

# EXAMS HANDBOOK

SPRING 2025

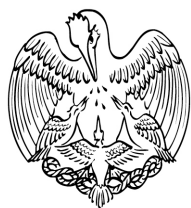
GCSES 2024-5



This contains everything  
you need to know about  
GCSES and results.



Sawston  
Village College



**Sawston**  
Village College

## **Contents**

Instructions to Candidates	4
Instructions for completing On-screen Tests	10
Information for Candidates: Non-examination assessments	13
Information for Candidates: Information about you and how we use it	16
Post-results Services	23
GCSE Calendar ( <i>Refer to your individual timetable once received</i> )	27
JCQ Posters: Regulations and Guidance	30



Dear Candidate

GCSE exams take place in May/June 2025. This Exam Handbook has been designed to help you. Please read and keep it. All the information you will need to know when completing your GCSEs is included.

### **Statements of Entry**

Your teachers notify the Exams Office which subjects you are to be entered for and you will receive a statement of entry. Please check this statement carefully and show it to your parents. If there is anything you disagree with or any details are incorrect, please let either your teacher or the Exams Officers, Mrs Robertson and Mrs Williamson, know as soon as possible. It is pupils' responsibility to ensure the details are correct.

### **Timetables**

At the back of this handbook you can find a timetable showing all the exams you could be entered for at this school. You will be issued with an individual timetable which confirms which tests you are entered for and where you should go for each exam.

### **Contingency Days**

The exam boards insist that you are available for contingency days in June. A contingency day will allow for an exam to be rescheduled should sustained national or local disruption cause a large number of pupils to miss their exams. In 2025, the contingency days are **11 June** (afternoon) and **25 June** (all day).

### **Accidents**

Unfortunately, accidents sometimes happen during the exam period. If you do sustain an injury which is likely to affect your performance in a forthcoming exam, please let the Exams Office, your Mentor or your Head of Year know as soon as possible so that necessary arrangements can be organised.

### **Illness**

If you are unable to attend an exam due to ill health it is important that you provide the school with a letter from your doctor. Failure to attend without a valid reason will affect your grade for that subject and will also result in your parents being sent a bill for the cost of the exams missed. If you are unavoidably delayed or the bus fails to turn up, let the school know immediately. The school has to make specific arrangements for pupils who arrive late so it is very important you tell us as soon as possible.

**Support**

Some people find exam periods stressful. The school is here to help and support you. If you have any questions or problems at any time please do not hesitate to talk to your teacher, mentor, Head of Year or the Exams Officers, Mrs Robertson and Mrs Williamson.

Wishing you every success,

**Mrs Williamson and Mrs Robertson**

Exams Officers

Sawston Village College

## INSTRUCTIONS TO CANDIDATES

Sawston Village College hopes that all pupils will be successful in their exams. In order that exams run as smoothly as possible for everyone, there are a number of rules and regulations that you must be aware of.

### **Absence from Exams**

You must attend all the exams you have been entered for as shown on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If a candidate is absent from an exam due to illness, the school must be notified before the exam is due to start and a medical certificate must be produced to the Exams Office as soon as possible.

### **Prohibited items: bags, phones, watches, notes & calculator covers.**

Bags, coats, mobile phones, watches and notes cannot be taken into the exam room and candidates should leave them at home or take them to the Bag Store which will be locked. The school accepts no liability for items of value (e.g. money or mobile phones). ***Please do not bring valuables with you when you have exams.***

### **Calculators**

Calculators may be used in most exams: your subject teacher will tell you if they are prohibited. ***You must bring your own calculator if you need one – you may not use a mobile telephone or a digital watch as a calculator.*** Calculators must not be dependent upon mains supply electricity; have alphabetic keys or be programmable; have noisy keys that would disturb other candidates; use magnetic card input or have a permanent memory. Calculator covers are not allowed in the exam hall so please leave them at home. It is your responsibility to make sure that nothing is stored in the memory of your calculator and to make sure that your calculator is working.

### **Candidate Number**

Your candidate number is a four-figure number allocated to you by the school. This number will be shown on your statements of entry, personal timetables and results statements. Each time you sit an exam you will find your desk is labelled with your candidate number and your name. The exam boards identify you by your candidate number as well as your name. This is a security precaution to make certain that candidate records do not become confused.

### **Certificates**

Certificates are issued by the exam board in November. Your results will be printed on results statements. The summer results statements will be available for Year 11 pupils to collect on **Thursday 21 August 2025**. Certificates will be available for collection in the autumn term. It is important that you look after your certificates and keep them in a safe place as future colleges and employers will need to see them. Certificates cannot be replaced: the awarding bodies will only supply a replacement statement of results, which they will charge for. If you send someone else (including parents and siblings) to collect your certificates you will need to provide them with a signed letter of consent.

### **Conduct in the Exam Room**

Candidates must be quiet at all times when entering and whilst in the exam hall. Should you require any assistance, please raise your hand and wait for an invigilator to attend to you. Once candidates have entered an exam room, they are not allowed to leave unescorted until

the conclusion of the exam. Please do not write on the desks; it is vandalism. Candidates will be invoiced for damage caused by graffiti.

### **Dictionaries**

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies.

### **End of the Exam**

You must stay in silence until you are right outside the building. Some pupils may still be working even when you have left the exam hall.

Question papers, answer booklets and additional paper must not be taken from the exam room. Please abide by any 'No Entry' signs during the examination period.

### **Equipment**

Candidates must provide all their own equipment. Only black ink must be used in any answer booklets (no gel pens are permitted). All rough work must be done in the answer booklet provided and should then be neatly crossed out. It may help your marks.

### **Examination Regulations**

It is the candidates' responsibility to familiarise themselves with the attached copy of the awarding bodies' regulation 'Notice to Candidates'. A copy of this will be displayed inside and outside the exam hall.

### **Location of Exam**

This will be shown on your individual candidate timetable. Make sure you allow enough time to find the correct room. You must ensure that you sit at the desk bearing your name and candidate number.

### **Mobile Telephones, Electronic Organisers, Watches (including all Fitbits) and all Electronic Storage Devices**

Mobile telephones and other electronic means of communication or electronic storage devices are not allowed into the exam room or any room being used for quarantine either before or after an exam. A candidate must not have access to a wrist watch. You are strongly advised not to bring such devices with you to school on the day of an exam, as the school is unable to take responsibility for their safekeeping.

**If a mobile phone or other unauthorised item is found in your possession during an exam or quarantine, EVEN IF IT IS TURNED OFF, it will be taken from you and a report made to the exam board. The penalty for having an unauthorised item in the exam hall or during quarantine is usually disqualification from the subject concerned.**

### **Prohibited Material**

The following items must **not** be brought into any exam room;

- mobile telephones, pagers or other communication device
- all watches unless you have been given specific authorisation to have it in an exam
- pencil cases – unless they are transparent, alternatively candidates may use a transparent plastic bag
- Calculator covers, cases and instruction books
- opaque geometry cases
- personal stereos, including MP3/4 players

- books, notes, letters, diaries or other printed material unless specifically permitted (e.g. Drama)
- Electronic memory devices or memory sticks
- Bags and coats

### **Supervision due to Clashes**

Owing to the large number of candidates on certain days, some candidates may be required to go into quarantine before or after their exam. You will be notified of your quarantine arrangements in advance. If you are to go into quarantine over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the canteen. **Mobile phones and other electronic communication devices and tablets are not allowed into any quarantine room.** You will be supervised immediately after your exam until the end of the quarantine period.

### **Results**

Year 11 pupils only may collect their results statements from the school on **Thursday 21 August 2025**. You will be notified of the time but it will not be before 8.30 am. Results not collected will be posted to your home address. If you would like someone else to collect your results for you, it will be necessary for you to provide them with written consent.

### **Results Enquiries (Review of marking)**

The exam board deadline for enquiries about results is 25 September 2025. To meet this deadline, our internal deadline is **Friday 19 September 2025**. Candidates will normally be asked to pay to have an enquiry carried out.

### **Special Consideration**

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the exam and must be applied for during the exam season.

### **Times**

Unless otherwise stated, all exams at this School start at **9.00am** for morning papers and **1.30pm** for afternoon papers.

**Candidates should be ready to enter the exam room at least 15 minutes before the start of an exam.**

### **Timetables**

Please check your individual candidate timetable carefully. If there are any errors (e.g. name, date of birth, gender, exam entry or tier) please notify the Exams Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the exam is in the morning or the afternoon – allowances cannot be made for candidates who misread their timetable. Take special note of any re-arrangements due to a timetable clash. **You alone are responsible for checking your exam timetable.** Your exams can sometimes be at a different time to other members of your subject group, therefore if you lose your timetable or are unsure of the details of an exam, please check with the Exams Office. Do not refer to a friend's timetable.

### **Using Social Media**

When it comes to exams and other assessments, sharing ideas online can be helpful when you're studying or revising. However, sharing certain information can break the rules.

You must not:

- Buy/ask for/share exam or assessment content
- Pass on rumours or what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you receive exam content on social media, you must tell your teacher.

### **Valuables**

The School accepts no liability for items of value (e.g. money or mobile phones). Please do not bring valuables with you when you have exams.

### **Warning**

All the awarding bodies make it clear that the official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A level examinations for a period of up to five years.



**These instructions will be read out by the Senior Invigilator at the start of each exam:**

1. You must now follow the regulations of the examination.
2. Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.
3. Check your pockets now. Check for things such as notes, books, papers, AirPods, Earphones/ Earbuds, iPods, mobile phones and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.
4. If you have a watch, phone or calculator cover, hand it to an invigilator now.
5. For examinations with books that are allowed: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room. Check you have the correct edition of the allowed set text(s).
6. Check the day, date, time, subject, unit and tier on the front of your question paper now. Put up your hand if you think you have been given the wrong question paper.
7. Read the instructions on the front of the question paper. (*You may read these out to the candidates, if required.*)
8. Check that you have all the materials you need for the exam.
9. Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.
10. You must write in the designated sections of the answer booklet. Additional paper is available if required.
11. You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)
12. You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.
13. You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.
14. If the fire alarm sounds, remain seated and wait for instructions from the invigilator. If we are evacuated, do NOT join your mentor group; we will gather on the field.

15. We will now fill in the instructions on the front of the question paper. Make sure you understand the instructions and don't forget to put your name, candidate number and centre number on any additional sheets. You may only use the name printed on your desk label. Do not write anything else and do not open the question paper until you are instructed that the exam has begun.

16. Tell the candidates about any erratum notices.

17. You have .... hours/minutes to complete this exam

18. Candidates entitled to extra time will receive a slip stating the time their exam will finish.

19. You may begin.

**The start/end time will be written on the board and a five-minute warning given before the end of the exam.**

## Instructions for Completing On-Screen Tests

**This document has been written to help you.  
Read it carefully and follow the instructions.**

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

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

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.Unless you are told otherwise, you **must not** have access to:
  - (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
  - (d) pre-prepared templates.

**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.**
- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

## B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

## 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 examination 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 on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

## E. Advice and assistance

- 1 If on the day of the on-screen test 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 on-screen test if:
  - (a) you have a problem with your computer and are in doubt about what you should do;
  - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

## F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments  
Effective from 1 September 2024**

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 something 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.

They will then record the assistance given to you. If you worked as part of a group on an assignment, for example undertaking field research, you **must** 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. You **must 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. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. 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 any pre-prepared or generated online solutions and try to pass them off as your own work – 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, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

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';

'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 known as **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://news.bbc.co.uk/day/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/day/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this 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, ideas or outputs 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, ideas or outputs 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 and punctuation.

### **Penalties for breaking the regulations**

If it is discovered that you have broken the regulations, one of the following penalties will be applied: – you will be awarded zero marks for your work; – 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.

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





## 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 of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

### 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: <https://www.jcq.org.uk/contact-our-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 (eg 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 previous page) or by contacting the awarding body (see previous page).

## **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 previous page).

## **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:  
<https://www.jcq.org.uk/contact-our-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.

## **Internal Appeals Procedure (Internal Assessment Decisions) 2024/2025**

### **Introduction**

Certain qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Sawston Village College and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

The moderation process carried out by the awarding body 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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

The qualifications delivered at Sawston Village College containing components of non-examination assessment/units of coursework are:

- OCR Cambridge Nationals
- Edexcel BTEC Tech Awards
- Edexcel BTEC First Awards
- GCSEs
- RSL Certificate
- Pearson HPQ (Philosophy)

### **Purpose of the procedure**

The purpose of this procedure is to confirm the arrangements at Sawston Village College for dealing with candidate appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place and be available for inspection purposes, 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
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

### **Principles relating to centre-assessed marks**

The Head of Centre/senior leader(s) at Sawston Village College will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust Non-examination Assessment Policy (for the management of non-examination assessments). This policy details all procedures relating to non-examination assessments for relevant qualifications delivered in the centre, including the marking and

quality assurance/internal standardisation 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
- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking
- On being informed of their centre assessed mark(s), if candidates believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to their marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles:

*Not applicable*

### **Procedure for appealing internal assessment decisions (centre assessed marks)**

The Head of Centre/senior leader(s) at Sawston Village College 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
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate (for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within the period of time as specified (see Deadlines below)
- Provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see Deadlines below)

Require candidates to make requests for a review of centre marking by Completing an Internal Appeals form, detailing the grounds on which they are requesting a review

- 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 for the submission of marks (see Deadlines below)
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking
- Ensure the outcome of the review of the centre's marking is made known to the Head of Centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

Additional centre-specific procedure:

*Not Applicable*

### **Deadlines and timescales**

- Upon request, copies of materials will be made available to the candidate within 3 calendar days
- The deadline to request a review of marking must be made within 3 calendar days of the candidate receiving copies of the requested Materials
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 7 calendar days, all before the awarding body's deadline for the submission of mark

To meet deadlines, all appeals against internal assessment decisions must be received 15 working days before the exam board deadline.

**Deadlines for the submission of GCSE marks** (Summer 2025 GCSE series)

Date	Qualification	Details
05/05/2025	EDUCAS	Last date for the awarding body and the moderator to receive centre-assessed submissions for May/June 2025
15/05/2025	AQA (31/5/25 for Art and Design)	Last date for awarding body and the moderator to receive internally-assessed marks for May/June 2025
15/5/2025	OCR (15/3/24 for PE) Edexcel/Pearson	Last date for awarding body and the moderator to receive centre-assessed submissions for May/June 2025

## **Post-Results Services 2024/25**

### **Introduction**

Following the issue of results, awarding bodies make post-results services available (see below for details of how these are managed at Sawston Village College).

If teaching staff at Sawston Village College or a candidate (or his/her parent/carer) have a concern that 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

### **Purpose of the procedure**

The purpose of this procedure is to confirm the arrangements at Sawston Village College for dealing with candidate appeals relating to any centre decision not to support a clerical re-check, a review of marking, a review of moderation, or an appeal.

This procedure ensures compliance with JCQ regulations (GR 5.13) which state that centres must have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an online application for a clerical re-check, a review of marking, a review of moderation or an appeal.

### **Post-results services**

At Sawston Village College:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results
- Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking

Candidates are made aware/informed by the issue of an Exam Handbook, information on the College website and letter to parents/guardians.



Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by Mrs A Robertson and Mrs L Williamson following the issue of results.

### **Centre actions in response to a concern about a result**

Where a concern is expressed that a particular result may not be accurate, Sawston Village College 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 concern may be justified

For written components that contributed to the final grade, Sawston Village College will:

- Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking

In all other instances:

- Consider accessing the script by:
  - (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
  - (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
- Collect written consent/permission from the candidate to access the script
- 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
- Support a request for the appropriate Review of Results service (clerical re-check or review of marking) if any error is identified
- Collect written consent from the candidate to request the Review of Results service before the request is submitted
- 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

Additional centre-specific actions:

Not applicable

For moderated components that contributed to the final grade Sawston Village College 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 Review of Results 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 all candidates in the original sample

Additional centre-specific actions:

*Not applicable*

### **Candidate consent**

Sawston Village College will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a Review of Results service 1 or 2 (including priority service 2) is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical recheck 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
- Only collect candidate consent after the publication of results

Additional centre-specific actions:

*Not applicable*

### **Centre actions in the event of a disagreement (dispute)**

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

- For a review of marking (Review of Results priority service 2), advise the candidate a review may be requested 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 (Review of Results service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission (and any required fee) for the centre to access the script from the awarding body
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (Review of Results 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 the centre to request the service from the awarding body
- Inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

Additional centre-specific actions:

*Not applicable*

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the internal appeals form at least 5 calendar days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of the appeal before the internal deadline for submitting a review of results.

## **Appeals**

Following a Review of Results outcome, an external appeals process is available if the Head of Centre at Sawston Village College remains dissatisfied with the outcome and believes there are grounds for appeal.

The JCQ publications Post-Results 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 Review of Results outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, an internal appeal may be made directly to the centre. Candidates or parents/carers are not permitted to make direct representations to an awarding body. 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.

To submit an internal appeal:

- An internal appeals form should be completed and submitted to the centre within the time specified by the centre from the notification of the outcome of the review of the result
- Subject to the Head of Centre's decision, the preliminary appeal will be processed and submitted to the awarding body within the required 30 calendar days of the awarding body issuing the outcome of the review of 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

Additional centre-specific information:

The internal appeals form should be completed and submitted to the centre within 10 calendar days of the notification of the outcome of the review of results

The deadline for requesting a review of results from exam boards is **25 September 2025**. However, the internal Sawston Village College deadline is **Friday 19 September 2025**. Applications received after this date will not be processed.

## GCSE Calendar

### Summer 2025

This timetable for you to use as a reference throughout the year. Each Year 11 pupil will be issued with an individual timetable at the end of the spring term stating the exact starting time and venue for exams. Individual timetables will also show arrangements for any clashes.

Please check the Exams Noticeboard in the corridor behind HMH for further information.

**22 April - 6 May:** Speaking and Listening Exams (French/German/Spanish)

**Wednesday 23 & Thursday 24 April:** Photography    **Tuesday 29 & Wednesday 30 April:** Art

	Monday 5 May	Tuesday 6 May	Wednesday 7 May	Thursday 8 May	Friday 9 May
<b>AM</b>		Health and Social Care 2hr		Drama 1hr 45  Sport Comp. 3 1hr 30  Turkish: Paper 1: Listening Paper 3: Reading	Business: Paper 1 1hr 45
<b>PM</b>				German: Paper 1: Listening Paper 3: Reading <i>(times vary by tier)</i>	

	Monday 12 May	Tuesday 13 May	Wednesday 14 May	Thursday 15 May	Friday 16 May
<b>AM</b>	English Literature: Paper 1 1hr 45	Religious Studies B: Paper 1 1hr 45	Geography: Paper 1 1hr 30	Maths Paper 1: Non-calculator 1hr 30	History Around Us 1hr
<b>PM</b>	Computer Science 2hr  Chinese Paper 1: Listening Paper 3: Reading	Biology: Paper 1 1 hr 45  Combined Science: Trilogy (Biology): Paper 1 1hr 15		German: Paper 4 <i>(time varies by tier)</i>	Business: Paper 2 1hr 45

	<b>Monday 19 May</b>	<b>Tuesday 20 May</b>	<b>Wednesday 21 May</b>	<b>Thursday 22 May</b>	<b>Friday 23 May</b>
<b>AM</b>	Chemistry: Paper 1 1hr 45  Combined Science: Chemistry Paper 1 1hr 15	English Literature: Paper 2 2hr 15	French Paper 1: (Listening) Paper 3: Reading <i>(time varies by tier)</i>	Physics: Paper 1 1hr 45  Combined Science: Physics Paper 1 1hr 15	English Language: Paper 1 1hr 45
<b>PM</b>	PE: Physical Factors Affecting Performance 1hr  Chinese Paper 4: Writing 1hr 25	Computer Science 1hr 45	Religious Studies B Paper 2 1hr 45	Engineering 1hr 30  Turkish Paper 4: Writing 1hr 25 (H)	

### Half Term

	<b>Monday 2 June</b>	<b>Tuesday 3</b>	<b>Wednesday 4 June</b>	<b>Thursday 5 June</b>	<b>Friday 6 June</b>
<b>AM</b>		Russian Paper 1: Listening Paper 3: Reading	Maths Paper 2: Calculator 1hr 30	History: Migrants to Britain 1hr 45	English Language: Paper 2 1hr 45
<b>PM</b>	Dance 1hr 30			French: Paper 4 <i>(time varies by tier)</i>	Geography: Paper 2 1hr 30

	<b>Monday 9 June</b>	<b>Tuesday 10 June</b>	<b>Wednesday 11 June</b>	<b>Thursday 12 June</b>	<b>Friday 13 June</b>
<b>AM</b>	Biology: Paper 2 1hr 45  Combined Science: Biology Paper 2 1hr 15	Spanish Paper 1: Listening Paper 3: Reading <i>(time varies by tier)</i>	Maths Paper 3: Calculator 1h 30	Geography: Paper 3 1hr 30	Chemistry: Paper 2 1hr 45  Combined Science: Chemistry Paper 2 1hr 15
<b>PM</b>	PE: Socio-cultural issues 1hr	History: the Making of America 1hr 45	<i>Contingency Afternoon*</i>	Further Maths: Paper 1 1hr 45  Russian Paper 4: Writing 1hr 25 (H)	

	<b>Monday 16 June</b>	<b>Tuesday 17 June</b>	<b>Wednesday 18 June</b>	<b>Thursday 19 June</b>	<b>Friday 20 June</b>
<b>AM</b>	Physics: Paper 2 1hr 45  Combined Science: Physics Paper 2 1hr 15	Spanish Paper 4: Writing <i>(time varies by tier)</i>	DT: Component 1 2hr		
<b>PM</b>	Music: Listening and Appraising 1hr 30	Food Preparation and Technology 1hr 45	Further Maths: Paper 2 1hr 45		

### **What are Contingency Days?**

Schools must set aside **11 June** (afternoon) and **25 June 2025** (all day) in case a significant, unexpected event arises during the exam period that prevents a large number of pupils from taking an exam on its set date.

Exam candidates are advised to make sure that they are available to sit an exam up to and including these dates should it become necessary.


# On your exam day

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

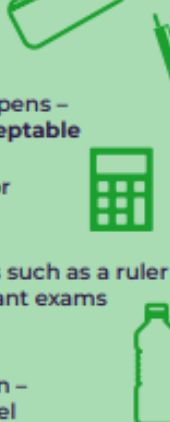
## Before sitting your exams, ensure you know:

- the date, time and location of each 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 to respond.
- 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.
- 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.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, 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)

## Prohibited Items

This poster is on display outside each exam room.



AQA

City & Guilds

CCEA

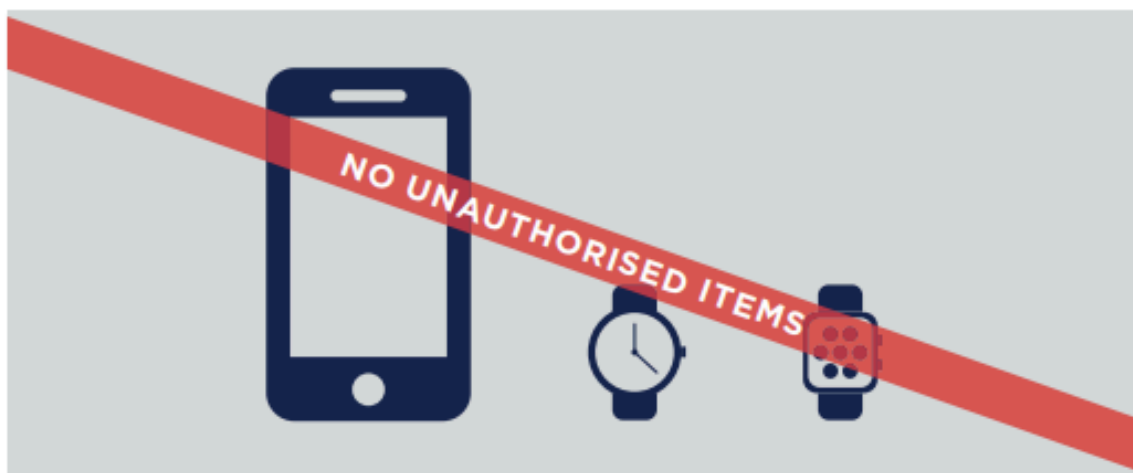
OCR

Pearson

WJEC

# 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.



## Warning to Candidates

This poster is on display outside each exam room

### Warning to candidates



 AQA	 City & Guilds	 CCEA	 OCR	 Pearson	 WJEC
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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.**

## Information for candidates: Using social media and examinations/assessments



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

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



**Things to do on social media:**

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

**Things not to do on social media:**

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

**If you do any of the above activities, you may:**

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:  
[jqc.org.uk/exams-office/information-for-candidates-documents](http://jqc.org.uk/exams-office/information-for-candidates-documents)