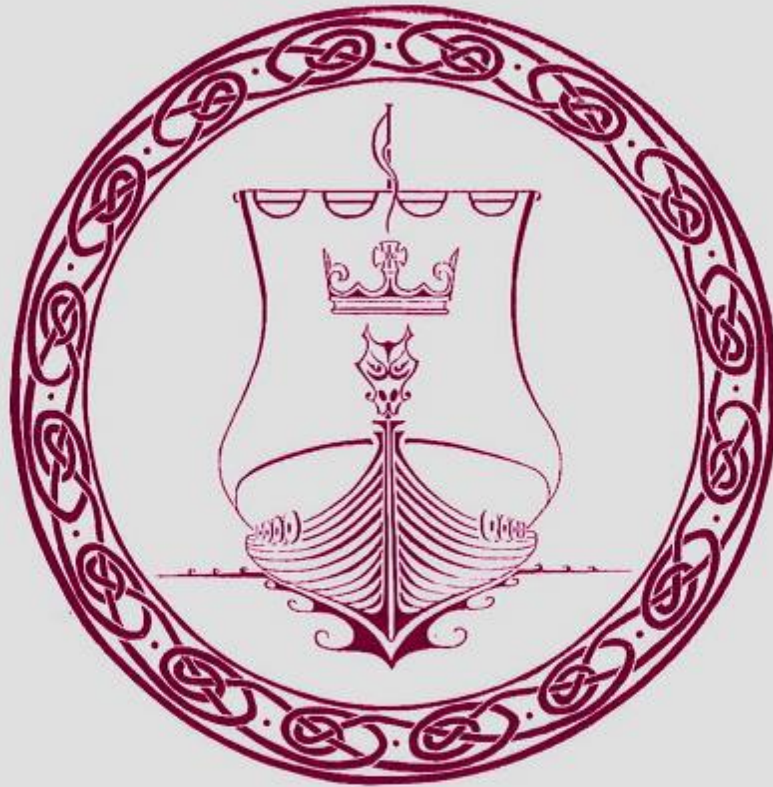


Queen Elizabeth II High School



*a.d. 1979*

*gleck dty share dy kinjagh*

**Examination Guidance  
For Students and Parents  
Year 11  
2023-2024**



Dear Student, Parent/Carer

It is the aim of Queen Elizabeth II High School to make the examination experience as stress-free and successful as possible for all candidates, whilst adhering to Examination Regulations.

**It is intended that exams will go ahead as planned next summer. If there is a significant increase in disruption and/or public health restrictions, the Awarding Bodies will introduce extra measures as a last resort, setting out Contingency arrangements which will be shared with you as soon as they have been published. Due to the continued effect of the pandemic, adaptations have been made to some subjects already, your teacher will confirm these to you.**

This booklet is informative and helpful, making you aware of the examination regulations and procedures to follow. Please read it carefully.

The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed. Many of these are co-ordinated under the Joint Council for Qualifications (JCQ).

The Scottish Qualifications Authority (SQA) is authorised to regulate awarding bodies and the qualifications they offer under the Education (Scotland) Act 1996.

At the back of this booklet are copies of the Awarding Bodies regulations for Examinations, Coursework and Non-Examination assessments.

Failure to follow the regulations will result in penalties, which may include not being allowed to sit the exam or have the paper annulled. This booklet contains information to help you understand the rules. Please also refer to the school website for exams information in the Curriculum and Learning Section.

After reading, please return the completed acknowledgement slip below.

Many thanks

Mrs Venezia

Exams Officer

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I confirm that I have received, read and understood the Examinations Guidance Booklet for Students and Parents 2023-2024

Student name.....

Tutor Group.....

Students Signature.....

Parent/Carer's Signature.....

Date.....



# **KEY DATES 2023/2024**

## **MOCK EXAMS**

**WEEK BEGINNING MONDAY 13<sup>TH</sup> NOVEMBER 2023**

## **SUMMER 2024 EXTERNAL EXAM SEASON**

**Friday 3<sup>rd</sup> May 2024 – Friday 21<sup>st</sup> June 2024**

**PLEASE NOTE THERE ARE EXTERNAL EXAMS DURING  
TT WEEK 2024**

**MONDAY 3<sup>rd</sup> JUNE TO FRIDAY 7<sup>TH</sup> JUNE 2024**

**CONTINGENCY DATES THURSDAY 6<sup>TH</sup> JUNE (PM),  
THURSDAY 13<sup>TH</sup> JUNE (PM) AND WEDNESDAY 26<sup>TH</sup> JUNE  
2024**

## **SESSION TIMES**

**Most morning examinations begin at 9.00am.**

**Most afternoon examinations begin at 1.30pm.**

**Please be at school at least 15 minutes before the start of  
your exam.**

**Any variations will be shown on your final timetable.**

**The school pays for your first entry to each public  
examination. Candidates are registered using legal names,  
not preferred names.**

**IF YOU FAIL TO ATTEND AN EXAMINATION SESSION,  
YOU WILL BE CHARGED FOR THE ENTRY FEE.**

## **Centre Assessed Work (Coursework/Non-Examination Assessments and Portfolios of Evidence)**

The following subjects have centre assessed components/unit (s):

Art and Design (Fine Art) 100% Portfolio 2022/23  
Art and Design (Graphic Communication) 100% Portfolio 2023/24  
Dance (BTEC)  
Design and Technology – Art and Design (Textile Design) 100% Portfolio 2023/24,  
Food & Nutrition, Practical Woodworking 100% Practical Assessment 2023/24,  
Product Design  
Drama  
English Language  
English Literature  
English Functional Skills (Possibly some students in Set 5)  
Home Cooking Skills (Jamie Oliver BTEC)  
ICT SQA PC Passport  
Music  
Physical Education

*There may be additional coursework requirements due to the continuing affect of the pandemic. If so, the regulations regarding plagiarism (copying) will also apply to those.*

### **Exam 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.**

#### **The use of AI in Assessments and Exams**

**AI misuse is when you take something made by AI and state that it is your own work. This is classed as CHEATING.**

**The below quick guide document for students gives an outline of the regulations surrounding the use of AI in assessments, and also within exams.**

**Your teachers and the exam boards are able to check your work as per exam guidelines. Sanctions will be applied if you are identified as misusing AI in assessments.**

For WJEC subjects that contain work assessed within the centre, you will be given your marks before they are submitted to the awarding body. You will have the opportunity to request a review of the marking. This should be requested via the Exams Officer. The review period is not an opportunity for you to amend your work and you can't simply request a review because you are not happy with your mark.

You may request copies of materials to assist you in considering whether to request a review. You can only request a review of marking if you identify issues in the application of the mark scheme, or the wider teaching and learning such as appropriate teacher knowledge, training, understanding and skill in centre assessed marking. You may also base a review on weaknesses in the co-ordination and standardisation of marking. A review will be carried out by an assessor who has had no previous involvement in the assessment of your work and has no personal interest in the review. You will be informed in writing of the decision, prior to the awarding body's deadline. When your work is submitted to the moderator your mark is still subject to change, even if it has been reviewed prior to submission.



### What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

**THIS IS CHEATING!**



### How do I make sure I don't misuse AI?



#### 1 Know the rules

- o You're **not allowed** to use AI tools when you're in an exam
- o Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- o Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- o Name the AI tool you used
  - o Add the date you generated the content
  - o Explain how you used it
  - o Save a screenshot of the questions you asked and the answers you got

#### 3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!  
Know the rules  
Talk to your teachers  
Reference clearly

Queen Elizabeth II High School follows the Isle of Man Department of Education, Sport and Culture Complaints procedure in relation to general complaints about the delivery or administration of a qualification.



## **BTEC – Dance, Home Cooking Skills (Jamie Oliver)**

**Please also refer to your Student Handbook for further information, which will be provided by your teacher and published on the It's Learning BTEC Pages.**

### **What is assessment?**

- Internal assessments are conducted by members of the teaching staff in their role as Assessor who have appropriate knowledge, understanding and skills
- Assessment evidence provided by you is produced and authenticated according to the requirements of the Awarding Body
- The consistency of internal assessment will be maintained by internal verification and standardisation
- All your work being assessed for external qualification is carried out fairly, consistently and in accordance with the rules and regulations of the specification

The qualification consists of units of assessment, and each unit is written in a specific way.

This format includes:

- unit title
- level
- credit value
- learning outcomes
- assessment criteria

### **Your assessor will over a period of time:**

- Meet with you to prepare and agree an assessment strategy prior to the assessment taking place
- Brief you on the assessment process
- Make an assessment decision based solely on your related performance criteria
- Complete checklists and observation records of your assessment
- Give constructive feedback
- Complete required documentation when competence has been achieved
- Devise new and updated assessment plans with you if competence has not yet been achieved

### **Your role:**

You must:

- Prepare for assessment by familiarising yourself with the standards, what is to be assessed and how it will be assessed
- Carry out activities and/or answer questions
- Make sure the work is your own and not copied from the internet or anyone else
- Gather and present evidence on assessment
- Receive and act on feedback from your assessor

Where insufficient evidence has been presented, you may be withdrawn from the BTEC qualification. Your assessor will provide the reason why the decision has not been made and you will be notified in writing.

## **BTEC Appeals Policy**

### **Aims of the policy**

To enable you to enquire, question or appeal against an assessment decision.

To attempt to reach agreement between you and the assessor at the earliest opportunity.

To standardise and record any appeal to ensure openness and fairness.

To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.

To protect the interests and the integrity of the qualification.

You may appeal against the following:

- Assessment decisions
- Conduct of assessments
- Incorrect use of standards

The appeals system must allow for effective fast hearing of appeals. Candidates must put their appeal in the first instance to their assessor, in writing.

If the issue cannot be dealt with between the two parties, then an Internal Verifier will be appointed to oversee the appeal. They may either review the assessment themselves or appoint another independent assessor to carry out this task on their behalf.

Once the assessment has been reviewed which will include discussing the case with both the candidate and the relevant assessor, the reviewer will discuss the relevant material with the Internal Verifier and a decision will be made, and both the candidate and assessor will be informed in writing of the result.

The decision of the appeals panel is final.

## **Our School Appeals Policy:**

### **Stage One (discussion with your Assessor)**

When a candidate feels that their Assessor's decision is unjustified, the candidate should notify the Assessor in writing within a week of receiving the decision. The Assessor should make a record on the candidate's action plan that the decision was appealed and the date this occurred. The candidate should request that the Assessor consider taking appropriate action to rectify the situation. The Internal Verifier and Centre Quality Nominee should be made aware that this appeal has been lodged. If the issue cannot be resolved between the Assessor and the candidate, the candidate can then instigate Stage Two of the Appeals Procedure. This involves referring the matter to the Internal Verifier.

### **Stage Two (involving the Internal Verifier)**

The candidate should lodge his/her appeal with the Internal Verifier in writing within a week of raising the matter with the Assessor. The Internal Verifier will convene a three-way meeting to try and find a mutually acceptable solution between both parties. Through reconsideration of the evidence, the Internal Verifier will attempt to ascertain if the assessment decision is both valid and appropriate. The role of the Internal Verifier during Stage Two is to act as an independent arbitrator. The Internal Verifier will give advice and make suggestions about an appropriate course of action. The Quality Nominee should be made aware that this appeal has been lodged. If a mutually acceptable agreement cannot be reached at Stage Two, the candidate can initiate Stage Three of the Appeals Procedure.

### **Stage Three (Convening of an Appeals Panel)**

If the candidate is still aggrieved, this should be lodged in writing with the Quality Nominee within 20 days of being notified of the assessment decision. The Quality Nominee will notify the External Verifier that an appeal has been lodged and will provide information about when and how the appeal will be heard. The Quality Nominee will set a date for the appeal to be heard by the appeals board. The Quality Nominee will ensure that the panel meets within 20 days of the appeal and will hear evidence from the Assessor and the candidate. The purpose of the panel is to adjudicate and make decisions about disagreements in an objective and independent way as possible. No-one involved in the original assessment will be included on the panel. Instead, it will be made up of the Quality Nominee, an independent Assessor with workplace expertise and an Internal Verifier (not the subject assessor). If all parties involved cannot reach agreement; the Chairperson of the panel will initiate the final stage of the Appeals Procedure.

NB: This policy will be reviewed every 12 months by the Senior Leadership Team.



# DON'T MISS THE DATES!

Please use the space below to record your coursework deadlines. (Ask your subject teacher)

Subject	Deadline

**Whilst your teacher may disclose marks they have awarded you, the moderation process may result in your marks changing.**

If you suffer from an on-going medical condition or are experiencing a family crisis and are struggling to complete your work, please do speak to your tutor/teacher or Head of Subject. An extension to the deadline **may** be granted by the exam board. This is not guaranteed and is dealt with on a case by case basis.

Coursework/Non-Examination Assessment work may be collected from School after October half-term.

## Behaviour

If you misbehave during your trial exams you will have to sit your external exams in a separate room. You will have to pay for the invigilation costs. Any break of examination regulations will be reported to the relevant authority.

## Attendance

If you are entered for but fail to complete an element of the course, or fail to attend an examination session, you will be required to pay the examination fee. The fees will be waived if there are extenuating circumstances.

## Statement of Entry – summer 2024

Your Statement of Entry, given to you via your form tutor during Spring Term, lists all the units for which you have been entered. It is important to check that your name, date of birth and subjects have all been entered correctly. Let Mrs Venezia, the Exams Officer, know if anything is wrong, no matter how small the error or query.

## Individual Exam Timetable

Summer Exam Timetables will be distributed via form tutors during Spring Term. The timetable you will be given is yours only.

You will receive a final Exam Timetable nearer the time of the summer exam season that details your seating arrangements. This should be kept in a safe place as you will be charged for a replacement.

You may be sitting some exams at a different time to your friends; this is because some exams clash and they have to be taken at different times.

Do not rely on your friends for exam times/dates, use your own Exam Timetable.

**IMPORTANT: Please note your candidate number as you will need this for every external examination you take whilst at school.**

WRITE YOUR CANDIDATE NUMBER HERE:

## Exam Clashes

Don't be alarmed if you have a clash on your timetable. You may find that you have two exams scheduled to start at the same time on the same day but in practice your clashing exams will run consecutively, with a break in between if needed, and provided the total duration of all exams does not exceed a total of **3 hours**.

You may have to sit one exam at 9.00am then be supervised until 1.30pm, then sit the other exam.

If you are affected by a clash, the Exams Officer will speak to you and send you and your Parent/Carer information on how the clash will be best resolved.



## Preparing for Examinations

You are responsible for arriving at the examination with the proper equipment.

We cannot guarantee to provide any equipment you may have forgotten.

Please bring with you:

1. ALL relevant items for each exam

Basic Requirements – to be carried in a **see-through** pencil case or small plastic see-through bag.

Two **black** pens

HB pencil

Ruler

Eraser

Appropriate Equipment e.g. protractor, compass, sharpener, coloured pencils (for certain exams).

**YOU ARE NOT ALLOWED TO USE CORRECTING PENS, FLUID OR TAPE, ERASABLE PENS, HIGHLIGHTERS OR GEL PENS IN YOUR ANSWERS**

You may use a highlighter pen on your question paper.

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

2. You may have a bottle of water (**label removed**). No other food (unless there are medical reasons) or drink is allowed, this includes canned or cartons of drinks, fruit infused bottles, chewing gum or any other food.

You must leave your bag/coat in your locker. Bags and coats are NOT allowed in the exam room under any circumstances.

3. Tissues

## Dress Code

You must be wearing full and correct school uniform when the school is open for lessons, i.e. at all times including during TT week, Monday 3<sup>rd</sup> June to Friday 7<sup>th</sup> June 2024. Hoodies should not be worn during TT Week.

Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

## Calculators

### 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 formulas

### Calculators must not:

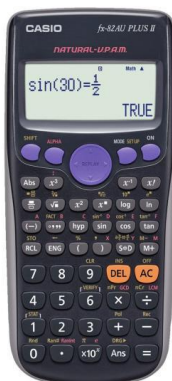
- be designed or adapted to offer any of these facilities:
  1. language translators
  2. built-in symbolic algebra manipulation (output must be numeric not algebraic)
  3. symbolic differentiation or integration (output must be numeric not algebraic)
  4. remote communication with other machines or the internet
- be borrowed from another candidate during an examination for any reason.
- have retrievable information stored in them – this includes:
  1. databanks
  2. graphic display
  3. dictionaries
  4. mathematical formulas
  5. text

### YOU are responsible for the following:

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

*The school has calculators for sale in Reception which meet the regulations.*

We have a limited number we can lend out in emergencies; however, we are not responsible if there are not enough to give to all students.





## On the day of the examination

**\*\* CHECK YOUR EXAM TIMETABLE CAREFULLY. IT IS YOUR RESPONSIBILITY TO BE AT YOUR EXAM VENUE 15 MINUTES BEFORE THE SCHEDULED START TIME \*\***

Plan your journey carefully especially during TT week when traffic is heavier than usual. If there are unforeseen circumstances and you arrive late but before 10.00am (mornings) and 2.00pm (afternoons) report to Mrs Venezia. **If you are likely to be later, telephone the school to inform us. The telephone number is:**

**841000**

Even if you are allowed in the exam room to sit your exam, the Exam Board may still refuse to accept your paper.

## Absence from Examinations

If you are ill and cannot take the exam, you **MUST** telephone the school immediately and obtain advice from Mrs Venezia.

In all instances, medical evidence or a Self-Certification Form will be required.



841000 – School Reception

## Seating

You will need to check the venue and seating plan for your exam on your final timetable.

As a general rule Level 2 exams will take place in the Hall.

If you have access arrangements such as a laptop or reader, please check your timetable for variations.

Please wait quietly in the Entrance Hall or outside your exam room and wait for instructions from the Senior Team and/or Invigilator (s).

You **must not** take into the exam room:

- a mobile phone, any type of watch
- iPod, MP3/4 player or similar device or ANY potential technological/web enabled sources of information
- PAPER NOTES
- a calculator lid/instruction leaflet
- a reading pen unless this forms part of your access arrangement

**YOU MUST ENTER THE EXAM ROOM WITH NO WRITING ON YOUR HANDS/ARMS ETC; YOU MUST WASH ANY WRITING/PICTURES OFF BEFORE YOU ENTER. IF YOU DO ENTER THE ROOM WITH WRITING ON YOUR HANDS/ARMS ETC YOU WILL BE ASKED TO STOP WORKING AND MAY BE REMOVED FROM THE EXAM ROOM. YOU WILL BE REPORTED TO THE EXAM BOARD AS THIS ACTION IS CLASSED AS MALPRACTICE. YOU ARE LIKELY TO BE DISQUALIFIED FROM THE UNIT YOU ARE TAKING.**

**Do not** bring your phone or any other electronic equipment to school. The school takes NO responsibility for valuables during exams. Please leave such items at home to avoid possible problems.

**Any valuables left in Reception are done so at your own risk.**

## Once inside the examination room

**You are under formal examination conditions from the moment you enter the room in which you are taking your examination(s) until the point at which you are permitted to leave.**

**Do not fill in your answer booklet until you are instructed to do so by the invigilator(s). Do not write on your exam label, formulae booklets, prescribed texts at any time.**

**If you communicate with any other student(s) in an exam room, before or once the exam has begun, all students involved will be reported to the Exam Board for misconduct.**

**Any attempt to communicate with or disturb other candidates could result in you being excluded from all external examinations.**

**If you are allowed extra time for your exam, you will have a blue card placed on your desk. If you do not receive one, tell the Invigilator. It is your responsibility whilst in the room to notify the Invigilator if you feel your extra time arrangement is not in place.**

**If you leave the exam room you will not be allowed to re-enter the room under any circumstances.**

You must not borrow anything from another candidate during the examination.

## Invigilators

- Listen to the Invigilator(s) and follow their instructions at all times. Tell the Invigilator at once if you think you have not been given the right question paper or all of the materials listed on the front of the paper, or if the paper is incomplete or badly printed
- If you drop anything on the floor, do not attempt to pick it up. Raise your hand and an Invigilator will pick it up for you
- If you have a problem and are in doubt about what you should do, feel ill or need more paper, raise your hand
- Read carefully and follow the instructions printed on the question paper and/or on the answer booklet
- Invigilators are there to help you as well as ensure the Exam Board rules are adhered to. But remember, they are representatives of the Exam Boards and the school. Lack of respect for them is taken seriously by the Exam Boards and could have serious consequences

## **Damage to school property**

**THERE WILL BE SEVERE CONSEQUENCES FOR ANY STUDENT WHO DEFACES AN EXAM DESK.**

## **At the end of the examination**

**IT IS SCHOOL POLICY THAT YOU REMAIN IN THE EXAM ROOM FOR THE FULL DURATION OF THE EXAMINATION. YOU WILL NOT BE ALLOWED TO LEAVE EARLY SO PLEASE DON'T ASK.**

Once you have finished your exam, you must wait, in silence. Once all exam papers have been collected, you will be dismissed in an orderly fashion. You must remain silent until you are OUTSIDE the exam room.

Please respect that other students may still be working.

If you communicate with any other student(s), before you leave the exam room, all students involved will be reported to the Exam Board for misconduct.

If you feel that your performance has been hindered during your exam in any way, please speak to Mrs Venezia or a senior member of staff immediately, i.e. Illness, minor ailments, being disturbed by other students, issues with invigilation. This list is not exhaustive.

## **Misconduct**

**Exam Rules & Regulations** are written to protect the security of all exams and associated coursework and the rights of ALL candidates sitting an examination.

If you choose not to abide by the rules and regulations, you **WILL** be reported to the Exam Board. They reserve the right to penalise you depending on the severity of your misconduct.

The penalties which can be issued are:-

1. Warning;
2. Loss of all marks for a section;
3. Loss of all marks for a component;
4. Loss of all marks for a unit;
5. Disqualification from a unit;
6. Disqualification from all units in one or more qualification;
7. Disqualification from a whole qualification;
8. Disqualification from all qualifications taken in that series;
9. Candidate debarment;
10. Cambridge Assessment International Education may inform other examining bodies of the details of the case and the action taken;
11. Cambridge Assessment International Education may inform the police in serious cases involving theft, impersonation or the falsification of documents.

**IT IS THEREFORE VITAL THAT YOU  
UNDERSTAND AND FOLLOW THE RULES**

## **Instructions for a fire drill during an examination**

We hope that there are no fire alarms during the examinations; however, if there is an alarm, these instructions must be followed **IN COMPLETE SILENCE.**

1. Firstly do not panic. Stop working immediately and close any exam booklet. Listen to the Invigilators for instructions.
2. You will be asked to leave the exam room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **MUST** be at least one metre away from other students and **MUST** remain silent.
4. Do NOT walk to where you would normally go; you will go to the tennis court next to the all-weather pitch adjacent to the atrium.
5. When you return to your exam room, do not open your exam booklet and start writing until the Invigilator tells you to do so. Any time lost due to the interruption will be added on to the normal finish time of the examination.

**If you do not remain silent throughout,  
you, and anyone you have spoken to,  
will NOT be allowed back into the exam room.**

## **Special Consideration**

Special consideration can be applied for should you feel that your performance during written, practical examinations and coursework has been badly affected by situations such as illness, an accident, bereavement or family trauma.

All requests should be supported by a letter from a doctor, specialist or other professional who can verify the application. If this is not available you will need to complete a Self-Certification Form which is available from school.

This has to be done within **7 days** of the last exam in that subject so prompt action is required.

### **If you suffer from an on-going medical condition**

Special consideration can only be applied if there has been a **flare up** of the condition. Access arrangements will already be in place if you have a medical condition i.e. Extra time and rest breaks.

It should not be assumed that special consideration will automatically be applied for in these cases.

All requests should be made to Mrs Venezia.

## **Special Arrangements due to temporary injury**

Occasionally, physical injuries may happen during exam times causing various problems.

Should you be affected by any such circumstance, please contact Mrs Venezia immediately to discuss arrangements such as the use of a laptop.

Arrangements are made depending on the severity of the injury and staff/accommodation availability.

## **AFTER THE EXAMS**

### **Exam Results Days**

#### **SQA PRACTICAL WOODWORKING** **TUESDAY 6<sup>TH</sup> AUGUST 2024**

You can request a log in to receive your results by email or text by following the link below:

[Get Results Ready](#)

(You will need your Scottish Candidate Number to do this, please ask Mrs Venezia)

#### **CAMBRIDGE ASSESSMENT INTERNATIONAL EXAMS** **TUESDAY 13<sup>TH</sup> AUGUST 2024**

You will be issued with a log in to access your results online at home from 06:00 (UTC/GMT). **Any queries about your Cambridge results can be requested when you collect your remaining results on Thursday 22<sup>nd</sup> August 2024.**

#### **SUMMER 2022 GCSE EXAMS (WJEC, SQA IT)** **THURSDAY 22<sup>nd</sup> AUGUST 2024**

Results are available from **9.00am** onwards, in the sixth form block.

Members of the Senior Team and the Exams Officer will be available to deal with any queries on Thursday 22<sup>nd</sup> August 2024.

You can only collect your own results. If you are unable to collect your results in person you may authorise someone else to collect them on your behalf. This authorisation **MUST** be in writing. Alternatively, if you provide a large stamped addressed envelope before you leave school, we will post your results to you.

Results will not be supplied by telephone or e-mail under any circumstances.

**NO RESULTS WILL BE GIVEN OUT TO ANYONE ELSE WITHOUT PERMISSION LETTERS**





## **Post results enquiries**

If you are unhappy with the grades you have received and think there may have been a mistake in the marking of a paper, it is possible to request your paper be reviewed or re-checked. Your written request and payment is required before any enquiry is requested.

**ALL REQUESTS SHOULD BE MADE TO SCHOOL – PLEASE DO NOT CONTACT THE EXAM BOARDS.**

### **Review**

It is possible to request a review of your paper. This can take up to 3 weeks to be returned.

As a rule, after reviewing, exam grades are only improved in about 1% of cases and marks may go down as well as up. You should be aware that during a review the marks and subject grades may be confirmed, lowered or raised, and it is essential that a review form is signed by you, confirming that you are aware of this.

Fees are payable for this service unless the overall grade changes.

### **Clerical re-check**

A clerical re-check service checks that all parts of the script(s) have been marked, that all the marks have been added up and recorded and grades awarded correctly. The content of the exam paper is not reviewed during this service.

A reply is normally received within two weeks.

In the event of a grade improving, the fee will be refunded to you.

### **Coursework/Non-Examination Assessment**

It is not possible to have individual coursework marks reviewed. If the Head of Department feels that the overall marks awarded for students' work is lower than expected, a re-moderation of work can be requested by the Head of Department only.

### **Getting your Exam Paper Back (Access to script)**

It is also possible to request the return of your original exam paper(s)

This can be useful if you are intending on re-taking an exam. It takes several weeks for the scripts to be returned but they will be received no later than the middle of November.

## **Deadlines/Fees**

Details of deadlines and post results fees (which vary between exam boards) and post results deadlines will be displayed on the Exam Notice Board in the Entrance Hall, on the Sixth Form Notice Board and available to view on the school's website.

## **Appeals**

If you have an enquiry about results outcome and wish to appeal, you must follow the procedures outlined by the Awarding Body. Please contact Mrs Venezia, Examinations Officer if you wish to appeal against a decision.

## Re-sits

Cambridge International offer iGCSE resits in October/November 2023 for most subjects. You will be expected to pay for these.

Exams may take place during Half Term: **Monday 23<sup>RD</sup> to Friday 27<sup>th</sup> October 2023**

The deadline for entries and fees is **Friday 8<sup>th</sup> September 2023**

Resit forms can be collected from school or emailed/posted to you.

Results are issued in January 2024.

## Certificates

Certificates are issued in the Autumn Term following the receipt of results.

If you are still a student in school, you will be notified in tutor time that your certificates are ready for collection.

Letters are sent out informing students who have left full time education of the arrival of their certificates, which may be collected from the office opposite reception. If you are unable to collect them personally you may give someone **written** authorisation to collect them on your behalf.

**\*\*TAKE CARE OF YOUR CERTIFICATES. THEY CANNOT BE REPLACED EXCEPT IN CASES OF FIRE OR THEFT\*\***

Certificates are legal documents that you will be asked to produce throughout your career.

Do not lose them.

Certificates cannot be re-issued.



## **Exam Boards**

These are the specifications we use for GCSE and IGCSE at Queen Elizabeth II High School. You can visit the websites of the Awarding Bodies AQA, Cambridge International, Pearson, SQA and WJEC to find lots more information including past papers and mark schemes, exam techniques and tips.

### **CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION**

Business Studies 0450  
Computer Science 0478  
English Language 0500  
Geography 0460

### **Pearson qualifications**

### **BTEC/ PEARSON/ EDEXCEL**

BTEC Home Cooking Skills (Jamie Oliver) Level 1/2  
BTEC Performing Arts (With a dance approach) Level 1/2 technical award  
History H411  
Science (Higher and Foundation) 1SC0

### **ASDAN**

L1/2 CoPE

### **OCR**

Entry Level Science R483B

### **SQA**

PC Passport National Progression Award (IT) GL32 SCQF National 5  
Practical Woodworking C862 75 National 5  
[www.sqa.org.uk/](http://www.sqa.org.uk/)

### **WJEC**

Art & Design (Fine Art) 3651QS  
Art & Design (Graphic Communication) 3654QS  
Design & Technology: Art and Design (Textile Design) 3653QS  
Design & Technology: Food & Nutrition 3560P1/P2  
Design & Technology: Product Design 3603QS  
Drama 3690QS  
French 3800QS  
German 3820QS  
Mathematics 3300  
Religious Studies 3120QS

English literature C720QS

PE (short and full course)

Exams can be stressful but provided you have prepared well you can minimise the pressure.

Teachers and Support Staff are here to make the process as painless as possible. If you have any concerns please don't hesitate to ask for help.

You can get valuable tips on coping with exam stress by having a look at websites and apps such as GCSE Pod, Mind, Calm and BBC Bitesize.

