



**GCSE Examinations 2024/25**

**Guidance for  
Students and Parents**

**Centre Number: 30625**

**School Telephone Number: (01827) 312840**

## GCSE Examinations 2023/24 Guidance for Students & Parents

	Page
<b>Introduction</b>	3
<b>Before the Examinations:</b>	
Examination Boards	4
Contingency days	4
Candidate Name	4
Candidate Number	4
Unique Candidate Identifier (UCI)	4
Timetables	4
Contact Numbers	4
Equipment	4
<b>During the Examinations:</b>	
Examination Regulations	5
Attendance at Examinations	5-6
Invigilators	7
Absence from Examinations	7
<b>After the Examinations:</b>	
Notification of Results	8
Post Results	8
Certificates	8
<b>Frequently Asked Questions</b>	9-12
<b>JCQ Warning to Candidates Poster</b>	Appendix 1
<b>JCQ Mobile Phone Poster</b>	Appendix 2
<b>JCQ Information for Candidates - Written Exams</b>	Appendix 3
<b>JCQ Information for Candidates - Privacy Notice</b>	Appendix 4
<b>JCQ Information for Candidates – Using social media &amp; Examinations/Assessments</b>	Appendix 5
<b>Clerical re-checks, reviews of marking and Appeals Form</b>	Appendix 6

## **Introduction**

It is the aim of the Kettlebrook Short Stay School (KSSS) to make the examination experience as stress-free and successful as possible for all students.

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

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and KSSS is required to follow them precisely. You should, therefore, pay particular attention to the Joint Council for Qualifications (JCQ) notices in the appendices of this booklet.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact the school on (01827) 312840. This is a direct line and also has an answerphone.

All the best and good luck!

Kerry Jefferson  
Head of School

Email: [exams@kettlebrook.staffs.sch.uk](mailto:exams@kettlebrook.staffs.sch.uk)

## **Before the Examinations**

### **Examination Boards:**

The school uses the following examination boards: AQA, OCR, Pearson (Edexcel) and The Trinity College.

### **Contingency days:**

The JCQ (Joint Council for Qualifications) and awarding bodies have a designated 'contingency day' in the event of national disruption to a day of examinations. Candidates should remain available until **Wednesday 26 June 2024** should examinations need to be rescheduled.

### **Candidate Name:**

Candidates are registered using **legal names**, not preferred names and should be the same as birth certificates and passports.

### **Candidate Number:**

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on your examination candidate card in the exam room.

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

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on your Exam timetable. This number will usually begin with the Centre Number (30625) unless you have transferred from another school that has already issued your UCI. Your UCI is used for administration purposes, and it is not necessary for you to remember it.

### **Timetables:**

Once official entries are made for each exam board, you will receive your individual timetable which shows your own specific examinations with details of date, time, duration. Check it carefully. If you think something is wrong, please contact KSSS, immediately.

### **Contact Numbers:**

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

### **Equipment:**

This will be provided for you on the day. You are welcome to bring your own equipment though if you want.

## During the Examinations

### Examination Regulations:

JCQ issue rules and regulations that must be strictly followed by all schools – these are attached to the back of this booklet. All candidates must read these carefully and note that breaking any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.

### Attendance at Examinations:

Candidates are responsible for checking their own timetable and arriving on the **correct day and time**. Candidates must arrive at least **15 minutes** prior to the start time of their examination and assemble in Reception. Please wait quietly until you are escorted into the building for the exam briefing.

Do not attempt to communicate with or distract other candidates in the Exam room.

Candidates who arrive late for an examination may still be admitted. If special consideration applies, then you must speak to the Examinations Officer (see Absence from Examinations).

All items of equipment, pens, pencils, mathematical instruments will be provided for you within the examination room.

Pens should be black ink or ballpoint - no erasable or correction pens are allowed. Smart glasses, glasses cases and any watches/smartwatches are **NOT** allowed.

No item may be borrowed from another candidate.

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

Mobile telephones **must not** be brought into the examination room. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. No exceptions can be made.

No food or drink is allowed in the examination rooms, with the exception of water, which must be in a **clear unlabeled see-through bottle**.

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

Listen carefully to instructions and notices read out at the start of each exam – there may be amendments to the examination paper that you need to know about.

Check you have the correct question paper – check the subject, paper, and tier of entry. Notify the invigilator immediately if you think you have been given the wrong paper.

Read all instructions carefully and number your answers clearly.

Candidates must not open the question paper until instructed by the invigilator.

**Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Officer or Head of School. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.**

At the end of the examination all the work must be handed in. Remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, make sure these are placed at the back of the examination paper in the correct order

Invigilators will collect your examination papers before you leave the room. **Absolute silence** must be maintained during this time. Remember you are still under examination conditions until you have left the building.

Question papers, answer booklets and additional paper **must not** be taken from the examination room.

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

If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not panic! If you have to evacuate the room, you will be asked to leave in silence. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

**Using calculators:**

Calculators will be provided for you, but you must be made aware of the below regulations:

**Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

**Calculators must not:**

- be designed or adapted to offer any of these facilities:
  - language translators;
  - symbolic algebra manipulation;
  - symbolic differentiation or integration;
  - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
  - databanks;
  - dictionaries;
  - mathematical formulae;
  - text.

**The candidate is responsible for the following:**

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

**Candidates with access arrangements/reasonable adjustments:**

Access arrangements and reasonable adjustments are pre-examination adjustments for candidates based on evidence of need. The arrangement(s) put in place must reflect the support given to the candidate in the centre, which is commonly referred to as 'normal way of working.' These can include reader, scribe, extra time, rest breaks & prompt.

Assessments are carried out at the KSSS, and if and when an adjustment is needed, candidates will be informed in writing.

**Invigilators:**

Invigilators are in the examination rooms to supervise the conduct of the examination. They will hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

**Absence from Examinations:**

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

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer, without delay. Your doctor or nurse must have signed the documentation.

**Please note** that misreading the timetable will not be accepted as a satisfactory explanation for absence.



## After the Examinations

### Notification of Results:

GCSE Results for Year 11 will be available for collection between 10.00am and 12.00pm on **Thursday 21st August 2025**. Results not collected between these times will be available to collect from Reception. These can also be emailed or posted out on the day.

If you wish any other person (including family members) to collect your results on your behalf, **you must give your written authorisation to the Examinations Officer before results day.**

### Post Results:

If you are not happy with your GCSE results, you can request a review of marking. Before deciding to request a review of marking you should speak to a member of SLT, who will be available on Results Day. They may have additional information on how you performed during your assessment and be able to provide you with guidance. The majority of review of marking requests do not result in a change to a grade, simply because the review of marking has shown that the original grade was accurate.

However, it is possible that your grade could go up, go down or stay the same. If your grade goes down, you cannot reject the review of marking and go back to the original grade. The only way to improve your grade would be to resit the exam.

Forms are available from the Exams Officer.

### Certificates:

Year 11 examination certificates will be available to collect around November, a letter will be sent out nearer the time confirming dates and times. Students will be able to collect their certificates from the school office in the weeks after the confirmed date.

If you wish any other person (including family members) to collect your certificates on your behalf, **you must give your written authorisation to the Examinations Officer.**

## Frequently Asked Questions

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

The Examinations Officer/Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Examinations Officer/Invigilator immediately.

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

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

**Q. What do I do if I forget the School Centre Number?**

The Centre Number is 30625. It will be clearly displayed on your candidate card.

**Q. What do I do if I have an accident, or I am ill before the examination?**

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an 'Appeal for Special Consideration' on your behalf (see below).

**Q. What is an Appeal for Special Consideration?**

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury, or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis at the time of the examination/assessment. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

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

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

**Q. If I am late, can I still sit the examination?**

It may still be possible for you to sit the examination, depending on how late you are. JCQ regulations state that if you are extremely late you may not be permitted to sit the exam. A member of staff will inform the Examinations Officer who will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the school must inform the examination board and it is possible that the board may decide not to accept your work.

**Q. If I miss the examination can I take it on another day?**

No. Timetables are regulated by the examination boards, and you must attend on the given date and time.

**Q. What equipment should I bring for my examinations?**

Equipment will be provided for you within the exams hosted at KSSS. However, should you wish to use your own equipment please ensure the following: for most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked in cm and mm), a pencil sharpener and a rubber.

For English examinations you will need highlighters.

For Maths/Science examinations you will need a scientific calculator (on specified papers), a compass and a protractor. Your teacher should be able to advise you prior to the examinations.

**You must not attempt to borrow equipment from another candidate during the examination.**

**Q. What is allowed in the examination room?**

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper of the subject concerned.

Items not permitted under examination regulations must be left in the care of the invigilators. Do not bring any valuables into school when you attend an examination.

**Q. Why can't I have my mobile phone on me in the examination room?**

Being in possession of a mobile phone (or any other electronic communication device, e.g., iPod, headphones, Smartwatch) is regarded as cheating and is subject to severe penalties from the awarding bodies.

The minimum penalties are as follows:

Device found on you and turned ON – disqualification for the entire subject award.

Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

The phone rings during the examination wherever it is in the room – the examination board must be informed and you will be disqualified from all papers (including any already taken).

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

The length of the examination is shown on your individual timetable under the heading 'duration' and also on the front of the examination paper itself. Invigilators will tell you when to start and finish the examination. They will display the finish

time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

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

It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate **may not** leave the examination room without the permission of the Examinations Officer or Head of School.

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

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

Only if it is absolutely necessary. The Examinations Officer must be sent for to cover the absence. Once the Examinations Officer has arrived, an invigilator will escort you.

**Q. I am entitled to extra time – how will this affect the way I take my examinations?**

Some students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board. This will also be shown on your timetable under 'Duration.'

**Q. What do I do if I do not get the grades I need/expect?**

The teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Officer by the date on the form.

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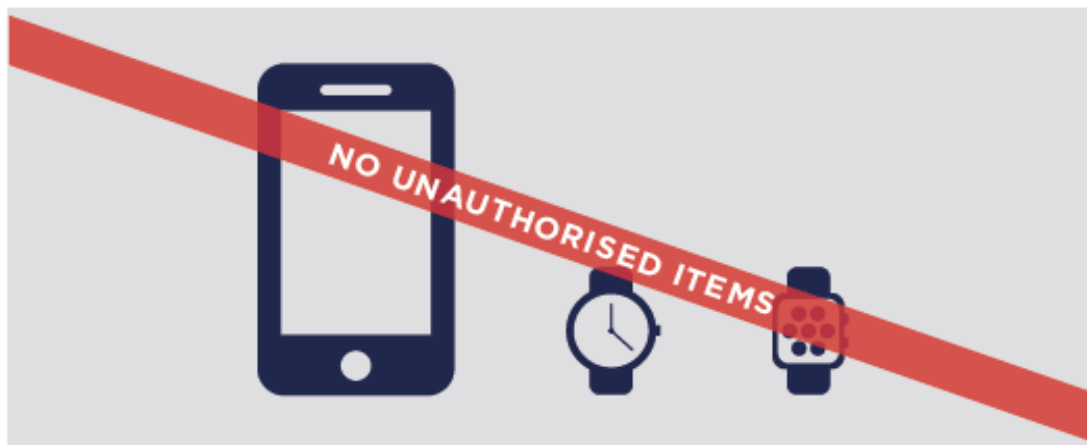
## Warning to candidates

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.

## Information for candidates

### Written examinations

With effect from 1 September 2024

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

If there is anything you do not understand, especially  
which calculator you may use, ask your teacher.

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

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room:
  - (a) notes;
  - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.Any pencil cases taken into the exam room **must** be see-through.  
**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

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

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

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

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



## D. Instructions during the exam

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

## E. Advice and assistance

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

## F. At the end of the exam

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



## **Information for Candidates**

### **Information About You and How We Use It**

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

AQA	<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 (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

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

### **Your rights**

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

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### **How long the information about you is held**

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

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

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

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and 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 assessments 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.



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



**While we like to share our experiences online, when it comes to exams, 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



## Application for an appeal

AQA

City & Guilds

OCR

Pearson

WJEC

Centre Number

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The details provided on or appended to this form will form the basis of the case being put forward by the appellant.

When completing the details, please pay particular attention to **section 10** of this form, which outlines the grounds for appeal and summarises your reasons for appealing. If you require clarification or assistance, please contact the relevant awarding body.

**Please indicate the type of appeal or review being initiated**

- ☐ Post-results services
- ☐ Malpractice
- ☐ Access arrangements, reasonable adjustments, or special consideration
- ☐ Review of other administrative decisions

If this is an appeal against the outcome of a clerical re-check, a review of marking, a review of moderation or an access arrangement/special consideration decision, please indicate below whether this is an application for a preliminary appeal or an appeal hearing.

- ☐ Preliminary appeal
- ☐ Appeal hearing\*

**\*Please note that an appellant cannot proceed to an appeal hearing unless they have already initiated a preliminary appeal and this appeal has been completed.**

1. Name of appellant:
2. Centre name:
3. Address:
4. Telephone number:
5. Name and position of person to contact at the centre:
6. Email address of contact person:
7. Examination series:
8. Title and level of specification:
9. Name(s) and candidate number(s) of candidate(s) on whose behalf you are appealing (where applicable).

Candidate name	Candidate number	Component/unit code

(Continue on another sheet if necessary.)

10. Grounds for appeal:

Please state the grounds for this appeal, continuing overleaf as necessary, and attach all supporting documentation. If the centre attends a hearing, there will be opportunities for further points to be raised during the hearing, but substantive new evidence **should not** be introduced on the day of the hearing. It is in the interest of all parties that all grounds for appeal are clearly stated in the application.

11. Names and positions of people attending an appeal hearing:

Signed:  
(Appellant)

Date:        /        /

**Please return the completed form to the relevant awarding body. If you have not received an acknowledgement within five working days, please contact the awarding body.**