

GEMS WELLINGTON ACADEMY

GCSE EXAMINATIONS

GUIDEBOOK FOR STUDENTS

AND PARENTS

2019-20

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Introduction

GEMS Wellington Academy offers The National Curriculum for England and is therefore an independent examination Centre for the British examination boards that provide GCSE courses outside the United Kingdom. The School is registered as an examination Centre with Pearson (Edexcel), Cambridge International Examinations and Assessment and Qualifications Alliance (AQA).

GCSE is the acronym for the General Certificate of Secondary Education.

GCSEs are designed to examine all ability ranges with grades ranging from 9 – 1 or A* - G (9 and A* is the highest level of attainment). The new scoring system of 9 - 1 has steadily been introduced since 2015.

Students at GEMS Wellington Academy typically study between 9 and 12 GCSEs and are undertaken over two years of Key Stage 4, i.e. Years 10 and 11 except in Science and Mathematics where the content is very broad and is therefore covered in Years 9-11. Examinations are now linear in nature and will take place in the final term of Year 11. This is according to regulations issued by the UK Government. Further information can be found at: www.ofqual.gov.uk.

GCSE examinations take place during May and June each year with GCSE Mathematics re-sits available in November and English Language re-sits in January.

In addition to written examinations many GCSE courses have an element of coursework known as Controlled Assessment which is prepared in class and at home but completed under examination conditions in School. Tasks are internally assessed and marked by our teachers then externally moderated by the examination board. All controlled assessments must be completed before written examinations can be undertaken.

GCSE Reforms

New GCSE specifications in English language, English literature and Mathematics were taught from September 2015, with the first results issued in August 2017.

Further subjects introduced new GCSE specifications from September 2016 and 17 onwards.

Gems Wellington Academy now offers the new reformed GCSEs in all subjects with the exception of any subjects taken with Cambridge International. The grading will remain as A* – G rather than adopting the new grading structure of 9 -1.

What new GCSEs will look like

The main features of the new GCSEs are:

1. A new grading scale of 9 to 1 will be used, with 9 being the top grade. This will allow greater differentiation between students and will help distinguish the new GCSEs from previous versions. A grade 4 (old C) is deemed as a 'Standard Pass' and a grade 5 as a 'Strong Pass'.
2. Assessment will be mainly by exam, with other types of assessment used only where they are needed to test essential skills.

3. There will be new, more demanding content, which has been developed by government and the exam boards.
4. Courses will be designed for two years of study – they will no longer be divided into different modules and students will take all their exams in one period at the end of their course.
5. Exams can only be split into ‘foundation tier’ and ‘higher tier’ if one exam paper does not give all students the opportunity to show their knowledge and abilities.
6. Re-sit opportunities will only be available each November and only in English language and Mathematics.

Additional Information

Examinations Office Contact Information

Examinations Officer: Emma Lewins

Examinations Office Email: e.lewins_wek@gemsedu.com

Useful Websites

AQA: www.aqa.org.uk

EDEXCEL: <http://qualifications.pearson.com/en/home.html>

CAMBRIDGE INTERNATIONAL: <https://www.cambridgeinternational.org/>

Centre Numbers:

AQA: 74594

EDEXCEL: 91687

CAMBRIDGE INTERNATIONAL: AE370

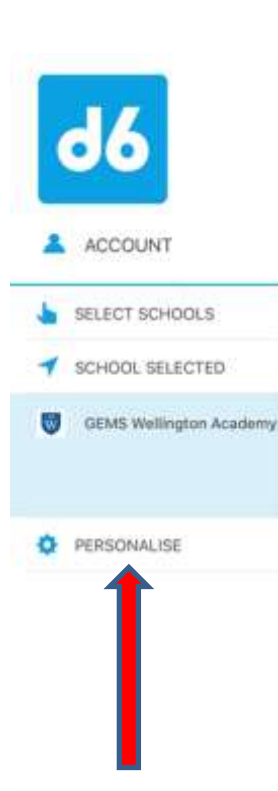
D6 SCHOOL COMMUNICATOR

Please subscribe to relevant examinations channel on the D6 Communicator. Important examinations information and updates will be posted here.

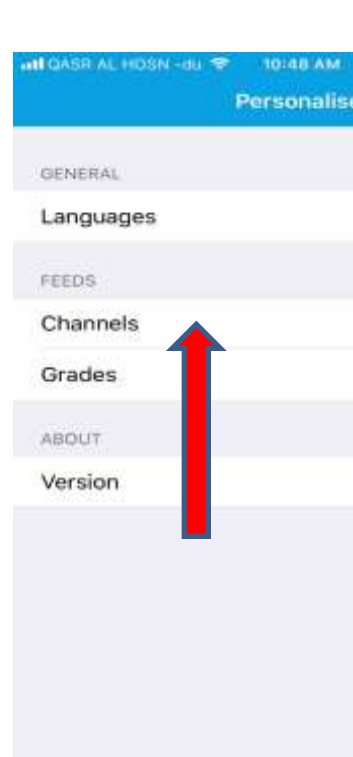
Step 1: From the home page click on the menu icon



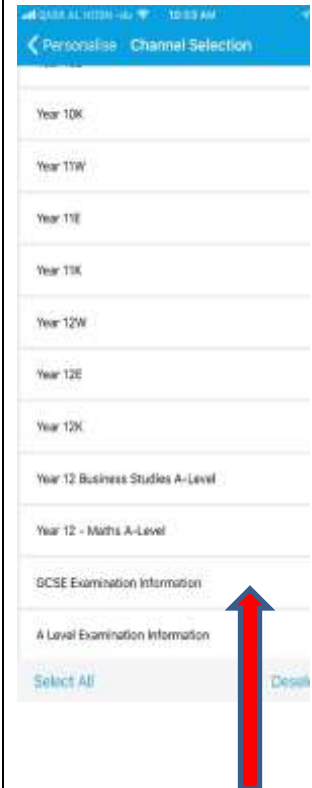
Step 2: Then select 'Personalise'



Step 3: Select 'Channels'



Step 4: Select GCSE Examinations information



BEFORE THE EXAMINATIONS

EXAMINATION ENTRIES

All students will be given an individual exam fee form that will reflect every exam entry that they have been entered for. It is vital that each student checks the details carefully to ensure:-

- Their personal information is correct. (i.e. correct spelling of name, correct date of birth, gender)
- This information will be used by the exam boards to produce your certificates.
- Check that every exam you are wishing to sit is appearing on your fee list and your individual timetable and that the correct level is indicated (i.e. Higher or Foundation for some GCSE subjects)

Exam entries are made well in advance of the actual exam dates. There are many reasons why examinations request this some of which are:-

- Exam boards need to know how many students are sitting each subject.
- The exam boards need to send out exam papers worldwide and once entries are made this allows them to prepare shipments to ensure papers are received well in advance of exam days.
- Subjects that have an element of coursework, once entries are made the exam boards are then able to send out the correct paperwork for schools to complete well before the actual written exams take place.

If any information on the timetable is incorrect you need to inform the Examinations Officer immediately to avoid issues on the day of your exams.

Students will receive an entry fee list in the beginning of Term 2 which lists all of the examinations that they will be entered for.

Candidates cannot decide to withdraw from an examination course that they have been studying for unless (in a rare case) they get written consent from the Secondary Principal.

Parents and candidates are reminded that NO REFUND will be issued should a candidate withdraw at a late stage or fail to attend an examination.

Entry deadlines and late fee dates are listed below.

Exam series	Entry deadline	Late Entry fee date (entry fee doubled)	High late fee date (entry fee trebled)	Amendment fee applies after
May/June 2020	21/02/2020	22/02/2020	21/04/2020	21/04/19

LATE ENTRY FEES

Late fees will be incurred if any student wishes to be entered for an exam after the specified cutoff date given by the examination boards. Entry fees can be doubled or tripled by the examination board for late fee and high late fees depending on how late the entry is received by the exam board. The high late fee date is typically about two months before the examinations. It is important therefore that any changes are notified to the school as soon as possible.

Students who opt to change the level/Tier of their papers at any time after the entry deadline, i.e. from Higher to Foundation or vice versa; will also incur costs as a High Late Fee as the examination boards will deem this as a Late Entry. You will be invoiced separately for any alterations as and when they occur.

CANDIDATE NUMBERS

Each candidate has a four-digit candidate number. e.g. 1234

This is the number each student will enter on their examination papers. Candidate numbers and Photo Identification cards are placed on each desk for each student in each examination room. Candidates need to ensure that they are seated at the correct desk and must check the ID is correct.

UCI NUMBERS

In addition to a candidate number, each candidate is allocated a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on their exam timetable. This number will usually begin with the Centre Number, unless you have transferred from another school that has already issued your UCI. Your UCI is used for administration purposes and will remain the same for the duration of your secondary schooling. It also identifies you with each exam board for every exam you are entered for.

RE-SITTING EXAMS

If you wish to enter for a re-sit for any exam that you have already taken the relevant re-sit form must be completed and signed by your subject teacher and parents before the entry can be made.

Please make sure that you adhere to the deadlines in order not to have to pay penalties for late entries.

TIMETABLES

Once your examination entries are confirmed, you will receive an individual printed timetable showing all examinations with details of date, times and duration of exam. Please check this carefully. Examinations timetable can be found under the Learning Section on the School website <http://www.gemswellingtonacademy-alkhail.com/> or under the **Resources Section** of the School D6 Communicator.

If you think something is incorrect on your timetable please come see Mrs. Lewins in the Examinations Office immediately.

CONTINGENCY DAY

Parents & students should take note of the 2020 Contingency Day. A contingency date is a day specifically set aside, should sustained national or local disruption within the UK arise during the June 2020 examination series. If disruption happens, the GCSE examinations could be cancelled for their scheduled day and moved to the contingency day instead. The contingency date for 2020 is 24th June.

With this in mind, students should be prepared to be available until this contingency date, even though their exam schedule may be set to be completed before this date. Should a student reach the end of their personal exam timetable and have completed all of their

scheduled exams then they may dismiss the contingency date.

This contingency day would only be used in exceptional circumstances and the examination boards used by GEMS Wellington Academy would only invoke the use of this contingency slot if all other options for the examination to take place as scheduled have been exhausted. In the unlikely event of this slot needing to be used, the Exams Officer will communicate with all students and parents with clear advice and instructions on how to proceed. In the meantime, should you have any further queries, please do not hesitate to contact me.

EXAM TIMINGS

All GCSE and A-level examination timings are based on UK start times i.e. 9.00 a.m. for morning exams and 1.30 p.m. for afternoon exams (deviation of 30 minutes allowed either side of timings). Schools are unable to release candidates from examinations until one hour after the UK starting times.

<u>Morning Exams</u> Earliest possible End	<u>Afternoon Exams</u> Earliest possible End
1:00pm	5:30pm

IGCSE Examinations such as English, Geography, Mathematics, Business Studies and Economics are Regional papers and follow International start time therefore these exams will start at either 09:00am for morning or 12:00pm for afternoon.

EXAM CLASHES

Exam clashes are identified once all entries have been completed. Some candidates may have a clash where two or more subjects are timetabled at the same time. We will make special timetable arrangements for these candidates who will be given a clash letter/timetable listing the changes that will be made to any examination times.

If the total time of the examinations is 3 hours or less then the examinations will be held consecutively in the same examination session, with a short break (no longer than 20 minutes) in between. If the total time of the examinations exceeds 3 hours we may conduct an examination in a later or earlier session within the same day.

Students must be quarantined between the sessions if exam clashes occur. Students are not permitted any access to electronic devices or to have contact with any persons who have completed the examination during the quarantine period. Students must remain under centre supervision until all of their exams have finished for that day.

EQUIPMENT

It is the student's responsibility to make sure that they have all the correct equipment for their examinations. All equipment must be in a clear see-through bag or zip lock bag. Check the regulations in the Notice to Candidates and the information at end of this booklet for further information.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

We have also included the 'Information for candidates' document at the end of this booklet outlining regulations and information issued by the examining boards to students. Please take the time to read through this document before the start of the examination season. Any breach of these regulations must be reported to the examining boards and may lead to disqualification from examinations.

The school MUST report any breach of regulations to the relevant awarding body.

ATTENDANCE AT EXAMINATIONS – Day of your exam

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and fully equipped. Candidates must be in school a minimum of 30 minutes prior to the start time of their examination. Students are to report to the designated room before each exam where they will be expected to wait quietly until they are invited into the examination room by the invigilators.

Candidates who arrive late for an examination may still be admitted but may not receive any additional time (this is at the discretion of the Examinations Officer).

If special consideration applies then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).

INSIDE THE EXAM ROOM

Once students enter the examination hall they are under examination conditions.

This means:

- All electronic items such as phones, iPads, MP3 players, smartwatches, flash drives, and wristwatches must be left in trays provided in the holding room before going to the exam hall. No technological or web enable sources of information is permitted in the examination hall. Taking these items in, even if there is no intention to use it, constitutes as malpractice and if found will be reported to the relevant examination board which may lead to disqualification from examinations.
- Students should bring their own stationery. All examination equipment should be stored in clear plastic bags/cases only and should contain;
- Pencil, two BLACK ball point pens (NO GEL PENS), ruler, rubber
- Correct calculator without cover (unless specified that calculators are not allowed for that particular examination). Students should ensure calculators conform to the examination regulations.
- No food or drink (except water) is permitted in the examination hall during an examination. Water may be taken into the examination hall but must be in clear plastic bottles, free of any packaging or labels.
- Items specified for examination (for example, texts for English, protractors etc.).
- Students should check and empty their pockets of any notes, papers etc.

- Students should check that nothing is written on their hands, arms or legs.
- Students may not communicate with any other students whilst in the examination hall. If they have any questions they should raise their hand to attract the invigilator's attention.
- Subject relevant material is not permitted in the examination hall. This should be left outside the examination hall.
- Students are not permitted to write on examination desks. This is regarded as vandalism and offenders may be charged for any damage.
- Students must not draw graffiti or write offensive comments on the examination papers. The examination board may refuse to accept the paper.
- Invigilators are not permitted to discuss the examination paper or assist students with any questions.

Once the examination paper has been distributed:

- Students should check that they have the correct paper for their subject, unit and level or tier. This is particularly important for examinations with higher and foundation tiers. If an incorrect paper has been given to the student, then the student should alert an invigilator or the examinations officer immediately.
- Students should listen carefully to any instructions or notices read out before the start of the examination. There may be amendments to the exam paper which students need to know.
- Students should read the instructions on the front of the question paper
- Students should complete the required information such as candidate number, name etc. on the front of the answer book or question paper. It is very important that students write their names correctly as they appear in their passport.

At the end of the examination

- Once the time is up and the invigilator announces students must stop writing immediately.
- Students should ensure they have completed their candidate information on the question paper as well as any additional answer sheets used.
- Invigilators will collect the question papers and answer books. It is the students' responsibility to ensure any loose additional answer sheets have been placed in the correct order and secured inside the answer book with a treasury tag. The invigilators will provide the treasury tags.
- Absolute silence must be maintained as the invigilators collect the answer sheets and question papers. Students must remember that they are under strict examination conditions until they have left the examination room.
- Students may not remove any examination stationery including question papers, answer booklets (used or unused) rough work or any other material used/provided for the examination.
- Students must remain seated until they are dismissed by the Examinations Officer or invigilator. Students must leave the room in silence and show consideration for other students who may still be working.

If candidates have used more than one answer book or loose sheets of paper, they must ensure they have written their name and candidate number on every additional sheet before securing with a treasury tag inside the answer booklet.

DISRUPTIONS DURING AN EXAM

If the fire alarm sounds during an examination your 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 and in an orderly manner as advised by your invigilator. You will be escorted to the designated assembly point onto the sports field.

- You do not join your tutor group.
- Leave everything on your desk.
- You must not attempt to communicate with anyone else during the evacuation.
- When you return to the exam 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.

INVIGILATORS

Candidates are expected to behave in a respectful manner towards all invigilators and to follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, 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 a candidate or explain the questions.

Candidates who are disruptive or behave in an unacceptable manner will be asked to leave the examination room by invigilators.

ABSENCE FROM EXAMINATIONS OR ILLNESS

Emergencies (Illness, injury, severe family distress etc.)

During the examination season please inform the examinations office of any illness, injury or any other emergency as soon as possible so that necessary arrangements can be made.

Becoming ill during an examination

If a student feels unwell during an examination they should alert the invigilator immediately so they can provide assistance.

Special Consideration:

In exceptional circumstances where candidates have been absent for an examination, became ill during an examination or experienced severe distress during the time of assessment then the School can apply for special consideration. However, it is essential that medical or other appropriate evidence is obtained before or on the day of your examination and given to the examinations officer, Mrs. Lewins, without delay.

What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

When a student has missed a timetabled component/unit for acceptable reasons and the School is prepared to support an application for special consideration, an adjustment may be made to the terminal grade in order for the student to certify. However, the examination boards' minimum requirements must be met. Normally, this means that at least 50% of the total assessment may be completed. However, completing 50% of an assessment does not guarantee the examination board will accept the special considerations application. Approval of any special consideration application is at the discretion of the examination board/s.

Further information about special consideration can be found on the JCQ website:
<http://www.jcq.org.uk>

Late arrival to an examination

We cannot and do not wait to start examinations for any students who are late. Students must make sure that they are aware of the dates and start times of all their examinations. We have to inform the examination boards of any students who are very late for examinations and this may jeopardise final results, which are then unlikely to match predictions submitted by the School. Students who arrive within one hour after the examination has started will still be allowed to enter the examination hall and complete their examination. However, the late arrival will be reported to the examination board and it will be at their discretion whether the examination paper is accepted for marking.

Please note that misreading the timetable is not accepted as a satisfactory explanation of absence or late arrival. It is the students' responsibility to ensure they are aware of the dates and timings of their examinations and to arrive on time for their examinations.

After the Examination

Results

Results for the May/June 2020 season will be released to students on **Thursday, 20 August 2020**. Students sitting exams with Cambridge International will receive results on **Tuesday 11 August 2020**.

A letter outlining how results and certificates for the summer examination season can be obtained will be sent out to students during term 3. The examinations officer and senior staff will be available in school on results day to advise on any issues relating to results.

A* – G grading Information

With the GCSE specification reforms now being on the new grading scale, from summer 2019 all pupils will be graded with a 9 – 1 except in Arabic as a first Language with Cambridge. The grading will remain as A* – G rather than adopting the new grading structure of 9 -1.

The results for GCSE and International GCSE Certificate examinations and the GCSE (short course) examinations are reported on an 8-point scale of grades:

Highest Grade				Lowest Grade			
A*(a*)	A(a)	B(b)	C(c)	D(d)	E(e)	F(f)	G(g)

The results for GCSE English and GCSE English Language Speaking and Listening component are reported as one of 5 levels:

Highest Grade			Lowest Grade	
5	4	3	2	1

Candidates whose level of achievement is below the minimum standard for a grade or level will receive an UNCLASSIFIED U (u) result.

NO RESULT	X	Indicates that a result is not being issued because of absence from all parts of the examination or because of a decision not to issue a result for any other reason.
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PENDING	Q #	Indicates that no result has been issued as the marks for one or more components of the examination are not available. The candidate is advised to contact the Examinations Officer at the centre for further details. Indicates the candidate was absent for part of the examination and was awarded zero marks for this part/unit. The UMS mark/grade was awarded on the components actually taken.
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How are GCSEs marked and graded?

GCSEs are linear qualifications, which means all of the exams are taken in the same exam session, at the end of the course. Raw marks are awarded for each exam paper and any coursework that has been completed. These marks are combined, taking into account any weightings for individual components, to give an overall *raw mark which is then converted to a UMS score.

The 'raw' mark is the actual mark achieved on an exam or controlled assessment. UMS stands for 'Uniform Mark Scale' and the UMS mark is a conversion of your raw mark.

Why UMS marks are used:

For some qualifications, components can be taken at different times throughout the course. To make sure that any differences in the difficulty of exams or assessments are taken into account when adding up marks to give an overall grade, the 'raw' mark (or exam paper mark) is converted into a UMS mark. UMS grade boundaries are fixed so they are the same for each exam session. Raw mark grade boundaries may change for each exam session.

New 9 - 1 grading scale for reformed GCSE specifications

New GCSEs will be graded 9 - 1, rather than A*– G, with grade 5 considered a strong pass and grade 9 being the highest and set above the current A*. The new system is intended to help provide more differentiation, especially among higher achieving students

Ofqual consultation

The outcome of a consultation on setting the grade standards of new GCSEs in England for 2017 and 2018 was confirmed on 7 September 2016, with a slight change to the position Ofqual had previously taken.

The approach to awarding the top grades will be the same for all GCSE subjects. A formula will be used that means that around 20% of all grades at 7 or above will be a grade 9. This has changed: previously it was announced that the top 20% of grades at 7 or above in each subject would be a grade 9.

The new 9 – 1 grading system will more accurately reflect the differentiation between students' abilities and achievements in each subject compared to the previous A* to G scale.

The grade 8 boundary will be equally spaced between the grade 7 and grade 9 boundaries. To carry forward the current standard, the number of grades 7, 8 and 9 awarded for an individual subject will be based on the proportion of the cohort who would have been expected to get an A or A*, had the qualification not been reformed.

Grading new GCSEs from 2017

New grading structure	Current grading structure
9	A*
8	
7	
6	B
5 STRONG PASS	
4 STANDARD PASS	C
3	
2	
1	D
U	
	E
	F
	G
	U

Post Results Services

Post results services are available to students as soon as results are released.

Available Services

- **Service 1 (EAR1) - Clerical Re-check:** A re-check of all clerical procedures. This service **DOES NOT** review the marking of a script; it simply checks all areas of administration relating to the script (adding up marks etc.).
- **Service 2 (EAR2) - Review of marking:** This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. Along with the review you can request for a copy of your examination script to be returned after the review service is completed.

- **Service 2P (EAR2P) - PRIORITY Review of marking:** This is an urgent application for a review of marking. Cannot be used in conjunction with the priority photocopy service (ATSP). Can only be used in conjunction with access to original script (ATSO) service.

Please Note - Possible outcome of the review of marking service

If the School makes an enquiry about examinations on behalf of a student, after the subject grade has been issued, there are three possible outcomes.

1. The original mark is confirmed and there is no change to the mark/grade.
2. The original mark is raised so that the final mark/grade may be higher than the one you first received.
3. The original mark is lowered so that the original mark/grade may be lower than the one first received.

Please be aware that in this case the LOWER mark will be used.

• **ATSP - PRIORITY Photocopy:** This option should be used if a student would like to see a copy of their marked examination script before applying for a review of marking. This service can only be used in conjunction with Review of Marking (EAR2). It cannot be used in conjunction with **Priority** Review of Marking service (EAR2P) i.e. a student cannot apply for a priority photocopy and priority review of the same unit / script.

• **ATSO - Access to Original Scripts:** This service should be used by AS and A2 Level students who do not require a review of marking of their examination script and only require a copy of the script. **If you are considering applying for a review this service should not be used. Please use the EAR2 or EAR2P service.**

Please note that ATSO requests are only processed after the review of marking deadline. It can therefore take 6 - 8 weeks for scripts to be returned to the School

Post Result Fees

GCSE Post Results Services Fees 2019/2020				
Post Results Service	Post Results Code	AQA	Pearson (Edexcel)	Cambridge International
Access to script - photocopy	ATSP	N/A	Free	N/A
Access to script - original	ATSO	AED 56	Free	N/A
Access to script – Post review of marking	ATS	AED 70	AED 60	N/A
Clerical Recheck	EAR 1	AED 40	AED 56	AED 100
Review of marking without script	EAR 2	AED 187	AED 220	AED 235
Review of marking with script	EAR 2/ATSPE	AED 290	AED 290	AED 355

Please note EAR service 3 (review of internally assessed coursework) is not available to individual candidates.

EAR – Enquiries about results

****GCSE Priority Services are only available for Pearson Edexcel subjects.**

Refund Policy for a positive review of marking:

Candidates who have cashed-in (received overall subject grade): Review of marking fees will be refunded where the marking review of an examination script leads to an increase in the **overall** subject grade. If only the unit grade increases but the overall grade remains the same a refund is not applicable.

Candidates who have not cashed-in (not yet received an overall subject grade): Review of marking fees will be refunded where the review of marking leads to an increase in the notional unit grade.

Refunds are not given for script copies regardless of the outcome of a review of marking.

Refunds are only applicable for the review of marking service.

The service, enquiries about results (EARs), may be requested students. If a query is raised about a particular examination or examination results the student should complete the post results application form, pay the appropriate fee and submit the application form to the examinations office by the appropriate deadline for processing. The request will then be made to the awarding body on the student's behalf.

School staff may raise a query on behalf of the student (with student consent or students' parents/carers consent).

The School reserves the right not to accept a post results services request submitted by a student.

Internal Appeals Policy

If the School do not uphold a request from a student and the student (or their parent/carer) believes there are grounds to appeal against the Schools decision not to support an enquiry, an appeal can be submitted to the Principal via the examinations officer using the internal appeals form at least one week prior to the internal deadline for submitting an EAR. The Principal will then make a final decision based on the appeal.

Appeals procedure following the outcome of an enquiry about results

Where the Principal remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-results services <http://www.jcq.org.uk/exams-office/post-results-services> and a guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>

Where the Principal is satisfied after receiving the outcome of an EAR, but the internal student and/or their parent/carer is not satisfied, they may make a further representation to the Principal. Following this, the Principal's decision as to whether to proceed with an appeal will be based upon the Schools internal appeals arrangements. Students or parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to School within 7 calendar days of the notification of the outcome of the enquiry. Subject to the Principal's decision, this will allow the School to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the School.

****It is important to note that if you are travelling abroad during the summer when examination results are released and require post results services to be submitted, that we cannot process requests without receiving the completed post results application form and payment. Priority services are usually only available for 1 week after results are issued.***

Certificates

Original certificates are expected to arrive in School by early November following the results in August.

Schools are not required to retain certificates after one year of issue. It is therefore important for students to collect the certificates as soon as possible or arrange for the School to courier the certificates to you should you no longer reside in Dubai and are unable to collect these in person. It is vital to store certificates in a safe place. If the certificates are lost the exam boards **will not** issue replacement certificates. In this case they will only provide certified statements of results.

The exam boards will only replace certificates if a certificate has been:

- Damaged (damaged certificate must be returned to the exam board)
- Stolen (documents supporting this claim are required)
- Destroyed e.g. through fire or flood (documents supporting this claim are required)

Students can find further information on examination regulations on the JCQ website at <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>.

Ramadan and fasting during examinations

The holy month of Ramadan is due to commence for our Muslim students from around 23/24 April 2020 until Eid al-Fitr, around 23/24 May. This means that Ramadan coincides with a portion of the public GCSE/GCE Summer examinations.

The Joint Council of Qualifications (JCQ) confirmed that it takes all major religious festivals and periods of religious observance into account when constructing the exam timetable. The JCQ consults with faith groups, including Muslim leaders and a wide range of stakeholders before setting the timetable for exams.

As always, it will be a decision for families, parents and individual students whether they are of an age to fast, for how long they will fast and if they are legitimately exempt from fasting. Equally, the degree of observance during Ramadan will necessarily be a decision for them.

Our advice for students sitting examinations are to ensure they are well prepared, ready and understand the likely effects on their bodies during fasting and that they manage these challenges well, by:

- Eating well, with a balanced meal (containing all food groups) when breaking the fast at the evening meal (iftar) and during the pre-dawn meal (suhur) and drinking plenty of re-hydrating fluids between iftar and suhur;
- Managing their sleep effectively;
- Getting plenty of rest between examinations;
- Avoiding over-exertion during the day, especially as the weather is particularly warm;
- Planning ahead, in terms of organising their equipment and time, to avoid rushing around, and in terms of organising their revision processes, to fit around prayers and other Ramadan specific practices, such as the Tarawih prayer or I'tikaf, if these are likely to be performed.

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Appendix A- Internal Appeals Form

Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks
- the centre decision not to support an enquiry about results
- the outcome of an enquiry about results
- the centre decision not to support an appeal following the outcome of an enquiry about results

Name of appellant		Candidate name <i>if different to appellant</i>	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Appeal against internally assessed marks
Appellant declaration
 By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature: _____ **Date of signature:** _____

Appeal against the centre decision not to support an enquiry about results
Appellant declaration
 By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature: _____ **Date of signature:** _____

Appeal against the outcome of an enquiry about results
Appellant declaration
 By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature: _____ **Date of signature:** _____

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.

Appendix B – Information for candidates – Written Exams



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2019

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 subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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 the exam has started.
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 formulas; 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. Follow their instructions at all times.
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	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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 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 in doubt 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.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

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This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

"the work which you submit for assessment must be your own";

"you must not copy from someone else or allow another candidate to copy from you".

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2018.

You must also include a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

Appendix E – Information for candidates – Non-Examination Assessment



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

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Appendix F – Information for candidates – Social Media

JCQ
CIC

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



Image by Patricia Joseph

**This document has been written to help you stay within examination regulations.
Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2017 – Effective from 1 September 2017

Grading new GCSEs from 2017

New grading structure	Current grading structure
9	
8	A*
7	A
6	B
5	C
4	C
3	D
2	E
1	F
1	G
U	U

Nine things you should know about 9 to 1 GCSE grades

- 9 GCSEs in England are being reformed and will be graded with a new scale from 9 to 1, with 9 being the highest grade.
- 8 New GCSE content will be more challenging.
- 7 Fewer grade 9s will be awarded than A*s.
- 6 English language, English literature and maths will be the first to be graded from 9 to 1 in 2017.
- 5 Another 20 subjects will have 9 to 1 grading in 2018, with most others following in 2019. During this transition, students will receive a mixture of letter and number grades.
- 4 The new grades are being brought in to signal that GCSEs have been reformed and to better differentiate between students of different abilities.
- 3 In the first year each new GCSE subject is introduced, broadly the same proportion of students will get grades 1, 4 and 7 and above as would have got grades G, C and A and above respectively in the old system.
- 2 Regulators in Wales and Northern Ireland are not introducing the new 9 to 1 grading scale as part of the changes to GCSEs in their jurisdictions.
- 1 You can see how the 9 to 1 grades compare with the A* to G scale in the infographic on the right.



Awarding for new GCSE student cohorts



Awarding for new GCSE student cohorts

New GCSEs have been introduced gradually, with the first wave taught from September 2015. Students will sit a combination of legacy and reformed GCSEs over the next three years.

Year 11 in September 2016

These students will take new exams in the first reformed GCSEs subjects – English language, English literature and maths. Their final GCSE certificates will comprise a mixture of numbers and legacy letters.

Year 10 in September 2016

These students will start a wider range of reformed GCSEs, but they may also take some legacy qualifications. As such, their final GCSE certificates, in 2018, may comprise a mixture of numbers and letters.

Year 9 in September 2016

All GCSEs, with the exception of some lesser-taught languages, will have been reformed by the time these students select their subjects. As such, their final GCSE certificates will mainly comprise numbers.

Year 8 in September 2016

All GCSEs will have been reformed by the time these students sit their exams. Their final GCSE certificates will only comprise numbers.

We will use a statistical method (known as comparable outcomes) in each year new exams are sat so that students who first sit reformed qualifications will not be disadvantaged as a result of the changes.