



## Guidance for Students & Parents GCE and GCSE Examinations 2020 – 2021

<b>Board</b>	<b>Centre Number</b>
AQA	74604
Oxford AQA	74604
CAIE	BH010
Edexcel / Edexcel	90316
All other boards	74604

<b>Examinations Office</b>	Examinations Officer: Mrs Wendy Dewar Telephone: 1760 5371 Email: <a href="mailto:exams@school.st-chris.net">exams@school.st-chris.net</a>
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## Introduction

It is the aim of St Christopher's School to make the examination experience as stress-free and successful as possible for you.

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 St Christopher's School is required to follow them precisely. You should therefore, pay particular attention to:

- Information for Candidates – Written Examination on pages 36 to 39 (Appendix #2)
- Information for Candidates – Social Media that is on page 13 (Appendix #3 on page 40)
- JCQ Warning to Candidates - Page 34 (Appendix #1)

Some of the questions you may have are answered in FAQ's section at the back of this booklet (Page 50 onwards). **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

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

The Examinations Officer – **Mrs Wendy Dewar** (in the Examinations Office, Senior School)

The Examinations Office telephone number is: **1760 5371**

The Examinations Office email address: **exams@school.st-chris.net**

Remember – we are here to help you.

**GOOD LUCK!**

Please note that there is a separate guidance document for those students pursuing the **International Baccalaureate (IB)**



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### SATs – USA UNIVERSITY ENTRANCE TESTS

We offer the USA SATs to St Christopher's Students only. As such we do not appear on the drop down list. Students must register On-Line at [www.collegeboard.com](http://www.collegeboard.com) for themselves. In order for Students to sit their SATs at St Christopher's School they will have to enter the following codes:

- High School Code: **654000** (six digits)
- Centre Code: **52215** (5 Digits)

Students may come to the Examinations Office to check that their name is on the list.

Please note we are closed for August, November and June SAT sittings as Collegeboard says we historically have too few numbers to sit on those dates. This means we are open for March, May, October and December sittings only.



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## BEFORE THE EXAMINATIONS

### Statements of Entry

All candidates receive a statement of entry from the school or the Examination Boards indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, others have Foundation or Higher tiers.

You must check **everything** on your statement of entry very carefully. Particularly check that all **personal details** (date of birth, spelling of names) are accurate to the passport or other official document that you are registered with at the school with and that you intend to register at University with, as these will appear on certificates and it may be difficult and costly to change them once certificates are awarded. Further, you may run into difficulties when applying to universities if your candidate name does not match the name as it appears on official documentation such as your birth certificate/passport.

### Examination Entry Fees 2020-2021

GCSE Examinations	GCSE	BD 46	Per subject
GCE Examinations	IAL	BD 26	Per unit for four, five or six unit modules
GCE Examinations	GCE	BD 52	Per unit for two unit module
GCE Examinations	GCE	BD 104	Linear subjects
GCE Examinations	AEA	BD 52	Per subject

### Invoices

Exam Invoices are issued to parents via email and on the Parent App Account. Invoices must be paid to **the Accounts Office at the Primary School in Saar during school hours on weekdays or in Isa Town at the Cash Office on Monday or Tuesday only. During COVID-19 the Ministry have advised that all payments should be made online or where necessary to the Saar Office.**

Payments must be made by the **invoice due date**.

**Failure to pay will result in examination entries not being submitted to the relevant board by the deadline date. This will result in Examination Boards applying penalty fees once entries are submitted.**

### Examination Boards

The School uses the following Examination Boards:

- AQA,
- Edexcel/Edexcel,
- Oxford AQA,
- Cambridge Assessments International Examinations (CAIE)
- IB.



Advanced Extension Awards are also offered through Edexcel.  
Extended Project Qualifications are offered through AQA.

IB Examinations are dealt with in the IB Booklet.

### **Candidate Name**

Candidates are entered under the name format of LAST NAME: First Name + Additional Names e.g. SMITH: Michael Andrew. They are depicted as follows on most examination documentation SMITH: Michael Andrew  
The candidate name must match the name(s) in the passport or other official document that is registered with the school.

### **Candidate Number**

Each candidate is allocated a four-digit candidate Number by the school. **Please remember it** as you will need it throughout each examination season. It is the number you will enter on your examination papers. **All correspondence with the Examinations Office must have the candidate number on it.**

Candidate number ID cards are placed on each desk in the examination room. Candidates will be seated in candidate number order. These cards will also have the Candidate Name and photo and will serve as identification.

### **UCI (Unique Candidate Identifier)**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (74604) unless you have transferred from another school that has already issued your UCI. Your UCI is used for examination board administration purposes and it is not necessary for you to remember it. If you move to another school, you must supply them with your UCI number



### Timetables

Once your examination entries are confirmed, you will receive an individual timetable showing your own specific examinations with details of date, time and duration of the examination. Check it carefully. **If you think something is wrong, see Mrs Dewar in the Examinations Office immediately.**

Some candidates may have a clash where two or more subjects are timetabled on the same day at the *same time*. The school will make special timetable arrangements for these candidates only, and their individual **Final Timetable** will show the NEW start time of the “clash” examinations. You must check your individual **FINAL** timetable and if you think there is a timetable clash on your timetable that has not been resolved, please see Mrs Dewar immediately.

If you have a timetable clash you must bring all your electronic items and leave them at the exams office or give them to an invigilator telling her you are a clash candidate you can only have these back at the end of all your exams involved in that clash, bring your lunch and leave your bag near the examination room as you will be under **Full Supervision** between examinations. You will not have access to your phone or any other electronics nor the canteen. You may not speak to any students who have not written the examination with you nor your teachers.

### Contact Numbers

Please check that the 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 Information for Candidates – Written Examination on page 34-37 (Appendix #2) to see what is permissible.

If a student has forgotten any equipment they are expressly forbidden to borrow from another student due to the COVID-19 rules on page #9





### **COVID-19**

The rules for COVID-19 management during examination periods are liable to change based upon Government rules, school and or exam board guidelines.

#### **General rules**

Masks are to be worn at all times

Students will be 2m apart

#### **Entering an Examination**

Students will enter the examination room in small groups entering using the one way system for the room.

Prohibited items should be placed in plastic bags by the students and placed into the grey container. The containers will be removed as normal.

All calculators will be checked to ensure that they meet the standards of the Examination Board and the school.

#### **Starting an Examination**

Once all students have been seated they are to briefly remove their masks and invigilators will check that there is no writing on the inside or outside of the mask. At the same time the seating plan and student card to face check will be done.

As part of the rubric students should have all necessary equipment for the examination.

If a student does not have everything they are expressly forbidden to borrow from another student. If the school can provide items these need to be noted along with the student number.

#### **At the end of the Examination**

Anything left behind by the students will be bagged and marked for disposal and handed in to the Exams Office.

Students will collect their phones etc.... from the secured container.

Once the students have left an exam the desks and chairs will be fully sanitised prior to the next examination.

### **DURING THE EXAMINATIONS**

#### **Examination Regulations**

A copy of the "Information for Candidates", which is issued jointly by all the Examining Boards, is printed on pages 36 to 39 (Appendix #2) of this booklet. All candidates must read these carefully and note that to break



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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.

**Full School Uniform** must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a completely transparent pencil case or clear plastic bag.

Pens should be **black** ballpoint. Use of correction pens, highlighters or gel pens is **not** permitted in any answer booklet. If the question and answer sheet are one document, you may use highlighters in the **questions** but not in your answers.

Do not attempt to communicate with or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.

No food or drink is allowed in the examination rooms apart from water in a clear see through bottle (No printing is allowed on the bottle). Please ensure that all labels are removed before entering the examination room.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.

Do not draw graffiti or write offensive comments on examination papers – **if you do the examination board may refuse to accept your paper.**

Listen carefully to instructions and notices read out by the invigilators – there may be amendments (erratum's) to the examination paper that you need to know about.

Check you have the correct question paper – check the Date, subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly

Candidates must stay in the examination room for at least **one hour after the published start time of the examination** (or for the duration of the examination if it is less than one hour). You will not be allowed to leave an examination room early.

At the end of the examination all work must be handed in – remember to cross through any rough work. If you have used more than one answer book or loose sheets of paper insert them into the appropriate places in the answer booklet and attach them with a treasury tag which will be supplied by the invigilators

Invigilators will collect your examination 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 examination room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.



### Attendance at Examinations

Candidates are responsible for checking their own **FINAL** timetable and arriving at school on the correct day and time, properly dressed in full school uniform and equipped. **Candidates must arrive at least 20 minutes prior to the start time of their examination.** Please wait **quietly** outside your examination room until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination *may* still be admitted, however, the marks are then at the discretion of the Examinations Board. If special consideration applies, then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

### Calculators

For Mathematics and Science examinations, students should make sure that your calculators conform to the examination regulations. All calculator covers and instructions must be left outside, make sure the batteries are new. If you have the new calculators like the FX-CG50 you must know how to clear it and put it into Examination Mode and must do this in front of the invigilator. If in doubt as to whether your calculator is acceptable, please check with your subject teacher.

All calculators will be checked as students enter an examination room

Please note that 'Ruby Calculators' are **expressly forbidden** for use in all examinations.

### Unauthorised Materials

Please make sure that any watch and phone alarms are turned off, **if you have a digital watch, iPod or any other device with remote access or storage facilities please leave it at home or place it in a brown paper bag – write your name on it - and place it in the secured container on the cell phone table at the front of the examination room.** All electronic devices are removed from the examination room by the invigilation team and returned at the end of the exam

If a mobile phone (or any other type of electronic communication or storage 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 examination board. No exceptions can be made.

All other wrist watches must be removed and placed on the desk in front of you and must remain there until your examination paper has been collected.

### Social Media

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared. Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher. If you receive what is, or what looks to be, assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated. Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties



You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted.
- allowing others to help produce your work or helping others with theirs.
- being in possession of confidential assessment related information in advance of the examination.
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to)
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include

- a written warning
- the loss of marks for a section, component or unit
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or examinations for a set period of time

### Alarms

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. You must close your examination paper and leave everything on your desk. You will be asked to evacuate the room **in silence** and in the order in which you are seated and escorted to the designated examinations assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

If the **emergency alarm** sounds during an examination the invigilators will tell you what to do. You must close your examination paper and leave everything on your desk. You must sit on the floor in silence, the lights will be switched off, and the blinds closed. You must not attempt to communicate with anyone else for the duration of this event. When the event has been dealt with, the invigilator will tell you when you may return to your desk, maintain the silence, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

### Exam Timings

#### CAIE – Cambridge Assessment International Examinations

Has a Key Time at which you MUST be under Full Supervision 12:00 for Morning Sessions; and 16:00 for Afternoon Sessions. Our aim is to end at these times where possible.

#### Oxford International AQA Examinations

All exams should start 10:00 but can start 09:30 – 10:30

#### AQA, Edexcel Examinations

All GCE & GCSE examination timings are based on **End times** using UK published start times as guidance (i.e., 9:00 Am. for morning examinations; 1:30pm for afternoon examinations).

Remember, in summer, we are two hours ahead of UK time and, in winter, three hours ahead. See table below for timings.



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This means candidates cannot be released from any morning examination until 12 pm, during summer examinations (1 pm during winter examinations) and 4:30 pm for afternoon examinations (5:30pm during winter examinations). Hence, a 2-hour morning examination in summer would start at 10 a.m. and finish at 12 pm.; a 1-hour morning examination would start at 11 am and end at 12 pm, etc.

### AQA SUMMER

<u>AQA MORNING EXAMINATIONS</u> Earliest possible <b>End time</b>	<u>AQA AFTERNOON EXAMINATIONS</u> Earliest possible <b>End time</b>
<b>12:00</b>	<b>16:30</b>

### AQA WINTER

<u>AQA MORNING EXAMINATIONS</u> Earliest possible <b>End time</b>	<u>AQA AFTERNOON EXAMINATIONS</u> Earliest possible <b>End time</b>
<b>13:00</b>	<b>17:30</b>

### OXFORD AQA - ALL YEAR

<b>10:00 BUT CAN START 09:30 – 10:30</b>
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### EDEXCEL GCE AND (I) GCSE SUMMER

<u>MORNING EXAMINATIONS</u> Earliest possible <b>End time</b>	<u>AFTERNOON EXAMINATIONS</u> Earliest possible <b>End time</b>
<b>12:00</b>	<b>16:30</b>

### EDEXCEL (I) GCSE WINTER

<u>MORNING EXAMINATIONS; End time</u>	<u>AFTERNOON EXAMINATIONS; End time</u>
<b>13:00</b>	<b>17:30</b>

### EDEXCEL IALs SUMMER – Unit Codes start with a “W”

<u>MORNING EXAMINATIONS; Start time</u>	<u>AFTERNOON EXAMINATIONS; Start time</u>
<b>9:00 but can start 8:30 – 9:30</b>	<b>12:00 but can start 11:30 – 12:30</b>

### EDEXCEL IALs WINTER – Unit Codes start with a “W”

<u>MORNING EXAMINATIONS; Start time</u>	<u>AFTERNOON EXAMINATIONS; Start time</u>
<b>9:00 but can start 8:30 – 9:30</b>	<b>12:00 but can start 11:30 – 12:30</b>

## 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.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the invigilators.

### **Absence from Examinations**

If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform Mrs Dewar at the earliest possible point so she can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to Mrs Dewar without delay in all cases where an application is to be made for special consideration.

For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% (GCSE) and 25% (GCE) of the examination (including coursework/Controlled Assessments/NEA Non Examined Assessments) must be completed. An A2 award will not be given on the basis of AS units alone.

Parents and candidates are reminded that **NO** refund will be issued should a candidate fail to attend an examination.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Please note only the **FINAL** timetable is deemed to be accurate, do not use **DRAFT** timetables to diarise examination times and dates as these may be subject to change.

## **AFTER THE EXAMINATIONS**

### **Book Return**

All textbooks must be returned to the school following the final examinations. Candidates can return all textbooks on their final examination date or after each subject examination. Textbook collection boxes will be available outside of each examination room during the examination season.



### NOTIFICATION OF RESULTS FOR 2020/21

Results will be available for collection on the following dates:

Session	Date
October 2020 - IALs - Edexcel	13/01/2021
November 2020 - GCSE - AQA & Edexcel (English)	14/01/2021
November 2020 - GCSE - AQA & Edexcel (All other subjects)	11/02/2021
November 2020 - IGCSE - Edexcel	13/01/2021
November 2020 - GCE - AQA & Edexcel	17/12/2020
November 2020 - IGCE - CAIE (Available on-line)	19/01/2021
January 2021 - IALs - Oxford AQA	04/03/2021
January 2021 - IAL + GCSE - Edexcel	04/03/2021
Summer 2021- IB Students (Available on-line)	+/- 06/07/2021
Summer 2021 - CAIE (A- Level Available on-line)	+/- 11/08/2021
Summer 2021 - CAIE (IGCSE Available on-line)	+/- 14/08/2021
Summer 2021 - GCE + IALs (Edexcel Available on-line)	19/08/2021
Summer 2021 - (i)GCSE (Edexcel Available on-line)	26/08/2021

Results can be collected as follows:

	Time	Notes
In person	11:00 - 13:00	
By phone +973 17605 370 /372	12:00 - 15:00	candidate number must be provided
By email	08:30 - 16:00	The "Results and <a href="#">Certification Instructions</a> Form" should be completed and returned to Mrs Dewar in the Examinations Office



### Post Results

Senior Staff will be in school on Results Day to advise on all issues relating to results.

Enquiries About Results (EARs): **Priority** Enquiries about Results are **ONLY** available for **ONE week** after results day.

Clerical Check and Review of Marking Services are available up to approximately 4 weeks following the issue of results.

Please pay attention to posted deadlines as there are no exceptions.

**Priority remarks are ONLY available for IAL, GCE and Edexcel GCSE for ONE week after results day**

EDEXCEL provides free access to all Edexcel Scripts

Money must be received at the Examinations Office, with the completed **Enquiry About Results Form (EARs)**. No enquiries can be processed until the relevant fee and form/or written permission has been received. The earlier an Enquiry is processed the sooner you should get the outcome, as EARs are processed on a first come first processed basis by the Examination Boards.

For all other **Enquiry About Results Form (EARs)** you have between two to three weeks to put in your enquiry.

**If you do a Priority Copy of script you cannot then do a Priority re-mark, just a normal re-mark.**

Please find copies of all the Enquiry about Results Forms, prices and Deadlines in the next few pages.

### Appeals

Appeals must be submitted to the examinations Board within 14 Days of the Outcome. An Appeal can only be submitted by the Head of Centre. If the Centre is convinced that **the awarding body has not followed due procedures**, it is possible to submit an appeal in line with the Appeals Policy which can be found on Parent Portal.

If an application for an appeal is accepted, an investigation into candidates' or Centre's results, and the awarding body's procedures, will follow. **An appeal investigation does not generally involve a further review of candidates' work. The appeal must specify which procedures have not been properly and fairly applied.**

For GCE it is now possible to submit an appeal against an outcome of a remark if we can show substantial evidence of where the marking is incorrect against the mark sheet.

**JCQ now has a policy for appealing against a remark, please see our policy on Appeals for a JCQ appeal against a remark.**





## KEY DATES, RESULTS & POST RESULT SERVICES

### November 2020 Key Dates and Costs per Unit: GCE, GCSE and IALs

Results & Post Results Services

GCE, GCSE & IAL Examinations	For entry and certification in November 2020	Costs for each Unit 2020
Final date for entries	4 September 2020	BD 26.000 6 unit GCE BD 26.000 4 unit GCE BD 52.00 2 Unit Linear 104 BD per subject BD 46.000, 1 per GCSE
Date of first examination on common timetable	06 October 2020	
Date of final examination on common timetable	23 November 2020	
<b>Publication of Results</b>		
November 2020 - GCSE - AQA & Edexcel (English)	14 January 2021	
November 2020 - GCSE - AQA & Edexcel (All other subjects)	11 February 2021	
November 2020 - IGCSE - Edexcel	13 January 2021	
November 2020 - GCE - AQA & Edexcel	17 December 2020	
November 2020 - IGCE - CAIE (Available on-line)	19 January 2021	
January 2021 - IALs - AQA	04 March 2021	
January 2021 - IAL + GCSE - Edexcel	04 March 2021	
Final date to apply for <b>late cash-in</b> per subject award <b>Edexcel</b> After this date Edexcel charge	30 January 2021	BD 5.000 BD 40.000
Final date to apply for <b>late cash-in</b> per subject award <b>AQA</b> After this date AQA charge	11 February 2021	BD 5.000 BD 40.000
Final date to apply for a <b>Remark GCE</b>	30 January 2021	BD 40.000
Final date to apply for a <b>Remark GCSE English Only</b>	30 January 2021	BD 30.000



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GCE, GCSE & IAL Examinations	For entry and certification in November 2020	Costs for each Unit 2020
Final date to apply for a Remark GCSE All subjects EXCEPT English	28 February 2021	BD 30.000
Final date to apply for a <b>Remark IALs</b>	30 January 2021	BD 40.000
Final date to apply for a <b>Remark and Copy GCE</b>	07 January 2021	BD 50.000
Final date to apply for a <b>Remark and Copy IALs</b>	30 January 2021	BD 50.000
Final date to apply for a <b>Remark and Copy GCSE English only</b>	20 January 2021	BD 40.000
Final date to apply for a <b>Remark and Copy GCSE All subjects EXCEPT English</b>	21 February 2021	BD 40.000
Final date to apply for return of <b>original</b> examination scripts <b>GCE &amp; GCSE</b> all subjects <b>except</b> English	21 February 2021	BD 10.000
Final date to apply for return of <b>original</b> examination scripts <b>GCE &amp; GCSE</b> English <b>only</b>	21 January 2021	BD 10.000
Final date to apply for return of <b>original</b> examination scripts IALs	21 January 2021	Free
Issue of certificates	By 11 April 2021	Free



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## Enquiries About Results Form (EAR form): GCE & GCSE November 2020

### Payments must be made to examination officers at the time of request

The following information explains what may happen following an appeal or an enquiry about the results of an examination. If you decide to make an enquiry about your results, there are three possible outcomes: -

- Your original mark remains if there is no change in grade
- Your original mark is raised, resulting in a change of grade to a higher level
- Your original **mark is lowered**, resulting in a change of grade to a lower level

In order to proceed with the enquiry/appeal please sign the form below.

This gives your consent that you understand the possible outcome of an enquiry/appeal.

Please tick this box to indicate that we may email the outcome/script to you.

Please note this outcome/script may contain personal data.

### CANDIDATE CONSENT FORM:

Candidate Number:

Contact Number:

Candidate Name:

Email Address:

### DETAILS OF ENQUIRY:

Examination Board: AQA / Edexcel

Centre No: 74604 / 90316

AS

A2

GCSE

Subject Title:

Subject Unit:

check ✓	Type	Price	Deadline	Complete by
	Copy of Script (GCE)	BD 10.000	07 January 2021	30 Days
	Copy of Script (IALs)	Free	21 January 2021	30 Days
	Access to Original Script (ATOS)	BD 10.000	22 March 2021	30 Days
	GCSE REMARK and Copy of Script (EAR+ATS)	BD 40.000	18 March 2021	30 Days
	GCE REMARK and Copy of Script (EAR+ATS)	BD 50.000	18 March 2021	30 Days
	GCSE REMARK (EAR)	BD 30.000	18 March 2021	30 Days
	GCE REMARK (EAR)	BD 40.000	18 March 2021	30 Days

I understand the possible outcomes, and am giving my consent for the above Enquiry/Appeal. I understand that the final grade awarded **may be LOWER**, HIGHER or the SAME as the grade originally awarded.

Signed:

Date:



# GCE and GCSE Examinations 2020-2021 Guidance for Students & Parents

v1.0 | October 2020

## January 2021 Key Dates and Costs per Unit: GCE, GCSE & IALs

### Results & Post Results Services

GCE, GCSE & IAL Examinations	For entry and certification in January 2021	Costs for each Unit 2021
Final date for entries	13 October 2020	BD 26.000 6 unit GCE BD 26.000 4 unit GCE BD 52.00 2 Unit Linear 104 BD per subject BD 46.000, 1 per GCSE
Date of first examination on common timetable	04 January 2021	n/a
Date of final examination on common timetable	26 January 2021	n/a
Publication of Results	04 March 2021	
Final date to apply for <b>late cash-in</b> per subject award <b>Edexcel</b> After this date Edexcel charge	22 March 2021	BD 5.000 BD 40.000
Final date to apply for <b>late cash-in</b> per subject award <b>AQA</b> After this date AQA	22 March 2021	BD 5.000 BD 40.000
Final date to apply for <b>late cash-in</b> per subject award <b>Oxford-AQA</b> After this date AQA charge	22 March 2021	BD 5.000 BD 40.000
Final date to apply for a <b>Remark</b>	22 March 2021	BD 40.000
Final date to apply for a <b>Remark and Copy</b>	22 March 2021	BD 50.000
Final date to apply for a <b>Priority Copy (IAL's Oxford-AQA only)</b>	10 March 2021	BD 10.000
Final date to apply for return of <b>original</b> examination scripts	22 March 2021	BD 10.000
Issue of certificates	By 14 April 2021	n/a



# GCE and GCSE Examinations 2020-2021 Guidance for Students & Parents

v1.0 | October 2020

## Enquiries About Results Form (EAR form): GCE & GCSE January 2021

### Payments must be made to examination officers at the time of request

The following information explains what may happen following an appeal or an enquiry about the results of an examination. If you decide to make an enquiry about your results, there are three possible outcomes: -

- Your original mark remains if there is no change in grade
- Your original mark is raised, resulting in a change of grade to a higher level
- Your original **mark is lowered**, resulting in a change of grade to a lower level

In order to proceed with the enquiry/appeal please sign the form below.

This gives your consent that you understand the possible outcome of an enquiry/appeal.

Please tick this box to indicate that we may email the outcome/script to you.

Please note this outcome/script may contain personal data.

### CANDIDATE CONSENT FORM:

Candidate Number:

Contact Number:

Candidate Name:

Email Address:

### DETAILS OF ENQUIRY:

Examination Board: AQA OXFORD / EDEXCEL

Centre No: 74604 / 90316

AS

A2

GCSE

Subject Title:

Subject Unit:

check ✓	Type	Price	Deadline	Complete by
<input type="checkbox"/>	Copy of Script (GCE) AQA Oxford	BD 10.000	18 March 2021	30 Days
<input type="checkbox"/>	Copy of Script Edexcel	Free	31 March 2021	30 Days
<input type="checkbox"/>	Access to Original Script (ATOS)	BD 10.000	22 March 2021	30 Days
<input type="checkbox"/>	GCSE REMARK and Copy of Script (EAR+ATS)	BD 40.000	18 March 2021	30 Days
<input type="checkbox"/>	GCE REMARK and Copy of Script (EAR+ATS)	BD 50.000	18 March 2021	30 Days
<input type="checkbox"/>	GCSE REMARK (EAR)	BD 30.000	18 March 2021	30 Days
<input type="checkbox"/>	GCE REMARK (EAR)	BD 40.000	18 March 2021	30 Days

I understand the possible outcomes, and am giving my consent for the above Enquiry/Appeal. I understand that the final grade awarded **may be LOWER**, HIGHER or the SAME as the grade originally awarded.

Signed:

Date:



# GCE and GCSE Examinations 2020-2021 Guidance for Students & Parents

v1.0 | October 2020

## June 2021 Examinations – Key Dates and Costs per Unit: GCE, IALs & CAIE

GCE Examinations	For entry and certification in JUNE 2021	Costs for each Unit 2021
Final date for entries	02 February 2021	BD 26.000 6 unit GCE BD 26.000 4 unit GCE BD 52.000 2 Unit GCE Linear BD 104 /subject
Date of first examination on common timetable	4 May 2021*	n/a
Date of final examination on common timetable –	25 June 2021*	
<b>Exam Contingency day</b>	29 June 2021*	
<b>Publication of Results</b>	JCQ-19 August 2021 CAIE +/- 11 August 2021 Oxford-AQA – 19 August 2021	n/a
Final date to apply for Priority <b>Photocopies of examination scripts excluding CAIE</b>	26 August 2021	BD 10.000
Final date for <b>Priority Remark</b>	26 August 2021	BD 50.000
Final date for <b>Priority Remark and Copy of re-marked script</b>	26 August 2021	BD 60.000
Final date to apply for <b>late cash-in</b> per subject award – Edexcel/AQA	12 September 2021	BD 5.000
After this date Edexcel/AQA Charge		BD 40.000
Final date to apply for a <b>Remark</b>	12 September 2021	BD 40.000
Final date to apply for a <b>Remark</b> and Copy Of Re-marked Script	12 September 2021	BD 50.000
Final date to apply for return of <b>original</b> examination scripts excluding CAIE	12 September 2021	BD 10.000
Issue of certificates	7 November 2021	n/a

\* These dates may change, depending on Ofqual



# GCE and GCSE Examinations 2020-2021

## Guidance for Students & Parents

v1.0 | October 2020

### June 2021 Examinations – Key Dates and Costs per Unit: (i)GCSE & CAIE

GCSE Examinations	For entry and certification in JUNE 2021	Costs for each Unit 2021
Final date for entries	02 February 2021	BD 26.000 6 unit GCE BD 26.000 4 unit GCE BD 52.000 2 Unit GCE Linear BD 104 /subject
Date of first examination on common timetable	5 May 2021*	n/a
Date of final examination on common timetable	23 June 2021*	
<b>Exam Contingency day</b>	29 June 2021*	
<b>Publication of Results</b>	JCQ-26 August 2021 CAIE +/- 14 August 2021 AQA – 26 August	n/a
Final date to apply for Priority <b>Photocopies of examination scripts excluding CAIE</b>	2 September 2021	BD 10.000
Final date for <b>Priority Remark</b>	2 September 2021	BD 50.000
Final date for <b>Priority Remark and Copy of re-marked script</b>	2 September 2021	BD 60.000
Final date to apply for a <b>Remark</b>	12 September 2021	BD 40.000
Final date to apply for a <b>Remark</b> and Copy Of Re-marked Script	12 September 2021	BD 50.000
Final date to apply for return of <b>original</b> examination scripts	12 September 2021	BD 10.000
Issue of certificates	7 November 2021	n/a

\* These dates may change, depending on Ofqual



# GCE and GCSE Examinations 2020-2021 Guidance for Students & Parents

v1.0 | October 2020

## Enquiries About Results Form (EAR form): AQA & Oxford AQA June 2021

### Payments must be made to examination officers at the time of request

The following information explains what may happen following an appeal or an enquiry about the results of an examination.

If you decide to make an enquiry about your results, there are three possible outcomes: -

- Your original mark remains if there is no change in grade
- Your original mark is raised, resulting in a change of grade to a higher level
- Your original **mark is lowered**, resulting in a change of grade to a lower level

In order to proceed with the enquiry/appeal please sign the form below.

This gives your consent that you understand the possible outcome of an enquiry/appeal.

Please tick this box to indicate that we may email the outcome/script to you.

Please note this outcome/script may contain personal data.

### CANDIDATE CONSENT FORM:

Candidate Number:

Contact Number:

Candidate Name:

Email Address:

### DETAILS OF ENQUIRY:

Examination Board: AQA

Centre No: 74604

AS

A2

GCSE

Subject Title:

Subject Unit:

check ✓	Type	Price	Deadline	Complete by
	Priority Remark (GCE ONLY)	BD 50.000	2 September 2021	1 to 15 days
	Priority Copy of Script (GCE ONLY)	BD 10.000	2 September 2021	1 to 15 days
	Priority Remark and Copy (GCE ONLY)	BD 60.000	2 September 2021	1 to 15 days
	Access to Original Script (ATOS)	BD 10.000	12 September 2021	30 Days
	GCSE REMARK and Copy of Script (EAR+ATS)	BD 40.000	12 September 2021	30 Days
	GCE REMARK and Copy of Script (EAR+ATS)	BD 50.000	12 September 2021	30 Days
	GCSE REMARK (EAR)	BD 30.000	12 September 2021	30 Days
	GCE REMARK (EAR)	BD 40.000	12 September 2021	30 Days

I understand the possible outcomes, and am giving my consent for the above Enquiry/Appeal. I understand that the final grade awarded **may be LOWER**, HIGHER or the SAME as the grade originally awarded.

Signed:

Date:





## Enquiries About Results Form (EAR form): Edexcel June 2021

### Payments must be made to examination officers at the time of request

The following information explains what may happen following an appeal or an enquiry about the results of an examination.

If you decide to make an enquiry about your results, there are three possible outcomes: -

- Your original mark remains if there is no change in grade
- Your original mark is raised, resulting in a change of grade to a higher level
- Your original **mark is lowered**, resulting in a change of grade to a lower level

In order to proceed with the enquiry/appeal please sign the form below.

This gives your consent that you understand the possible outcome of an enquiry/appeal.

Please tick this box to indicate that we may email the outcome/script to you.

Please note this outcome/script may contain personal data.

### CANDIDATE CONSENT FORM:

Candidate Number:

Contact Number:

Candidate Name:

Email Address:

### DETAILS OF ENQUIRY:

Examination Board: Edexcel

Centre No: BH010

AS

A2

GCSE

Subject Title:

Subject Unit:

check ✓	Type	Price	Deadline	Complete by
<input type="checkbox"/>	Priority Remark (GCSE ONLY)	BD 40.000	2 September 2021	1 to 15 days
<input type="checkbox"/>	Priority Remark (GCE ONLY)	BD 50.000	2 September 2021	1 to 15 days
<input type="checkbox"/>	Copy of Script (ALL)	Free	Available online until	4 October 2021
<input type="checkbox"/>	Priority Remark and Copy (GCSE ONLY)	BD 50.000	2 September 2021	1 to 15 days
<input type="checkbox"/>	Priority Remark and Copy (GCE ONLY)	BD 60.000	2 September 2021	1 to 15 days
<input type="checkbox"/>	Access to Original Script (ATOS)	BD 10.000	12 September 2021	from 4 Oct 2021
<input type="checkbox"/>	GCSE REMARK and Copy of Script (EAR+ATS)	BD 40.000	12 September 2021	30 Days
<input type="checkbox"/>	GCE REMARK and Copy of Script (EAR+ATS)	BD 50.000	12 September 2021	30 Days
<input type="checkbox"/>	GCSE REMARK (EAR)	BD 30.000	12 September 2021	30 Days
<input type="checkbox"/>	GCE REMARK (EAR)	BD 40.000	12 September 2021	30 Days

I understand the possible outcomes, and am giving my consent for the above Enquiry/Appeal. I understand that the final grade awarded **may be LOWER**, HIGHER or the SAME as the grade originally awarded.

Signed:

Date:



# GCE and GCSE Examinations 2020-2021 Guidance for Students & Parents

v1.0 | October 2020

## Enquiries About Results Form (EAR form): CAIE June 2021

### Payments must be made to examination officers at the time of request

The following information explains what may happen following an appeal or an enquiry about the results of an examination.

If you make an enquiry about your results, there are three possible outcomes: -

- Your original mark remains if there is no change in grade
- Your original mark **is raised or lowered**, which can result in a change of grade

In order to proceed with the enquiry please sign the form below

This gives your consent that you understand the possible outcome of the enquiry.

Please tick this box to indicate that we may email the outcome/script to  
Please note this outcome/script may contain personal data.

you.

### CANDIDATE CONSENT FORM:

Candidate Number:

Contact Number:

Candidate Name:

Email Address:

### DETAILS OF ENQUIRY:

Examination Board: CAIE

Centre No: BH010

AS

A2

GCSE

Subject Title:

Subject Unit:

check ✓	Type (per paper)	Price per paper	June Exams (completed by)
	Clerical Re-check and Copy of Script → (1S)	BD 30.000	12 September 2021
	Re-mark per unit→ → → (2)	BD 40.000	12 September 2021
	Re-mark and Copy Of Script→ → (2S)	BD 60.000	12 September 2021

I understand the possible outcomes, and am giving my consent for the above Enquiry/Appeal. I understand that the final grade awarded **may be LOWER**, HIGHER or the SAME as the grade originally awarded.

Signed:

Date:



### Re-Sits

If you wish to re-sit an examination, tell your HoD before they submit entries to the Examinations Office.

If you are too late to do it through your HoD a Re-Sit Form is available in the Examinations Office this must be signed by the Head of Department for the subject, these completed forms along with the fees for the re-sit must be paid to the Examinations Office. Re-sits will take place the next time that examination is offered (i.e. in November (GCSE English, some MFL, Economics, DT, Drama and Geography, Psychology, Media) and in January (Maths, Business + A Level Sciences, Maths, Business and Economics and MFL) or Summer for the majority of GCE and GCSE examinations).

### Certificate Collection

Certificates are available for collection in early November. Should you be unable to collect your certificate in person you must complete a Results and Certificate Instructions Form indicating how you wish to receive your certificates (e.g., courier, registered mail, etc.). The form together with 10BD must be submitted to the Exams Office by 30 June. See the form on the next page.

St Christopher's School is only obliged to keep certificates for a period of **one year** after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safely filed away.



## Results & Certificate Instructions: Summer 2021

Please provide your contact details if you are *unable* to collect your results in person or by telephone.  
**E-mailed results will be issued on Thursday 19 August 2021 for GCE and Thursday 26 August 2021 for GCSE.**

By ticking this box, you are giving us permission to email your Results Slips to you.  
The Results Slips do contain personal information.

Please write clearly

Candidate Number:

Contact Number:

Candidate Name:

Email Address:

check ✓	Which Examinations Boards results do you require?
	Edexcel Results Required
	AQA Results Required
	Cambridge International Results Required

check ✓	Which Level Results?
	GCSE
	GCE
	IAL

CERTIFICATES – These will be available in November 2021

Please indicate where you would like your Certificates couriered, if you are unable to collect them in person or have someone else collect on your behalf.

**DHL Courier** – Cost BD 10

Mailing address:

Telephone No.

PLEASE RETURN COMPLETED FORMS AND ANY PAYMENTS TO MRS DEWAR, EXAMINATIONS OFFICER



<b>Appendix 1 - JCQ Warning to Candidates</b>	
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AQA	City & Guilds	CCEA	OCR	Edexcel	WJEC
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## 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.**

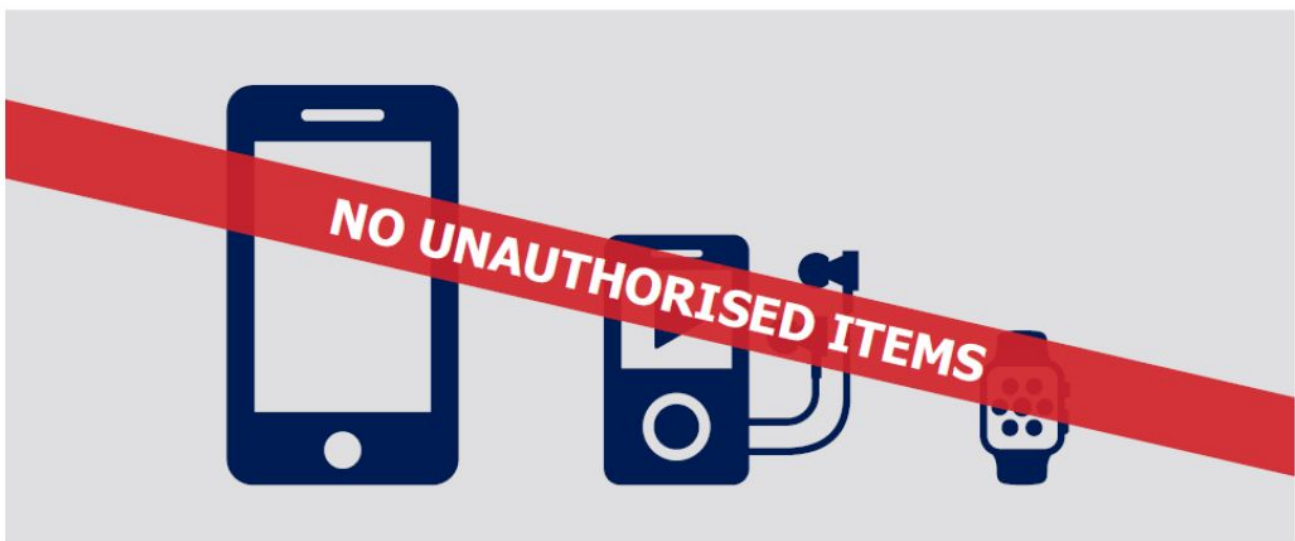
(C)JCQ 2020 - Effective from 1 September 2020



AQA	City & Guilds	CCEA	OCR	Edexcel	WJEC
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## **NO MOBILE PHONES SMARTWATCHES 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.



### Appendix 2 - Information for Candidates - Written examinations With effect from 1 September 2020



This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

#### A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You must not take into the exam room:
  - (a) notes;
  - (b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.

Any pencil cases taken into the exam room must be see-through.

Remember: 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. If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7. Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8. You must not write inappropriate, obscene or offensive material.
9. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the exam.

#### B. Information – Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least twenty minutes before the start of each exam.
2. If you arrive late for an exam, report to the Examinations Office.



3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

### C. Calculators, dictionaries and computer spell-checkers

1. You may use a calculator unless you are told otherwise.
2. If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) do not bring into the exam room any operating instructions or prepared programs.
3. Do not use a dictionary or computer spell checker unless you are told otherwise.

### D. Instructions during the exam

1. Always listen to the invigilator. Always follow their instructions.
2. Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
7. Make sure you add your candidate details to any additional answer sheets that you use for rough work.

### E. Advice and assistance





1. If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
3. You must not ask for, and will not be given, any explanation of the questions.

### F. At the end of the exam

1. If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
2. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
3. Do not leave the exam room until told to do so by the invigilator.
4. Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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## Appendix 3 - Information for Candidates - Social Media



**Information for candidates  
Using social media and examinations/assessments**



**This document has been written to help you stay within examination regulations.  
Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

### You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2020 – Effective from 1 April 2020



### **Appendix 4 - Information for Candidates - Coursework Assessments**

**With effect from 1 September 2020**



This document tells you about some things that you must and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called ‘referencing’. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

### **Preparing your coursework – good practice**

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you.

Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.



Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need. Don't be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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## Appendix 5 - Information for Candidates - Non-Examination Assessments With effect from 1 September 2020



This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is anything that you do not understand, you must ask your teacher.

### Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you must describe in your own words how that data was obtained and you must independently draw your own conclusions from the data.

You must meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though – you cannot copy it and claim it as your own work.

**The regulations state that:  
‘the work which you submit for assessment must be your own work’;**



**'you must not copy from someone else or allow another candidate to copy from you'.**

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

### Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned they may have read the source you are using, or even marked the work you have copied from!

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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## Appendix 6 - How JCQ Uses Your Data



### Information for Candidates Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information.

For more detail see each awarding body's full Privacy Notice:

- AQA → <https://www.aqa.org.uk/about-us/privacy-notice>
- CCEA → [http://ccea.org.uk/legal/privacy\\_policy](http://ccea.org.uk/legal/privacy_policy)
- City & Guilds → <https://www.cityandguilds.com/help/help-for-learners/learner-policy>
- NCFE → <https://www.ncfe.org.uk/legal-information>
- OCR → <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>
- Edexcel → <https://qualifications.edexcel.com/en/about-us/qualification-brands/gdpr.html>
- WJEC → <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here:

[www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

### What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the



Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously. You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.
- You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here:

[www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### Please note!

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.‡





## Appendix 7 - St Christopher's School Exams Policies

To access a Policy, please click on the Policy Name

The [Safeguarding Children Policy](#) can be found on the St Christopher's School [Website](#)

The policies below can be found on the Parent App.

POLICY NAME
<a href="#">Internal Appeals Procedure - NEA's</a>
<a href="#">Criteria used to award a Word Processor for Examinations Policy</a>
<a href="#">Complaints and Appeals Procedure</a>
<a href="#">Procedure to Identify Candidates</a>
<a href="#">Procedure for dealing with ATS, EARs and Appeals to Awarding Bodies</a>
<a href="#">Process to check the SSD Co-Ordinator's Qualifications &amp; Assessment Process is Administered Correctly</a>
<a href="#">Examinations Data Protection Policy</a>
<a href="#">Food and Drink in the Examinations Room</a>



### Frequently Asked Questions (FAQ's)

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

- The school will reschedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your FINAL individual candidate timetable. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

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

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

#### Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on attendance registers. Invigilators will be able to help you find your number. Alternatively, you can check with the Examinations Office before going into the examination room.

#### Q. What do I do if I have an accident or fall ill before the examination?

- Inform Mrs Dewar at the earliest possible point so we can help or advise you. In the case of an accident which prevents you from writing 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 is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. 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 ever provided. 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 examination session for each subject) and the candidate will be required to provide evidence to support such an application.

#### Q. What do I do if I feel ill during the examination?

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

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

- Provided you are not more than 1 hour late; it may still be possible for you to sit the examination. You must contact Mrs Dewar as soon as possible if you know you will be late for an examination. You should get to the school as quickly as possible and report to Mrs Dewar who will escort you to the examination room.
- You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.



- You should also be aware that if you start the examination more than 1 hour after the published starting time, the school must inform the examination board and it is possible that the Board 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 examination can I take it on another day?**

- No. Timetables are regulated by the examination 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 examinations?**

- Candidates are encouraged to assemble an Examination Pack prior to the start of the examination period. This Examination Pack should be a clear pencil case or clear plastic bag (e.g., Ziploc bag) which will contain everything you will need for all of your examinations. Suggested contents of the Examination Pack are as follows:
  - o two black ink pens (Ballpoint)
  - o two 2B pencils
  - o eraser
  - o pencil sharpener
  - o approved calculator
  - o 30 cm ruler (marked with cm and mm)
  - o compass
  - o protractor
  - o Highlighters – do NOT use these on your answers nor on questions where the answer & question paper are combined.
  - o A Bottle of water in a clear bottle with no label on the bottle.
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

### **Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations 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 examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school with you when you attend an examination.
- No food or drink is allowed in the examination room apart from water in a clear bottle.
- Mobile telephones and other electronic communication devices must be switched off and turned in upon entry into the examination room, including Smart/ Watches, iPods etc.

### **Q. My hands have henna on them - is this a problem?**

- Students must not have henna applied to their hands during the exams period. If this happens we are required to take photographs of your hands and have the photo's checked by language experts



### **Q. Why can't I bring my mobile telephone or Smartwatch into the examination room?**

- Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, Smart Watch, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:
- The maximum penalties are as follows:
  - Device found on you and turned ON - disqualification for the entire subject award.
  - Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.
  - Phone rings during the examination wherever it is in the room the examination board must be informed and you may be disqualified from all papers for the subject (including any already taken).

### **Q. How do I know how long the examination is?**

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on an overhead projector or board at the front of the examination room. Five minutes remaining will be called, and there will be a clock in all examination rooms.

### **Q. Can I leave the examination early?**

- We have an End Time for our Examinations. You have to stay fully supervised until that End Time has been reached.
- It is a requirement of the examination boards that you must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one Hour).
- It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

### **Q. What do I do if the fire alarm goes?**

- The examination invigilators will tell you what to do. When you evacuate the room – close your examination paper and leave everything on your desk, and leave the room in silence. You must not attempt to communicate with any other candidates or teachers during the evacuation.

### **Q. Can I go to the toilet during the examination?**

- If it is absolutely necessary. You will be escorted by an invigilator and may not be allowed any extra time.
- Toilet breaks should not happen unless critical in the last 15 minutes of an exam

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

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the Tuck Shop in the usual way or bring a packed lunch. Please note: On Fridays the tuck shop is closed. Candidates with clashes in their timetables, and who need to be supervised over the lunch break, will not be permitted to go to the Tuck Shop. Those candidates are encouraged to bring a packed lunch.

### **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 for college/university at some time in the



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future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

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

- Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Examinations Officer by posted dates and you must complete an Enquiry About Results form and return it with payment to cover the cost.