



Exam Support

A guide to help parents to support students through their exams



We recognise that the time leading up to the exam season can be a very stressful time for both students and parents.

We know that many parents want to help and support their sons and daughters but feel anxious about how to best go about this. For some, the worries will be about whether their child is working hard enough or doing enough revision. For others, the concerns may be about whether their child is doing too much work and becoming overly stressed as a result. In school, we work hard to create an atmosphere where students feel supported and prepared, and where they approach their exams with confidence and a positive attitude. We would like parents to play a part in this too and so we have put together the following guide which we hope you will find useful.

Key Contacts

| | |
|--|-------------------------------|
| Mrs N Thain Miss E Mara | <u>Exams</u> |
| Mrs K Morgan | <u>Head of Year 11</u> |
| Mrs Y Dixon | <u>Head of Year 10</u> |
| <u>Senior Leadership Team</u> | |
| <u>Associate Staff</u> | |
| <u>Teaching Staff</u> | |

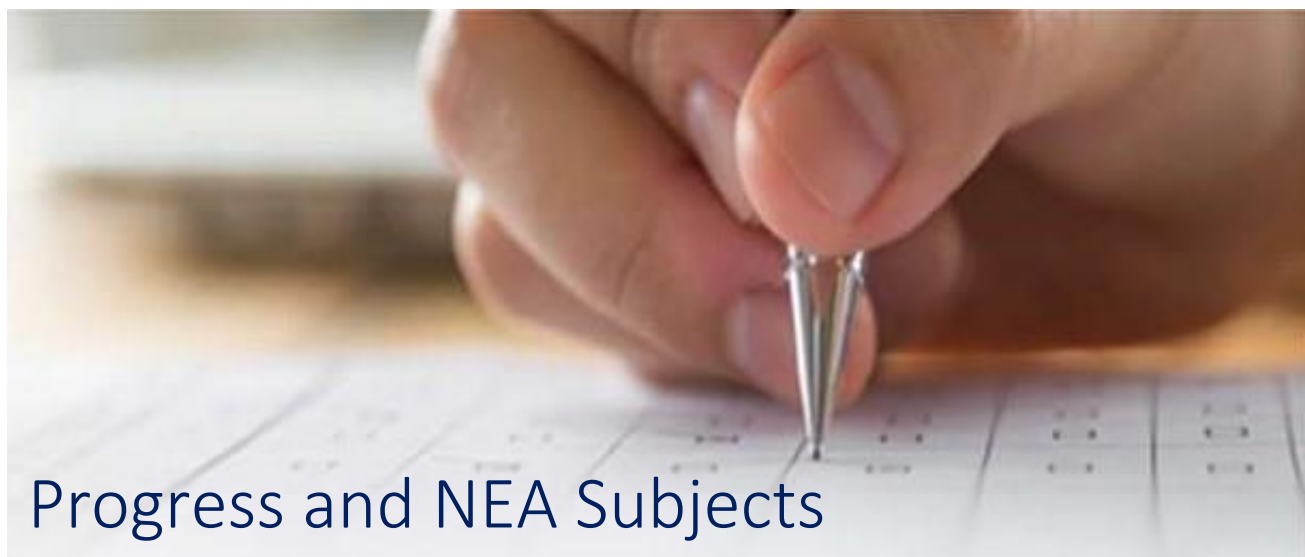


| | |
|------------------------------|---|
| January 2024 | Exam entries* |
| 21 st April 2024 | Deadline for tier entry |
| 9 th May 2024 | GCSE's begin |
| 15 th May 2024 | GCE's begin |
| 6 th June 2024 | Contingency Date |
| 13 th June 2024 | Contingency Date |
| 19 th June 2024 | GCSE's end |
| 23 rd June 2024 | GCE's end |
| 25 th June 2024 | Contingency Date |
| 3 rd July 2024 | Final date for submitting special consideration requests to the awarding bodies |
| 15 th August 2024 | A level results day |
| 22 th August 2024 | GCSE results day & sixth form sign up |

If you would like to add the whole school exam calendar to your own, please click [here](#) to view our how to guide.

*Students are all entered for the summer season exams in January based on their class details. Final tiers will not be set until after the spring progress exams and before the end of April.

If a student has more than one exam scheduled at the same time (exam clash), these will be looked into after the Easter holidays. Most of the time these exams will need to be sat back-to-back with a short, supervised, break in between, however, each student will be spoken to individually and options will be discussed.



Progress and NEA Subjects

PROGRESS EXAMS

We will run progress subject and core exams throughout the year. Departments will set their own progress exams. Staff will use these exams to determine a student's current attainment and will allow staff and students to acknowledge and act upon any gaps in knowledge or skills.

Previous cohorts have found the progress exams extremely valuable, allowing them to feel incredibly well prepared for the summer exam period

Subject staff will also periodically conduct more informal classroom-based assessments as another means to ascertain any gaps in subject knowledge, whilst maximising student exposure to the style of questions they will come across in final exams.

NEA SUBJECTS

We run a number of courses which include Of NEA (Non-Exam Assessment), which have replaced the traditional coursework. Grades are awarded based upon a combination of the completion of non-exam assessments, most of which are internally marked and external moderated, and external examinations.

Students prepare for and work on the NEA throughout the 2 years of the course, so it is essential that students keep up to date with their NEA preparation and completion.

PROGRESS EXAM DATES

Year 11

Monday 4th December 2023 -
Friday 15th December 2023

Monday 12th February 2024 -
Friday 1st March 2024

Year 13

Monday 20th November 2023 -
Friday 1st December 2023

Monday 26th February 2024 -
Friday 8th March 2024

JCQ is a membership organisation representing the eight largest national awarding bodies offering qualifications in the UK. These qualifications include GCSEs, A levels, Scottish Highers as well as vocational qualifications.

JCQ undertakes a wide range of activities, such as the publishing of national GCSE and A level results in August; handling enquiries from examination officers; and publishing advice, guidance and regulations on delivering examinations, including the following:

- Access arrangements, reasonable adjustments, and special consideration guidance and forms
- Key exam dates and timetables
- Malpractice guidance and declaration forms
- Past GCE and GCSE examination papers
- Post-results services.

JCQ Regulations

[A Guide to The Special Consideration Process](#)

[Information for Candidates – On-Screen Tests](#)

[Information for Candidates – Written Examinations](#)

[Information for Candidates – Privacy Notice](#)

[Information for Candidates – Social Media](#)

[Warning to Candidates](#)

[JCQ Summer FAQ](#)

[Information for Candidates – Non Examination Assessment](#)

[Instructions for Conducting Non-Examination Assessments](#)

[Notice to Centre – Teachers Sharing Non-Examination Assessment Material](#)

[Information for Candidates – Coursework Assessment](#)

[Notice to Centres – Informing Candidates of their Assessed Marks](#)

[Malpractice](#)

The Bromfords School Policies

[Access Arrangements](#)

[Assessment Policy](#)

[Complaints & Appeal Policy](#)

[Disability Policy](#)

[Emergency Evacuation](#)

[Archiving Policy Exams](#)

[Exams Contingency Policy](#)

[Lockdown Procedures](#)

[Malpractice Policy Exams & Assessments](#)

[Target Setting Procedure](#)

[Word Processor/Laptop Policy](#)

[Exam Access Arrangements](#)

[Internal Appeals Procedure for NEA Assessments & Controlled Assessments](#)

[2023-24 Non-Examination Assessment Policy](#)

[Management of Controlled Assessment Policy](#)

Key Stage 4 Subject

| QUALIFICATION | WRITTEN PAPER | NEA/MODERATED | AWARDING BODY |
|-----------------------------|---------------|---------------|---------------|
| ART & DESIGN FINE ART | | ✓ | AQA |
| ART & DESIGN PHOTOGRAPHY | | ✓ | AQA |
| BIOLOGY | ✓ | | AQA |
| BUSINESS STUDIES | ✓ | | PEARSON |
| CAMNAT HEALTH & SOCIAL CARE | ✓ | ✓ | OCR |
| CAMNAT CREATIVE IMEDIA | ✓ | ✓ | OCR |
| CAMNAT SPORT | ✓ | ✓ | OCR |
| CHEMISTRY | ✓ | | AQA |
| COMBINED SCIENCE | ✓ | | AQA |
| COMPUTER SCIENCE | ✓ | | OCR |
| D&T FOOD & NUTRITION | ✓ | ✓ | AQA |
| D&T PRODUCT DESIGN | ✓ | ✓ | AQA |
| DANCE | ✓ | | AQA |
| DRAMA | | ✓ | OCR |
| ENGLISH LANGUAGE | ✓ | ✓ | AQA |
| ENGLISH LITERATURE | ✓ | | AQA |
| FILM STUDIES | | ✓ | WJEC |
| FRENCH | ✓ | ✓ | AQA |
| GEOGRAPHY | ✓ | | AQA |
| HISTORY | ✓ | | PEARSON |
| MATHS | ✓ | | PEARSON |
| MUSIC | ✓ | ✓ | OCR |
| PE GCSE | ✓ | ✓ | OCR |
| PHYSICS | ✓ | | AQA |
| STATISTICS | ✓ | | PEARSON |
| RE | ✓ | | AQA |

Key Stage 5 Subject

| QUALIFICATION | WRITTEN PAPER | NEA/MODERATED | AWARDING BODY |
|---------------------------|---------------|---------------|---------------|
| ART & DESIGN FINE ART | | ✓ | AQA |
| BIOLOGY | ✓ | ✓ | AQA |
| BTEC APPLIED SCIENCE | ✓ | ✓ | AQA |
| BTEC BUSINESS | ✓ | ✓ | PEARSON |
| BTEC HEALTH & SOCIAL CARE | ✓ | ✓ | PEARSON |
| BTEC PERFORMING ARTS | ✓ | ✓ | PEARSON |
| CAMNAT SPORT | ✓ | ✓ | OCR |
| CAMTEC IT | ✓ | ✓ | OCR |
| CHEMISTRY | ✓ | ✓ | AQA |
| ECONOMICS | ✓ | | PEARSON |
| FURTHER MATHS | ✓ | | PEARSON |
| GEOGRAPHY | ✓ | ✓ | AQA |
| HISTORY | ✓ | ✓ | PEARSON |
| MATHS | ✓ | | PEARSON |
| PE A-LEVEL | ✓ | | OCR |
| PHYSICS | ✓ | ✓ | AQA |
| PSYCHOLOGY | ✓ | | PEARSON |
| SOCIOLOGY | ✓ | | AQA |

Exam Information

WHAT HAPPENS IF A STUDENT HAS MORE THAN ONE EXAMINATION AT THE SAME TIME?

When a candidate is timetabled to sit two or more examinations at the same time this is known as a 'clash'. If these are for the same subject this is intentional on the part of the Awarding Body and the examinations are meant to run one after another e.g. French (listening first then reading/writing straight after). If this is not the case then the clash will be picked up by the Examinations Officer who will organise the examinations to be taken one after the other with a small break in-between. The candidate will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be sat the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

CAN STUDENTS TAKE HOLIDAYS DURING THE EXAMINATION SEASON?

Dates for external examinations are set by the Awarding Bodies. Students cannot sit the examination on any day other than that set by the Awarding Bodies. If a student misses an examination because they have gone on holiday, they will be sent a bill for the amount it has cost the school to enter the student for that examination.

WHAT HAPPENS IF A STUDENT IS LATE FOR AN EXAMINATION?

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the start time they should telephone the school on 01268 471201 immediately. Depending on how long the examination has been in progress it may be possible for the candidate to be admitted. However, the School is bound by the Awarding Body regulations on this matter. Normally candidates with a genuine reason, who are brought straight to the school, will be admitted within the first 60 minutes of the start time and the Examination Officer will be notified.

WHAT MUST A STUDENT BRING TO EXAMINATIONS?

Candidates must bring writing equipment, etc. in a transparent plastic bag or transparent pencil case. Non-transparent pencil cases will not be permitted on the examination desk.

For every examination students must bring:

- 2 black pens - not gel pens
- 2 HB pencils
- Ruler
- Eraser
- Water - clear bottle with the label removed
- Pencil case

For certain examinations students will also need the following

- Pair of compasses
- Protractor
- Calculator (maths, biology)
- Coloured pencils
- Set texts or pre-prepared work as advised by subject teachers

Candidates are responsible for ensuring that they bring everything they need to the examination.

Candidates must ensure that their calculator is in working order and has a suitable power supply.

Exam Information

WHAT STUDENTS ARE NOT ALLOWED TO BRING WITH THEM TO THE EXAMINATION ROOM?

Some items are strictly banned by the Awarding Bodies and must not be brought into the examination room under any circumstances:

- Mobile phones, watches or any equipment that has the potential to access technological/web enabled sources of information
- Ipods, airbuds or any similar devices.
- Correction pens or fluid – the use of correction pens or fluid is not permitted.
- Notes, paper and texts books – unless candidates have been informed by the subject teacher in advance that these are required.
- No food or chewing gum is allowed.
- Highlighters must not be used on the answer papers but can be used on question papers.
- Calculator cases, instruction leaflets, instructions and formulae printed on calculator lids or covers or similar materials.
- Candidates should not bring lucky mascots, etc. into the examination room.
- Outdoor coats, hats, gloves etc.

A candidate breaking any of these rules and regulations could lead to disqualification from all examinations. The school must, and does, report any such breaches and does not have any control over resulting sanctions.

WHAT STANDARDS OF BEHAVIOUR ARE EXPECTED DURING EXAMINATIONS?

The School and the Awarding Bodies take breaches of examination regulations very seriously. Any activities which may disturb or upset other candidates will not be tolerated. The Head of Centre and his representatives have the power to remove disruptive candidates.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances reported to the Awarding Body. This may result in the candidate not receiving a grade for the whole of that examination.

Invigilators are not allowed to give students any help at all with the question paper, including advice on what sections or questions to answer. Such information is always on the front of the question paper.

WHAT DO STUDENT DO IF THEY FINISH THE EXAMINATION EARLY?

Students should use all of the available time on their examinations and spend any time at the end checking their answers. Students are not permitted to leave before the end of the examination. They must sit quietly at their desk and not disturb other candidates.

WHAT DO STUDENTS DO IF THEY ARE ILL ON THE DAY OF AN EXAM?

Illness or family circumstances which may affect examination performance arising shortly before or during the examinations, should be notified as soon as possible to the Exams Officer so that an application for Special Consideration can be made.

If a student is unwell, they should visit their doctor who will advise if they are fit to sit the examination. If they sit the paper, the doctor should give you a letter for the school to forward to the Awarding Body asking for Special Consideration on the grounds of illness. If the candidate is unable through illness, to sit a paper, the Awarding Body may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. Retrospective information is not accepted by the Awarding Bodies and any doctor's letters must be sent or given to the Examinations Officer within three days of the examination missed. You must ring the school and inform them if you will not be attending an examination or if you are attending but unwell. Parents and candidates should be aware that any adjustment is likely to be small and that no feedback is ever provided. If a student feels ill during an examination, they should make an invigilator aware who will deal with the situation.

Exam Information

WHEN WILL STUDENTS GET THEIR RESULTS?

GCE results date: 15th Aug 2024

GCSE results date: 22nd Aug 2024

Results will be available for collection from the school, time to be confirmed at a later date.

Students who want a relative or friend to collect their results must send a signed letter of consent with the person collecting their results. That person will also need to provide identification.

Any student who is missing a grade or receives a Q, X or should see the Examinations Officer immediately to clarify the reason. If a student has serious grounds for concern about a result, then they need to contact the subject teacher/subject leader/school as soon as possible. There are very strict deadlines for any enquiries about results.

Students should be aware that results very rarely change as a result of enquiries and grades can be put down as well as up.

WHEN WILL STUDENTS GET THEIR CERTIFICATES

On results days students will receive a document from the Awarding Bodies informing them of their result for a particular subject. However, official Awarding Bodies Certificates are issued until late October. Students will receive a letter informing them when they will be able to collect their certificates. Students have to sign for their certificates before they are allowed to be removed from the school. This is normally around the beginning of November, but the school will wait until all Awarding Bodies have sent their certificates to the school before contacting students. If students require proof of their results before those certificates are issued, the documents they receive on results day can be used.

Please note that the Official Awarding Bodies' certificates are legal documents that will need to be shown to future employers or education establishments and should be kept in a secure place. The school will keep any uncollected certificates for a period of 12 months from the date of issue. Any certificates not collected after this time are destroyed by the Centre as instructed by the Awarding Bodies. Certificates can only then be replaced by direct application to the Awarding by the candidate; the Awarding Body will require proof of identity and charge a substantial fee.

[Exam Information Evening Powerpoint](#)

After Examinations – June 2024

Notification of Results

GCE/ A Level

Results will be sent electronically at 12.00pm **Thursday 15th August 2024**.

The school will be open for you to collect your results from **8:00am** in the main hall. Staff will be available to deal with any specific exam/careers related guidance you may require. All students and parents are welcome.

GCSE

Results will be sent electronically at 12.00pm on **Thursday 22nd August 2024**.

The school will be open for you to collect your results from **8:00am** in the main hall. Staff will be available to deal with any specific exam/careers related guidance you may require. All students and parents are welcome.

An envelope containing a hard copy of the Statement of Results and Awarding Body breakdowns will be available in school to collect on the day. Uncollected envelopes will be posted to the address recorded on our information system.

Results will not be given out by telephone unless by special prior agreement with HEADTEACHER.

Statement of Results

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.**

The statement lists ALL the exams you have taken and any components within the qualification.

A capital letter indicates an **OVERALL** grade.

Endorsement grades are listed in the last column in the format P = Pass / M = Merit / D = Distinction.

Post Results Services – June 2024

What to do if you are not happy with your results?

Talk to your teacher

If together you decide that there may be a problem with the marking there are a number of things that can be done BUT there may be a cost involved, so your parents need to sanction this.

Decide, with your teacher and your parents, what you want to happen

If a review results in your marks being changed (up or down).

It is important to note that marks can go down as well as up – you could end up with a lower mark.

Contact Mrs Thain in the Exams Office

Use the [Review of Results form](#) to indicate what post exams services you want to access.

Your parents need to indicate on the form that payment has been made and the date this was done.

Payment will need to be made via Edupay, once this is received the ROR will be processed. No request for an enquiry will be made unless all of these requirements are satisfied and, the requests must be made no later than the deadlines shown – late requests cannot be processed.

Once the outcome is known, should there be no cost incurred, the fees will either be placed as a credit on your school fees account or, returned to your parents if you are leaving.

| Post-results service | Details of the service |
|--|---|
| RoR Service 1 (Clerical re-check) | This is a re-check of all clerical procedures leading to the issue of a result... This service will include the following checks: <ul style="list-style-type: none">• that all parts of the script have been marked• the totalling of marks• the recording of marks |
| RoR Service 1 with an ATS copy of re-checked script | |
| RoR Service 2 (Review of marking) | This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly... Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking... This service will include: <ul style="list-style-type: none">• the clerical re-checks detailed in Service 1• a review of marking as described above |
| RoR Service 2 with an ATS copy of reviewed script | |
| RoR Priority Service 2 (Review of marking) | This is the same as Service 2 above but the review is conducted as a priority by the awarding body. This service is only available for GCE A-level qualifications |
| RoR Priority Service 2 with an ATS copy of reviewed script | |
| RoR Service 3 (Review of moderation) | This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work... This service is not available to individual candidates |
| ATS Copy of script to support review of marking | This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for |
| ATS Copy of script to support teaching and learning | This is a non-priority service to request copies of scripts to support teaching and learning |

Key Dates Post Results

| Key date | Reviews of Results (RoRs) | Access to Scripts (ATS) |
|--------------|--|---|
| 17 August | <ul style="list-style-type: none"> Issue of GCE AS and A-level results Issue of Extended Project results Clerical re-checks, reviews of marking and reviews of moderation may be requested now | GCE AS and A-level scripts <ul style="list-style-type: none"> Centres may request copies of GCE AS and A-level scripts to support reviews of marking and/or teaching and learning |
| 24 August | <ul style="list-style-type: none"> Issue of GCSE results Issue of Foundation and Higher Project results Clerical re-checks, reviews of marking and reviews of moderation may be requested now | GCSE scripts <ul style="list-style-type: none"> Centres may request copies of GCSE scripts to support reviews of marking and/or teaching and learning |
| 24 August | <ul style="list-style-type: none"> DEADLINE for awarding bodies to receive requests for Priority Service 2 reviews of marking (GCE A-level qualifications only) | |
| 31 August | | <ul style="list-style-type: none"> DEADLINE for awarding bodies to receive requests for copies of GCE AS and A-level scripts to support reviews of marking (Two weeks after the publication of GCE AS and A-level results) |
| 7 September | | <ul style="list-style-type: none"> Latest date by which centres will receive copies of GCE AS and A-level scripts to support reviews of marking (Three weeks prior to the deadline for requesting GCE AS and A-level Reviews of Results) |
| 7 September | | <ul style="list-style-type: none"> DEADLINE for awarding bodies to receive requests for copies of GCSE scripts to support reviews of marking (Two weeks after the publication of GCSE results) |
| 14 September | | <ul style="list-style-type: none"> Latest date by which centres will receive copies of GCSE scripts to support reviews of marking (Two weeks prior to the deadline for requesting GCSE Reviews of Results) |
| 20 September | <ul style="list-style-type: none"> DEADLINE for awarding bodies to receive requests for late subject awards (Unitised GCSE, GCE AS and A-level qualifications in Wales and Northern Ireland) | |
| 28 September | <ul style="list-style-type: none"> DEADLINE for GCE AS and A-level Reviews of Results (RoRs): Last date for awarding bodies to receive requests (Three weeks after centres have received copies of GCE AS and A-level scripts to support reviews of marking) DEADLINE for GCSE Reviews of Results (RoRs): Last date for awarding bodies to receive requests (Two weeks after centres have received copies of GCSE scripts to support reviews of marking) | <ul style="list-style-type: none"> DEADLINE for awarding bodies to receive requests for copies of GCE AS and A-level scripts to support teaching and learning (Six weeks after the publication of GCE AS and A-level results) DEADLINE for awarding bodies to receive requests for copies of GCSE scripts to support teaching and learning (Five weeks after the publication of GCSE results) |

2024 Review of Results and Moderation

Please note: these costs are PER COMPONENT (not per GCSE qualification)

| Exam Board | Service (Type of Review) | Cost | Deadline for request to reach The Bromfords School |
|--|--|---|--|
| Pearson Edexcel | Access to Scripts | Free | 21 September |
| (GCSE, BTEC and International GCSE's) | Service 1 – Clerical Check | £12.50 | 21 September |
| | Service 2 – Review of marking | £44.50 £51.70 = Edexcel Level 3 components | 21 September |
| | Service 2 (Priority) - (not available for BTech) | £51.10 | 30 August |
| | Service 3 (Review of Moderation) | £247.80 min fee for up to 5 candidates in the sample (£19.20 each thereafter) | 21 September |
| AQA | Access to Scripts (original copy) | Free | 21 September |
| | Access to Scripts – Priority | Free | 6 September |
| | Clerical Re-check | £8.70 | 21 September |
| | Review of Marking | £40.35 | 21 September |
| OCR | Access to Scripts (Priority) PDF copy | Free | 21 September |
| | Access to Scripts (Non-priority) ** | Free | 21 September |
| | Service 1 – Clerical recheck | £10.00 | 21 September |
| | Service 2 – Review of marking | £57.50 | 21 September |
| WJEC-EDUQAS | Access to Scripts | Free | 21 September |
| | Access to Scripts (PRIORITY) | Free | 30 August |
| | Service 1 – Clerical Recheck (CR) | £11 | 21 September |
| | Service 2 – CR and Review of Marking | £40 | 21 September |

FEES will not be charged if the overall grade goes up as a result of any of these services.