

Examination Guidance For Students and Parents Year 10 2025-2026

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.

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

The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed. Many of these are coordinated 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 having the paper annulled. This booklet contains information to help you understand the rules.

Please also refer to the school website for exam information in the Curriculum and Learning Section, Exams.

After reading, please return the completed acknowledgment slip below.

Many thanks

Mrs. Venezia

Exams Officer

Date.....

I confirm that I have received, read, and understood the Examinations Guidance Booklet for Students and Parents 2025-2026
Student name
Tutor Group
Students Signature
Parent/Carer's Signature

KEY DATES 2025/2026

MOCK EXAMS

Start on Monday 9th to Friday 13th MARCH 2026

Behaviour

If your behaviour is poor during your mock exams in March, you will have to sit all future mock/external exams in a separate room. **You** will have to pay for the invigilation costs.

When you sit external examinations, breaches of exam rules are submitted to the awarding body who may decide not to award the certificate.

While you are not sitting external examinations yet, included in this document is important information to help you understand the Awarding Bodies rules. This will help you to sit your examinations and prepare for coursework.

These rules must be adhered to when you sit your mocks in March 2026.

Attendance

When 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 for GCSE/IGCSE qualifications range from £40-£70.00 per subject.



Centre Assessed Work (Coursework, non-examination assessments and Portfolios of Evidence

The following subjects have coursework/non-examination assessment unit (s):

The following subjects include some percentage of the course content as centre-assessed components/unit (s) known as coursework:

BTEC

Home Cooking Skills (Jamie Oliver BTEC) MRH35 Workskills BTEC DVSC6

Dance (BTEC) New Tech Award RPD3

Cambridge

English Language 0500 (50% coursework)

Functional Skills

English Functional Skills

<u>SQA</u>

ICT SQA PC Passport – 4 assessed units

Practical Woodworking Practical Assessment SQA National 5 – all coursework.

WJEC

Art and Design (Fine Art) 100% Portfolio and externally set task 3651 Design and Technology – Art and Design (Textile Design) 100% Portfolio and externally set task 3653

Art and Design (Graphic Communication) 100% Portfolio and externally set task 3654

Food & Nutrition 3560

Product Design 3603

Drama 3690

Music WJEC 3660

Physical Education WJEC Full Course/Short Course 3550/3555

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.

Coursework Marks

For subjects that contain work that has been assessed within the school, you will be given your marks before they are submitted to the exam board. The does not apply to SQA/BTEC subjects.

For <u>WJEC</u> subjects that contain work assessed within the school, you will be given your marks before they are submitted to the awarding body. For subjects that contain work that has been assessed within QEII, you will be given your marks before they are submitted to the exam board. This does not apply to SQA/BTEC subjects.

You will have the opportunity to request a review of the marking, and your teacher will allow 5 working days after they have provided you with your coursework/NEA marks. You should request a review of teachers' marks for WJEC subjects with work assessed within the center. You will receive your marks before they are submitted to the exam board. For subjects where work has been assessed within QEII, you will also receive your marks before submission. This does not apply to SQA/BTEC subjects.

You will have the opportunity to request a review of the marking, and your teacher will allow 5 working days after providing you with your coursework/NEA marks. You should initially request a review of your teacher's marks from your teacher, following the internal assessment school policy. You should also complete an internal appeals form against an internal assessment decision, which can be found on the exam information section of the Queen Elizabeth II High School website. Make the Exams Officer aware of your intention to appeal and submit the appeal form to Mrs. Venezia. The review period is not an opportunity to edit your work, and you cannot simply request a review because you are unhappy with your mark.

You may request copies of materials to help you decide whether to request a review. You can only request a review if you identify issues in applying the mark scheme or concerns with the wider teaching and learning, such as teacher knowledge, training, understanding, and skill in center-assessed marking. You may also base a review on weaknesses in the coordination and standardization of marking. A review will be conducted by an assessor who has not been involved in assessing your work and has no personal interest in the review. You will be notified in writing of the decision before the awarding body's deadline. When your work is submitted to the moderator, your mark may still change, even if it has been reviewed before submission by your teacher, following the internal assessment policy. You should also complete an internal appeals form against an internal assessment decision. These can be found on the exam information section of the Queen Elizabeth II High School website. You will also need to make the Exams Officer aware of your intention to request an appeal and return the appeal form to Mrs Venezia. 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 coordination 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 before 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 before submission.

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 assessors 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 an 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 aspecific 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 on an assessment strategy before theassessment taking place
- Brief you on the assessment process
- Make an assessment decision based solely on your related performancecriteria
- 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

The Use of Artificial Intelligence In Your Exams or Coursework.

Exam Regulations state that:

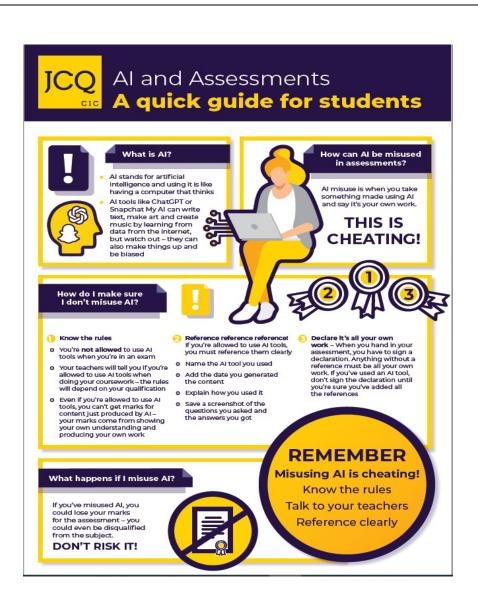
The work which you submit for assessment must be your own.
You must not copy from someone else or allow another candidate to copy
from you.

The use of AI in Assessments and Exams

Al misuse is when you take something made by Al 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 Al in assessments.



For subjects that contain work that has been assessed within the school, you will be given your marks before they are submitted to the exam board. This does not apply to SQA/BTEC subjects. 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 anopportunity 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 material 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 interestin 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.

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- 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 an 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.



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. **If you are sitting an SQA exam pencil cases are prohibited**.

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.

- 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 these items will be confiscated.
- You must leave your bag/coat in your locker. Bags and coats are NOT allowed in the exam room under any circumstances unless you have an exam clash that requires lunchtime supervision.
- Tissues. You are not permitted to take tissues into the exam room. If needed, the invigilator will provide you with a tissue in the exam room.

Dress Code

You must be wearing full and correct school uniform at all times. The school may refuse to admit a candidate who is not correctly dressed to an exam.

Normal school regulations apply to uniform, hair, jewellery, make-up, etc. The schoolmay refuse to admit a candidate who is not correctly dressed to the exam.

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.



Seating

You will receive a timetable confirming your seating arrangements for your mock exams in February before half-term.

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

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
- smart glasses
- storage device, iPod, MP3/4 player, or similar device, or ANY potential technological/web-enabled sources of information
- AirPods, earphones, and earbuds
- PAPER NOTES
- a calculator case/instruction leaflet
- a reading pen
- tissues

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 into school on days when you know that you have an exam. The school takes NO responsibility for valuables being lost, stolen, or damaged 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, or 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 your 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
- The invigilator will ask if you have the <u>correct access arrangements</u>, if this is applicable to you. If you are unsure please raise your hand and make the invigilator aware. Arrangements can be confirmed before the start of the exam. DO NOT wait until the end of the exam to raise your queries.
- 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.

Do not communicate with any other student(s), before you leave the exam room.

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, or 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 qualifications;
- 7. Disqualification from a whole qualification;
- 8. Disqualification from all qualifications taken in that series;
- 9. Candidate debarral;
- 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

The following are posters which you will see around school, usually inside and outside of exam rooms and the hall. Pleae take note of both – they give clear guidance of what you cannot do in an exam and what you are not permitted to take into exam.



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED POTENTIAL 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





City& Guilds











AQA

City & Guilds

CCEA

NCFE

OCR

Pearson

WJEC



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 examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

/

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.

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 booklets. Listen to the Invigilators for instructions.
- 2. You will be asked to leave the exam room in silence and in the order in which 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 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.



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.

AQA

Functional skills English L1/L2 8720/8725

ASDAN

L1/2 CoPE

CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION

Business Studies 0450 Computer Science 0478 English Language 0500 Geography 0460

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 H4I1(9-1)
Science (Higher and Foundation) 1SC0
Entry Level Certificate in Science NSC0
Entry Level Certificate in Further Science NSF0

BTEC

BTEC Home Cooking Skills (Jamie Oliver) Level 1/2
BTEC Performing Arts (With a dance approach) Level 1/2 technical award
BTEC Workskills

SQA

PC Passport National Progression Award (IT) GL32 SCQF National 5 Practical Woodworking C862 75 National 5

WJEC

Additional Maths 955001

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

Entry Level Maths Aware/Cert WJEC 6009A3/6009C3

French 3800QS German 3820QS Mathematics 3300

Physical Education 3555 Short course Physical Education 3550 Full course

WJEC EDUCAS

English literature C720QS (9-1)













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.

