

# Student Examination Information 2022-2023

**This booklet contains all the information you require for your GCSE examinations, please read thoroughly and carefully.**

### **Do not forget**

- Check your examination dates. We cannot alter the dates of the examinations under any circumstances. If you miss the examination, you will not be able to resit it.
- Check the examination time. Is it morning or afternoon?
- Arrive at least 15 mins before your examination is due to start.
- You must know your seat number, as indicated on your timetable.
- You must know your candidate number, as indicated on your timetable.
- You must know the centre number - 20544.
- You must have a black pen to write with and any other equipment required for the examination.
- Any water bottles must be clear and see through, with the labels removed and no printed writing/logos/patterns etc.
- Any pencil cases must be clear and see through.
- Any medication, which you may need to take during the examination, should be brought to the attention of the Examinations Officer, in advance of the examination.
- If you carry an Epipen, please ensure that this is placed on your desk. **DO NOT** leave it in your bag as this may significantly delay the administration of the medicine, if required. All external packaging must be removed.

### **In the exam room**

- Under No circumstances are **Mobile phones, ipods, mp3/4 players, fitness trackers, smartwatches and Watches** allowed. All electronic devices must be **SWITCHED OFF** and placed in your bag. Anyone found in possession of a mobile phone or electronic device will be reported to the awarding body and your paper may be disqualified.
- Pockets must be emptied of all items, regardless of their relevance to the exam, and placed in your bag.
- Calculator lids/covers must be removed and placed in your bag.
- Any writing on arms/hands must be removed, including henna designs, before you enter the exam room.
- Bags, outdoor coats, hats & scarves (except scarves for religious reasons) must be placed at the back of the exam room or where indicated by the invigilator.
- Toilet breaks will not be given for any examinations lasting less than 2.5 hours, unless required for medical reasons. Evidence should be submitted to the Exams department before the start of the exams.

### **Completing your details on the examination paper**

- Enter your legal forename and legal surname name when completing the front of examination papers, controlled assessments or coursework.
- Ensure these details are entered on every examination paper and answer booklet you use.

**If you have any queries regarding your examinations, please see the Examinations Officer.**

## Use of a calculator

Students may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, students are responsible for making sure that their calculators meet the awarding bodies' regulations. The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk.</li><li>• either battery or solar powered.</li><li>• free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities.<ul style="list-style-type: none"><li>• language translators.</li><li>• symbolic algebra manipulation.</li><li>• symbolic differentiation or integration.</li><li>• communication with other machines or the internet.</li></ul></li><li>• be borrowed from another candidate during an examination for any reason.</li><li>• have retrievable information stored in them - this includes.<ul style="list-style-type: none"><li>• Databanks.</li><li>• Dictionaries.</li><li>• mathematical formulas.</li><li>• Text.</li></ul></li></ul>
<b>The student is responsible for the following:</b> <ul style="list-style-type: none"><li>• the calculator's power supply.</li><li>• the calculator's working condition.</li><li>• clearing anything stored in the calculator.</li></ul>	

## Other items

You are responsible for bringing the required resources to an examination unless your subject teachers advise otherwise.

If you take into an examination any resources, which are not indicated on the question paper, then that may be considered as malpractice in the same way as having any other unauthorised items.

## **Important regulatory information for students**

All students must comply with JCQ regulations, please see below all the relevant links to documents listed in the 'information for candidates' section on the JCQ website.

It is important that all students comply with these regulations, as failure to comply will be considered as malpractice and could result in a student being disqualified from one or more examinations.

[Information for Candidates - Coursework 2022-2023](#)

[Information for Candidates - Non Examination Assessments 2022-2023](#)

[Information for Candidates - Written Exams 2022-2023](#)

[Information For Candidates - Privacy Notice 2022-2023](#)

[Information For Candidates - Social Media](#)

[JCQ Suspected Malpractice: Policies and Procedures 2022-2023](#)

# On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

## What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



## What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



## Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



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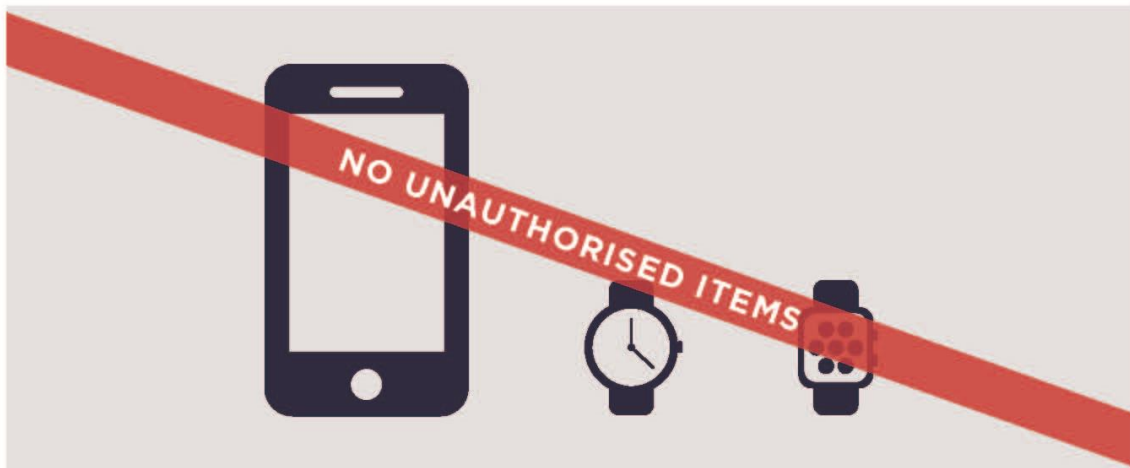
## Warning to Candidates

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.

# **NO MOBILE PHONES NO WATCHES**

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



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

# **DISQUALIFICATION**

**from your examination and your overall qualification.**

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



## Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms the Kingswinford Academy's compliance with JCQ's General Regulations for Approved Centres 2022-2023, section 5.7, that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks. A candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body."

Certain components of GCSE and GCE (GCSE controlled assessments, Legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Deadlines for the submission of marks (Summer 2023 exam series)

Date	Qualification	Details
07/05/2023	GCSE	AQA - English Language, Design and Technology and Dance
15/05/2023	GCSE and Cambridge Nationals	Edexcel - Drama, French, AQA – PE and Computer Science OCR - Music, Sports Studies and Imedia

Kingswinford Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Kingswinford Academy ensures that all centre staff follow a robust Non-Examination Assessment Policy (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Kingswinford Academy 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.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.



- Kingswinford Academy 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. Candidates will be informed by **Friday 21st<sup>th</sup> April 2023**, at the latest.
- Kingswinford Academy will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
- A request for materials must be requested within 2 days of a candidate being informed of their marks and, at the latest by, **Wednesday 26<sup>th</sup> April 2023**.
- Kingswinford Academy will, having received a request for copies of materials, promptly make them available to the candidate within 2 days of the request and, at the latest by, **Friday 28<sup>th</sup> April 2023**
- Kingswinford Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- Kingswinford Academy will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 2 days of receiving copies of the requested materials and at the latest by **Tuesday 02nd May 2023** by completing the internal appeals form.
- Kingswinford Academy will allow 2 days 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 and at the latest by **Thursday 04<sup>th</sup> May 2023**
- Kingswinford Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Kingswinford Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- Kingswinford Academy will inform the candidate in writing of the outcome of the review of the centre's marking.
- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

The procedure (in grey font) is quoted directly from the JCQ publication [\*Reviews of marking \(centre assessed marks\) suggested template for centres\*](#).

## **Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal**

This procedure confirms Kingswinford Academy's compliance with JCQ's General Regulations for Approved Centres 2022-2023, section 5.13, that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

Following the issue of results, awarding bodies make post-results services available. Faculty directors will review the marks awarded and identify students whom they consider a remark is worthwhile. Full details of these services, internal deadlines for requesting a service and fees charged can be provided by the exams officer.

Candidates are also informed of the arrangements for post-results services before they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results at a pre examination briefing in the Spring/Summer term.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

### **Reviews of Results (RoRs):**

- Service 1 (Clerical re-check) This is the only service that can be requested for objective tests (multiple choice tests).
- Service 2 (Review of marking).
- Priority Service 2 (Review of marking) This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications).
- Service 3 (Review of moderation) This service is not available to an individual candidate.

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

- Copies of scripts to support reviews of marking.
- Copies of scripts to support teaching and learning.

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, the centre will:

1. Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by:
  - a) (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
  - b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access his/her script.
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking.
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified].
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted.
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body].

Written candidate consent (informed consent via candidate email is acceptable) is required, in all cases, before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation.
- Consult the moderator's report/feedback to identify any issues raised.
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available.
- Determine if there are any grounds to submit a request for a review of moderation for the work of candidates in the original sample].

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre.
- For a review of marking (RoR service 1 or 2), first advise the candidate to access his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee) for this service to the centre to submit this request
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for this service to the centre to submit this request.
- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample].

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications PostResults Services and JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied, after receiving the RoR outcome, but the candidate (or his/her parent/carers) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the JCQ Appeals Booklet. 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 1 day of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the review about results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.