<sup>th</sup> August 2022**

- Candidates not intending to collect in person but who wish their results to be posted, should leave a stamped addressed envelope (also bearing their candidate number), with Mrs Macari.
- If you wish any other person (including family members) to collect your results on your behalf, they must bring with them your written authorisation to do so together with some identification.
- No results will be given out by telephone or email under any circumstances.
- Any results not collected from the school on results day will be held until start of the new academic year when they will be:-
  - distributed in form registers (returning students)
  - posted to the address held on the school's system (leavers)

### **POST RESULTS SERVICES**

#### **Review of marking**

- A Review of Marking may be requested by teachers or students if there are reasonable grounds for believing there has been an error in marking.
- Where the school does not authorise a review request, a student may request one privately, for which they will be charged the standard fee set by the exam board.
- Where a Review of Marking leads to a change in grade any fee will be reimbursed.
- Note that there is an element of risk in requesting a Review of Marking and that marks/grades could go down as well as up. When you sign the relevant request form, you are also signing to accept your understanding of this.
- After the published deadline exam boards will not accept requests.
- All requests for reviews must be submitted to the exams office on the relevant Post Results Form (PRS) and signed by the student by the relevant deadline.
- The PRS form also give prices and deadlines for all post results services
- The PRS forms will be distributed with results but can also be collected from the exams office.
- Where a student is paying for a review, payment must be received by the exams office with the completed form. Requests will not be actioned until payment is received

#### **Access to Scripts (ATS)**

- After the release of results, students may request the return of original papers or for a photocopy of papers.
- Teaching staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of students must be obtained.
- Once an original paper is returned a review of marking request will not be permitted even if within the exam board deadline.

- It is advisable to request a photocopy of the paper within 3 days of receipt of results if you are considering but unsure of requesting a review. In this way there is a chance the copy may arrive before the deadline for reviews and this will allow you to scrutinise your paper before deciding whether to go ahead with a review.
- After the published deadline, exam boards will not accept ATS requests.
  - All requests for ATS's must be submitted to the exams office on the relevant PRS form & signed by the student by the relevant deadline.
- PRS forms will be distributed with results but can also be collected from the exams office.
- Where a student is paying for an ATS, payment must be received by the exams office with the completed form. Requests will not be actioned until payment is received.

## **CERTIFICATES**

- Certificates will be issued by the Examining Boards and will be available for collection from School after 1st December. They must be signed for by you. If you are unable to collect them personally they can be collected by someone else on your behalf providing they bring a signed letter from you authorising them to do so.
- You may choose to have your certificates posted to you by Royal Mail 'Signed For' delivery, by completing the slip enclosed with your results and returning it to Mrs Macari with the appropriate fee to cover the cost.
- We are only required to keep certificates for **12 months from the date of issue**, after which time they can be destroyed.
- Certificates are valuable and important documents. Please ensure that they are collected and that you take good care of them. **Examining Boards will not issue replacements.**

## **THE EQUALITY ACT 2010**

The main provisions of the Equality Act 2010 are to give protection to disabled people in the areas of employment and education.

The Equality Act 2010 defines disability as a "physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out normal day to day activities."

The centre will meet the requirements of the Equality Act 2010 by ensuring that the exams centre is accessible and improving candidate experience.

### **Access arrangements**

The Special Educational Needs Co-ordinator (SENCO) will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the SENCO and/or Educational psychologist/Specialist teacher.

Candidates with access arrangements will be usually take their examinations in a separate room from the main body of candidates, and the appropriate support and invigilation will be organised for them.

## **INTERNAL APPEALS POLICY**

### **INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**

Ripley St Thomas is committed to ensuring that whenever its staff assesses students' work for external qualifications, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.

The consistency of the internal assessment is secured through internal standardisation as necessary. If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure.

#### **Written appeals procedure**

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used;
- the student's parent or guardian must make the appeal in writing to the Head teacher as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June GCSE exam series);
- the enquiry into the internal process will normally be led by the Examinations Officer and the Vice Principal (Curriculum) provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- the enquiry will consider whether the procedures used for the internal assessment conformed to the published requirements of the Awarding Body and the DfE examinations 'Code of Practice' ;
- the appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body;
- the outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the Awarding Body on request;
- should the appeal bring any significant irregularity to light, the Awarding Body will be informed.

If the appellant is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Principal and a member of the Governing body.

#### **Note:**

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. That is outside the control of Ripley St Thomas Academy and is not covered by this procedure. The final judgement on marks awarded is that of the Awarding Body. The Subject Leader (only) can request an appeal against the moderation of the work of a whole group of candidates if it is felt that unfair decisions have been made. Individual candidates have no right of appeal except to make their wishes known to the Subject Leader who may wish to act on behalf of all the candidates.

# **NO MOBILE PHONES WATCHES MP3/4 PLAYERS**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

# **DISQUALIFICATION**

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

**The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.**

Please refer to the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents> for links to the following documents:

- Privacy Notice 2019-20
- Coursework Assessments 2020-21
- Non-Exam Assessments 2020-21
- On Screen Tests 2020-21
- Social Media
- Written Exams