



EXTERNAL AND INTERNAL EXAMINATIONS

Important Information
for Parents and Students
January 2020

Introduction	3
Who is responsible for the examinations?.....	3
Who is entered for external examinations?	4
What information will students receive about their examination entries?	4
How can parents help their son/daughter during the examination period?	4
BTEC External Assessments.....	4
Coursework/Non-examination Assessment deadlines	4
How do students know what dates the examinations take place?	5
Can students take holidays during term time?.....	5
Where will examinations be held?	5
What is the start time of the examination?	5
What is the finish time of the examination?.....	6
What happens if a student is late for an examination?	6
What happens if a student is unwell at the time of one or more of the examinations?	6
What happens if a student does not turn up for an examination?.....	6
What happens if a student has more than one examination at the same time?.....	7
How are students supervised?	7
What equipment should candidates bring to the examination?	7
Regulations governing the use of calculators.....	8
What are prohibited items in the examination room?.....	8
When can I use a highlighter pen?	8
What about a drink?.....	9
What are the rules regarding mobile phones, watches and other electronic items?	9
What is “malpractice”?.....	9
Expected standard of behaviour during examinations.....	9
What should students wear for examinations?	10
What do students do who finish early?.....	10
What can be done if a student has problems, which may affect his or her performance in an examination?.....	10
How does a student return books and equipment to the school after the examinations are over?	10
When and how are results distributed?.....	10
What can a student do if a result is substantially different from what was expected?	11
How can a student get a copy of their marked examination script?	11
Can students have their non-exam assessments back?.....	11
When do students receive their examination certificates?	11
How long are certificates kept for?	11
How are internal examinations conducted?.....	12
Appendix 1 Beauchamps High School Internal Appeals Procedures	13
Appendix 2 Beauchamps High School Internal Appeals Form.....	16
Appendix 3 Beauchamps High School Privacy Notice	17
Appendix 4 JCQ Information for Candidates Documentation	18

Introduction

Examinations, both internal and external, can be a stressful time for both students and their parents and it is important to be as informed as possible. The rules and regulations of the school and the Examination Boards (also called the Awarding Bodies) are designed to ensure fairness and to minimise disruption in the examination rooms. Beauchamps High School runs all examinations both internal and external using the same rules and procedures to allow all students to become familiar with the process.

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations. In addition, we ensure that the examinations run smoothly and conducted in a way that will cause as little stress as possible, helping students to achieve their best.

The Awarding Bodies set out strict criteria for the conduct of examinations and the school is required to follow them precisely. The Awarding Bodies carry out regular inspections to ensure that the school is adhering to all rules and regulations.

Please read this booklet carefully, ensuring that you pay particular attention to the JCQ documentation links appearing in the appendices. This booklet also answers some of the most frequently asked questions and provides important information to help guide and support students and parents through the examination process.

If you have any other questions about external examination administration please contact Mrs L Hampton, the Examinations Officer. However, subject specific matters and questions about internal examinations should be addressed to Subject Leaders or the Senior Leadership Team.

You can contact the Examinations Office by

telephone on 01268 735466

E-mail to lhampton@beauchamps.essex.sch.uk

The websites of the six main Awarding Bodies that the school use also give valuable information:

www.aqa.org.uk

www.qualifications.pearson.com

www.ocr.org.uk

www.eduqas.co.uk

www.vtct.org.uk

www.wjec.org.uk

Other Awarding Bodies also have websites with information about courses.

Any questions on examination days should be directed to the main School Office, who will pass on messages to the Exams Office, as the main priority will be starting the examinations on time and running the examinations efficiently. A member of the Exams Office will respond to any messages as soon as they are able.

Who is responsible for the examinations?

The school's Examinations Officer is responsible for administering all external examinations as directed by the Head of Centre, the Head teacher. Subject teachers are responsible for deciding which examination boards will use and which students are to be entered for particular examinations. There is a team of invigilators who are present during the internal and external examinations and who are supervised by the Examinations Officer.

Who is entered for external examinations?

It is school policy to enter every student on roll for the most appropriate level of examination.

What information will students receive about their examination entries?

Students and parents will be able to see examination entries and individual examinations timetable within the Edulink One app and a hard copy of the statement of entry will be sent out to parents to check that the details are correct. We ask that the statement of entry is checked carefully by parents and inform the school if they believe there are any errors or problems. It is important that the name, which appears on the statement of entry, is the same as the name on your son/daughter's passport/birth certificate. This name will appear on the official certificates, which are legal documents and can be difficult to change once awarded. Students must use their legal forename and surname for all examinations. The statement of entry also informs parents that they agree to pay the entry fees should their son/daughter fail to take the examination without good reason.

How can parents help their son/daughter during the examination period?

Examinations are inevitably a stressful time for some candidates and support from both school and parents can be helpful. This booklet provides both parents and students information to many of the frequently asked questions regarding examinations. The school will provide advice about revision programmes and examination techniques, and if followed, it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and it is useful to give plenty of encouragement. Students should get adequate sleep and some opportunities for relaxation through other activities.

BTEC External Assessments

The new BTEC qualifications have external assessment units that are either internally timetabled or timetabled at a specified time by the Awarding Body. Candidates will be notified in advance when their external assessment will take place. On the advice of subject teachers, students may have the opportunity to re-sit the external assessment unit if it is available.

Coursework/Non-examination Assessment deadlines

Some subjects include coursework or non-examination assessment; the subject teachers usually mark this and the marks and work sent to the Awarding Bodies before the formal examination sessions take place. The school sets deadlines that allow time for this process to take place and to meet the Awarding Bodies deadlines. The deadlines are not changeable, students will not receive a mark for this part of the examination and their overall grade will suffer if they do not submit coursework or non-examination assessments on time. Students may also not be eligible for Special Consideration for the external exams should they be ill, as they will not have completed the minimum amount of the course (usually 25% for GCE/GCSE examinations). Parents and candidates should be aware that any adjustment is small and will be less than 5% and that no feedback including percentage awarded is ever provided by the awarding bodies.

How do students know what dates the examinations take place?

The main period for external exams is from mid-May until the end of June. Oral and practical examinations will take place earlier and subject teachers will advise students when these will take place. Depending on the subjects, entries for other exam series in November, January and February may be made. Candidates and parents will be able to see entries and their individual candidate timetable via the Edulink One app, which will provide the candidate with specific information regarding the date, session/time, and room including seat number for each sit down examination.

EXTERNAL EXAMINATION DATES ARE FIXED BY THE AWARDING BODIES AND CANNOT BE CHANGED BY THE SCHOOL

Can students take holidays during term time?

Dates for external examinations are timetabled by the Awarding Bodies and the Examinations Officer cannot give out the actual examination dates until they are published by the Awarding Bodies. The final dates are often not available until a few months before the examinations take place and the dates for practical and oral assessments are not finalised until a few weeks beforehand. Parents are reminded that the Head teacher can only grant a leave of absence during term time (including examination periods) for exceptional circumstances and that parents book holidays during term time at their own risk. If a student misses an examination because they are on holiday, a bill for the exam entry will be sent home.

Where will examinations be held?

The school's main venues for examinations are the Sports Hall, West Hall, LP rooms and B&E Conference Room. Other rooms can be used depending on the subject/examination requirements. Candidates are required to arrive at the exam room 10 minutes for GCE and 20 minutes for GCSE before the advertised start time to enable seating procedures to be carried out efficiently. Candidates are asked to wait quietly outside the room until told to enter.

Their candidate number, which appears on their individual candidate timetable on the Edulink One app, will determine where a candidate sits and in many cases, this shows the candidate's seat number. The candidate will sit at the desk bearing a card with their candidate number and name. This arrangement follows Examination Board rules and the school cannot change it. A few students with particular needs will take their examinations in different rooms.

What is the start time of the examination?

The Examination Boards dictate the start times for exams. Candidates' timetables on the Edulink One app will show the start time of examinations, these will normally be 9.00 am for morning examinations and 1.30 pm for afternoon examinations. Timings for some papers may deviate from this pattern and the candidate's timetable on Edulink One will reflect any changes.

Candidates are asked to report no later than 20 minutes before this time for GCSE and 10 minutes before GCE examinations. It is the candidate's responsibility to be aware of the start time of each exam. Please ensure that your son/daughter checks his/her examination commitments for each day on the previous evening.

What is the finish time of the examination?

The length of examination papers varies and sometimes an exam will not finish until after school ends. Students and parents should be aware of this and make appropriate arrangements for getting home. (Some students may receive an allowance of extra time for the examinations and so their finishing times will be even later). Timings for some papers may deviate from this pattern and the candidates will be made aware of this.

What happens if a student is late for an examination?

If parents are aware that their son/daughter will miss the start time, they should telephone the school immediately and seek guidance from the Examinations Officer. Depending on how long the examination has been in progress, it may be possible for the candidate to sit the exam. However, boundaries are set by the Awarding Bodies on this matter. Normally candidates with a genuine reason who are brought straight to the school may be admitted within the first 60 minutes of the published start time for examinations that are more than one hour in duration, after this time the board may decide not to mark the candidate's exam paper. Candidates who arrive more than one hour after the official start time or after the end of the examination will not normally be able to sit the exam. For examinations that are less than one hour in duration the candidate only has 30 minutes from the published start time to be admitted.

What happens if a student is unwell at the time of one or more of the examinations?

If your son/daughter is unwell, you should visit your doctor who will advise whether your son/daughter is fit to sit the examination. The Examinations Office cannot give advice about whether or not a student is fit to attend an examination. If the candidate sits the paper, your doctor should give you a letter, which the school can forward to the Awarding Body asking for Special Consideration on the grounds of illness. If the candidate is unable through illness to sit a paper the board **may**, after examining the doctor's letter and any evidence of performance on other papers, decide to award a mark and or grade. If you require any clarification, please contact the Examinations Office. Retrospective information will not be accepted by the Awarding Bodies. Any doctor's letters should be sent to the Examinations Officer within 7 days of the examination missed. Please telephone the school if your son/daughter will **not** be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is unwell.

There is a standard [JCQ Self Certification Form](#) available from the JCQ website for self-certification of missed exams, which should be countersigned by your doctor/nurse or surgery receptionist.

What happens if a student does not turn up for an examination?

A student who is absent from any examination without producing a doctor's note within seven days of the date of the examination or providing a satisfactory reason for their absence, will receive a grade based only on those elements of the examinations which have been marked as special consideration will not be considered by the Awarding Body.

Parents should be aware that the school would seek to recover examination fees if a student does not turn up for an examination without an acceptable reason. **Each missed examination carries an £80 charge.**

What happens if a student has more than one examination at the same time?

When a candidate has timetabled two or more exams at the same time this is known as a “clash.” If these are for the same subject this is intentional on the part of the Board and the examinations will run one after another. If not, then this should be highlighted during the checking process and the student must see the Examinations Officer immediately so that permission can be granted for one of the papers to be taken at a different time on the same day if specific exam board regulations allow. The candidate will have to remain under supervision between the two papers.

In rare cases, it may be necessary for a paper to be completed 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 and needs to be organised well in advance.

If an examination is delayed between the morning and afternoon session, the candidate will be supervised over lunchtime. The candidate should bring some revision or reading material and their lunch and a drink; the candidate will not be allowed to go anywhere unaccompanied or have access to the internet or mobile phone during this time. Even attempting to communicate with another candidate may result in the loss of examinations marks for all of the candidates involved.

How are students supervised?

External invigilators will supervise students under the direct management of the Examinations Officer. Once candidates enter the examination room candidates must remain silent and follow the invigilator’s instructions at all times. Invigilators are experienced in examination procedures and subject to strict Awarding Body regulations. They usually work in teams and can contact the Examinations Officer to resolve any issues.

A teacher will call candidates in by candidate number or subject group and candidates should find the desk with their candidate number card on it. All bags and coats must be left at the back or front of the examination room as instructed by the invigilators. In some sessions, papers will have been placed on examination desks in advance; these must not be opened until candidates are advised to do so.

What equipment should candidates bring to the examination?

It is the candidate’s responsibility to bring the correct equipment to the examinations. All equipment should be in a clear/transparent plastic bag or pencil case. Borrowing from other candidates during the examination is not permitted under any circumstances.

For every examination, the candidate will need to bring:

- 2 black pens - not gel or erasable
- 2 HB pencils
- Ruler
- Pencil sharpener
- Eraser

For certain exams, candidates will also need the following:

- A pair of compasses
- Protractor
- Calculator
- Coloured pencils
- Pre-prepared work as advised by subject teachers

Candidates must do all rough work in the answer booklet provided and cross out anything that they do not wish to be marked.

Regulations governing the use of calculators

Some subject papers explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these examinations.

When calculators are permitted, they must be of a size suitable for use on a desk, be in working condition and have a suitable power supply, free of lids, cases and covers.

Calculators with graphic displays and programmable calculators are permitted if information and/or programs stored in the calculator's memory are cleared before the examination and if they meet the restrictions shown above unless the calculators are prohibited in the subject syllabus. Retrieval of information and/or programs during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or program before the examination.

The use, or attempted use, of any calculators with the following would be malpractice.

- Designed or adapted to offer any of the following: language translators, symbolic algebra manipulation, symbolic differentiation or integration; communication with other machines or the internet
- Borrowing from another candidate during an examination for any reason
- Have retrievable information stored on them including databanks, dictionaries, mathematics formulae, text.

What are prohibited items in the examination room?

Some items are strictly prohibited and candidates **should NOT bring them** into the examination room under any circumstances.

- Mobile phones, I-watches, I-pods, MP3/4 players and similar electronic or wireless devices (These items should be handed into Student Reception **before the start** of an exam)
- Correction pens or correction fluid (Candidates should cross through work they do not wish to be marked)
- Notes, papers and text books unless authorised by the Awarding Body
- Lucky mascots etc.
- Calculator cases, instruction leaflets, instructions and formulae printed on calculator lids or covers or similar materials

The Awarding Bodies treat mere possession of these items as an infringement.

When can I use a highlighter pen?

Highlighter pens may be used on any part of the question paper or answer booklet to highlight information. However, highlighter pens are not to be used to answer any part of the question, as the Awarding Body's scanning equipment will not be able to read the work written.

What about a drink?

Only students who have previously obtained permission, for medical reasons, from the Examinations Officer are allowed access to a drink during an examination. The drink, in a clear plastic bottle with label removed, must be given to an invigilator on entering the exam room and if required the student should raise their hand and ask the invigilator for the drink. If it is particularly hot weather or if a student is obviously unwell the school will make water available for any student who requests a drink.

What are the rules regarding mobile phones, watches and other electronic items?

Mobile phones and other electronic devices including I-watches are prohibited items in the examination room. This applies to all external and internal examinations. Mobile phones cause disturbance to other candidates if they ring and watches and electronic devices can allow opportunities for malpractice. As I-watches are becoming the norm, the school has taken the decision to ban watches from the examination room as an additional precaution. Digital and analogue clocks to assist students with timings are available for them to see in the examination room. Any student found to have a phone, I-watch or electronic device in the examination room will be reported to the appropriate Awarding Body. Should this happen the student may be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that phones, watches and electronic device are not brought into school at all on exam days. We cannot take responsibility for the security of items brought into school. If the candidate still wants to bring into school these items, the items should be handed into Student Reception before entering the examination room.

What is “malpractice”?

Malpractice is the term that the Awarding Bodies use for any irregularity or breach of the regulations. The Examinations Officer will be required to report all infringements to the appropriate body. The Awarding Body will decide what action to take based on the nature of the infringement. A tariff system of actions from which the Awarding Body can decide is in place and some infringements carry automatic loss of marks as a **minimum** penalty. The Awarding Bodies and the school take the integrity of exams very seriously and it is important that candidates heed the invigilator’s instructions carefully.

Expected standard of behaviour during examinations

As soon as candidates enter the examination room, they are deemed to be ‘under exam conditions’. **The JCQ [Information for Candidates documents](#) produced by the Awarding Bodies must be observed.** The school and the Awarding Bodies take breaches of examination regulations very seriously. Any activities that may disturb or upset other candidates will not be tolerated. The Head of Centre and his representatives have the power to remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Invigilators are not allowed to give students any help at all with the question and answer papers including advice on what sections or questions to answer, where to answer the questions etc. This information is on the front of the question and/or answer paper and invigilators are not allowed to interpret anything for the students. Subject teachers will have prepared students on how to answer the question papers.

Candidates who try to communicate with other candidates in any way inside the venue will be reported to the Awarding Body concerned, as it will be assumed that the candidate is cheating. If a candidate creates a disturbance in the examination room, they will be escorted out of the room and reported to the Awarding Body. On both occasions, this may result in the candidate not receiving a grade for the whole of that examination.

What should students wear for examinations?

Examinations are a school activity and students must wear their normal uniform (sixth formers their usual school attire). We ask for the co-operation of parents in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the exam room by pointing out when they are not correctly dressed. All students know the uniform rules and it is their responsibility to ensure they observe them. Candidates should bring as little as possible in the way of coats and bags into the examination room. Hats, gloves and scarves are not permitted.

What do students do who finish early?

Students should use all the available time on their exams and spend any time at the end checking their answers. Students are not permitted to leave before the end of the exam. They must sit quietly at their desk and not disturb other candidates.

What can be done if a student has problems, which may affect his or her performance in an examination?

Some candidates are eligible for special examination arrangements; these are normally identified by the school and appropriate applications made to the Awarding Bodies. Suitable up to date evidence is required before such arrangements can be made. The Special Educational Needs Department will make the arrangements providing some types of special assistance and will inform the candidates of any special rooming arrangements. Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Examinations Officer so that an application for special consideration can be made to the Awarding Bodies if required. Parents and candidates should be aware that any adjustment is small and will be less than 5% and that no feedback including percentage awarded is ever provided by the awarding bodies.

How does a student return books and equipment to the school after the examinations are over?

Students will have been informed by the school of the arrangements for the return of books and equipment. Please ensure that all textbooks and equipment is returned promptly to the school.

When and how are results distributed?

GCE/BTEC National results arrive in school on Thursday 13 August and GCSE/Vocational results on Thursday 20 August 2020. Students will be advised of the actual time, on these days, to collect their results in the summer term. Students can leave an A4 stamped self-addressed envelope with the Examinations Officer if the student would like the results posted home. Students who would like a relative or friend to collect their results **must** send a signed letter of authorisation by the student with the person collecting the results who will also need to provide ID. **Results are not given out over the telephone or by e-mail.**

What can a student do if a result is substantially different from what was expected?

Examinations can only measure performance on the day, and candidates can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result, then the school can initiate a review of result (RoR) with the appropriate Board. Details of the procedures and the fees involved will be available as part of the candidate's results pack and from the Examinations Officer. The process should be started immediately after consultation with the Subject Teacher/Subject Leader concerned and no later than 4 weeks after the issue of results. If a GCE candidate's university place is affected by the results a priority enquiry may be requested through the Examinations Officer; this must be initiated within 7 days of the issue of results. The Awarding Bodies charge for all such reviews and grades can go down as well as up. There are very strict deadlines for any review of results so it must be done very soon after the results are published. If the results have serious implications for the student's future, then advice should be sought from the National Careers Service or the school's adviser Kiren Emmerson.

How can a student get a copy of their marked examination script?

It is currently possible to have access to marked scripts for most examination papers. Candidates will need to complete a consent form available from the school and pay a fee for each paper. There are strict deadlines for this so the candidate must see the Examinations Officer within 4 weeks of the issue of results if the student would like to use this service.

Can students have their non-exam assessments back?

For subjects that have non-exam assessments, the Awarding Bodies return most of the work to the school after the results are published and it must remain secure at school until all review of results have taken place. Students can arrange with subject leaders to collect their work concerned from November following the summer series that they have sat their examinations. Occasionally the Awarding Bodies keep some pieces of work as examples; this will never be returned. Subject leaders are aware of which pieces of work this applies to.

When do students receive their examination certificates?

The Awarding Bodies issue certificates well after the examinations have taken place. Certificates for the previous year 11 students are distributed at the annual Presentation Evening in December each year. Students who are unable to attend the Presentation Evening can arrange with the Examinations Officer to collect them in person, however a friend or family member may collect them on production of a letter of authority signed by the candidate and ID of the person collecting the certificates. All previous year 13 students can arrange to collect their certificates in person or for the certificates to be posted out at the end of the autumn term for a fee of £2.50. If a student requires certificates before these dates, the student should apply to the Examinations Office direct after November 1st.

How long are certificates kept for?

Beauchamps High School has no obligation to keep uncollected examination certificates after one year of issue for year 11 and 13 students and is instructed by the Awarding Bodies to destroy them. Certificates can only be replaced by direct application to the Awarding Body by the candidate. Certificates of students still on roll at the school will be collated by the Examinations Office and handed out at the times stated above. The Awarding Body will require proof of identity and a substantial fee to replace certificates, so it is very important that the certificates are collected as stated above and kept safe.

How are internal examinations conducted?

All internal examinations are conducted using the same rules and regulations as set out by the Awarding Bodies. Students will receive an individual examinations timetable before the examinations take place, which will inform them of the date, time and location of each examination. Any student that misses an internal examination will need to speak to their subject teacher to arrange a convenient time to sit the examination.

Appendix 1 Beauchamps High School Internal Appeals Procedures

Appeals procedure against internally assessed marks

Beauchamps High School is committed to ensuring that whenever its staff mark candidates' work it is completed fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity will mark candidates' work. Beauchamps High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Beauchamps High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Candidates may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. The school will, having received a request for copies of materials, promptly make them available to the candidate.
3. Beauchamps High School will provide candidates sufficient time to allow them to review copies of materials and reach a decision.
4. Requests for reviews of internally assessed marks must be made in writing using the Internal Appeals Form to Mr A Liddell Deputy Head teacher who has been nominated by the Head of Centre to lead any appeal.
5. The school will allow sufficient time for the review to be carried out; to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
6. Mr A Liddell will ensure that an assessor who has appropriate competence, has had no previous involvement in the assessment of the candidate and has no personal interest in the review carries out the review of marking.
7. Mr A Liddell will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, the awarding body to ensure consistency in marking between centres moderates it. The moderation process may lead to mark changes. This process is outside the control of Beauchamps High School and is not covered by this procedure

Appeals procedure against externally assessed examinations (reviews of results)

Following the issue of results, the general qualification awarding bodies offer post-results services. The exams officer provides full details of these services, internal deadlines for requesting a service and fees charged when results are published.

The service, review of results (RoR), may be requested by centre staff or candidates. (RoR service 3 is not available to individual candidates).

Reviews initiated by the school

If a query is raised about a particular result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting a review of results at the centre's expense before the awarding body deadline. The teacher concerned to inform them of the details and to obtain the necessary permissions and relevant documentation completed must contact the candidate/s involved. Payment of any charges for these services will be negotiated with Senior Leadership Team. The departmental budget or Senior Leadership Team will meet the cost of the review. If the review is successful, the fee will be refunded. The exams officer will notify all those involved of the results of any review.

Requests for scripts must be authorised by the Senior Leadership Team and will be actioned by the exams officer.

Reviews initiated by the candidate

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee at the time the application is made, and a request will be processed with the awarding body on the candidate's behalf. No review will be processed until fees are paid. All reviews must be made in person to the examinations officer before the published deadline to enable the necessary payment and consent documentation to be completed. A non-refundable administration fee of £10 per separate application will be included in the cost. If the review is successful, the cost of the review minus the admin fee will be refunded to the candidate.

Any candidate who would like a review, awarded by an awarding body, upon issue of results should follow the following procedure:

Contact the examinations officer and the subject leader as soon as possible (but at least 5 working days before the published deadline for review of results) in person to discuss the mark/grade. The examinations officer will advise on the options available and the costs involved.

Candidates should be aware that any review could result in marks/grades being raised, confirmed or lowered. Candidates must sign a consent form to confirm that they understand the consequences of any review. The examinations officer will issue consent forms.

The subject leader will review the candidate's marks/grades and discuss with the candidate the appropriate action to take considering the breakdown of marks, grade boundaries and the student's predicted grades where possible.

The examinations officer will forward outcomes following review of results to the candidate as soon as the school receives notification from the awarding body.

Appeals procedure against centre decisions not to support a review of results

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an review of result.

If an appeal is raised about the centre decision not to support a review about a particular examination result, the exams officer, teaching staff and head of centre will investigate and inform the candidate (or their parent/carer) the reasons for their decision and whether the centre is willing to proceed with the enquiry.

Appeals procedure following the outcome of a review of results

Where the head of centre remains dissatisfied after receiving the outcome of a review of result, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of a review of results, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 7 **calendar days** of the notification of the outcome of the review. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. The appellant on submission of the internal appeals form must pay awarding body fees, which may be charged for the appeal. If the awarding body upholds the appeal, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Appendix 2 Beauchamps High School Internal Appeals Form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks
- the centre decision not to support a review of results
- the outcome of a review of results

Name of appellant		Candidate name <i>if different to appellant</i>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

continue overleaf if necessary

Appeal against internally assessed marks

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the marks awarded by Beauchamps High School conformed to the published requirements of the awarding body's specification and subject-specific associated documents

Signature:

Date of signature:

Appeal against the centre decision not to support a review of results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

Appeal against the outcome of a review of results

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees, which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the Exams Officer (on behalf of the head of centre) to the timescale indicated in the internal appeals procedure.

Appendix 3 Beauchamps High School Privacy Notice

PRIVACY NOTICE - Data Protection Act 2018: How we use student information

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

*Once our students reach the age of 13, the law requires us to pass on certain information to Essex County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to Essex County Council by informing Mrs K Fergusson. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website www.essex.gov.uk.*

We will not give information about our students to anyone without your consent unless the law and our privacy notices allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs K Fergusson by phone on 01268 735466 or email to kfergusson@beauchamps.essex.sch.uk.

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE).

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/government/collections/national-pupil-database>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/collections/national-pupil-database>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at www.essex.gov.uk; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Appendix 4 JCQ Information for Candidates Documentation

Information for candidates – coursework

[Information for candidates - coursework](#)

Information for candidates – non-examination assessments

[Information for candidates - non examination assessments](#)

Information for candidates – on-screen tests

[Information for candidates - on-screen tests](#)

Information for candidates – Privacy Notice

[Information for candidates - privacy notice](#)

Information for candidates – social media

[Information for Candidates - social media](#)

Information for candidates – written exams

[Information for candidates - written exams](#)