



Name:

Candidate Number:

Centre Number:

This booklet contains the examination timetable for the Summer 2017 examination series along with the JCQ Exam Regulations which you must abide by. Please check through the timetable and use it alongside your Individual Candidate Timetable and Awarding Body Statements of Entry.

How should you prepare for the examinations?

- Organise and follow a structured revision programme based on the examination timetable
- Make sure you know when each examination is taking place and make sure you arrive in good time before the start of each examination:
 - **8am for Morning Exams**
 - **1pm for Afternoon Exams**
- Be aware of the regulations under which the examinations will be set. These are included in this booklet. Please do not bring mobile phones or any unauthorised electronic devices (i.e. MP3/4 Players, iPods, mobile phones, smart watches, iWatches, etc.). If you do bring them to the school, they must be handed in before the start of the exam to the Reception or to an invigilator. Possession of unauthorised material either on your person or in your bag is breaking the rules, even if you did not intend to use them. **All incidents will be reported to the Awarding Bodies; they could choose to disqualify you from the subject and possibly from all your subjects in the exam series.** This could mean you get no grade in any GCSE exam
- Come prepared with the essential writing equipment (**pens must be black ink**) along with some spares. **You are not allowed to take a calculator case or lid into the exam**
- **All equipment must be in a transparent plastic pencil case/bag**
- Water is allowed in clear water bottles without labels only. Any other drinks are not permitted. Students must make use of the toilet facilities before the examinations start as leaving the exam room to go to the toilet causes disruption to others and affects your exam performance
- **Bags and coats must be put into your lockers prior to the exam muster.**

I confirm that I have received the Examination Booklet Summer 2017

Student Signature:	Date:
Parent Signature	Date:

Please note the following important points:

- Morning exams **start** at 9.00am and afternoon exams **start** at 2:00pm
You must report to the line-up point in the courtyard as follows:
Morning Exams – **by 8.00am for the Revision Session**
Afternoon Exams – **by 1.00pm for the Revision Session**
- **UNAUTHORISED MATERIALS** – if you are found in possession of the following prohibited items you will be subject to penalty and possible disqualification, even if you do not intend to use it
 - Notes
 - Any potential technological/web enabled sources of information including, but not limited to, mobile phones, MP3/4players, smart watches, etc.
 - Opaque pencil cases
- **ATTENDANCE** – Your attendance at exams will be reported to the reception. If you are late you will be allowed into the exam and granted the full time allotted to complete the paper. If you arrive after 10am for the morning exam or after 2.30 for the afternoon exam then you will be considered **very late**. This means that the details of your lateness will be recorded and sent to the exam boards for consideration. You will still be allowed the full amount of time to complete the exam, **but note that the exam board may not accept your work**
- **SEATING PLANS** – You sit in the same location for every exam. Make sure you know where it is, as failure to do so causes a delay in the start time for all students
- **CLASHES** – Candidates with examination clashes will be informed individually of the arrangements in place for them. If you have a clash and you would like to check the arrangements in place, then please see Mr Rothnie or Mr Crowther-Green
- **ABSENCE/ILLNESS** – If you are extremely unwell and going to be absent from an exam, you must notify the main reception by 8am. If you come into school and feel unwell you must notify Reception *before* you muster for the exam
- **ROOMING** – Unless specified otherwise, all exams will take place in the Key Stage 3 Hall
- **EXAMS POLICY** – This document is freely available on the school's website
- **JCQ REGULATIONS** – These documents are freely available on the JCQ website. All examinations will be run according to these regulations.
- **STUDY LEAVE** – All students are expected to attend lessons as normal if they are not in an exam until after the 26th May. Study leave will start on the 5th of June, and students will be expected to attend revision sessions that apply to them. Subject teachers will arrange attendance registers with students. If you do not have a revision lesson or an exam, you must leave the site to go home to revise

If you have any queries or concerns please see Mr Rothnie or Mr Crowther-Green.

EXAMINATIONS TIMETABLE

Date	Session	Exam	Subject
Mon 15 May, 2017	AM	01 6A B603/01 - REL STUDS: ETHICS WRITTEN	Religious Studies
		01 6A B604/01 - REL STUDIES B: ETHICS 2 WRITTEN	
		10 6G 5RS0601 - REL/LIFE/HINDUISM	
Tue 16 May, 2017	AM	10 6G 5FR011 - LISTENING	French
		10 6G 5FR033 - READING	
	PM	10 6G 5BI1H01 - INFLUENCES ON LIFE	Biology
Thu 18 May, 2017	AM	10 6G 5CH1H01 - CHEMISTRY IN OUR WORLD	Chemistry
	PM	40 6G 41530001 - DRAMA UNIT 3 WRITTEN PAPER	Drama
Fri 19 May, 2017	AM	10 6G 5SP011 - LISTENING	Spanish
		10 6G 5SP033 - READING	
	PM	10 6G 5PE0101 - THEORY OF PHYSICAL ED.	Physical Education
Mon 22 May, 2017	AM	10 6G 1ET0 01 - SHAKESP.& POST 1914 LIT.	English Literature
	PM	01 6A B561/02 - GEOG B: SUSTAIN DCSN MKNG WRTTN HGH	Geography
Wed 24 May, 2017	PM	10 6G 5PH1H01 - UNIVERSAL PHYSICS	Physics
Thu 25 May, 2017	AM	10 6G 1MA1 1 - NON CALCULATOR	Maths
Fri 26 May, 2017	AM	10 6G 1ET0 02 - 19C NOV/POETRY SINCE 1789	English Literature
Mon 5 Jun, 2017	AM	70 6G 91451 - HISTORY B UNIT 1	History
Tue 6 Jun, 2017	AM	10 6G 1ENO 01 - FICTION & IMAG.WRITING	English Language
	PM	01 6A B563/02 - GEOG B: GEOGRPHCL KEY THMS WRTN HGH	Geography
Wed 7 Jun, 2017	PM	10 6G 5RS1301 - HINDUISM	Religious Studies
Thu 8 Jun, 2017	AM	10 6G 1MA1 2 - CALCULATOR	Maths
Fri 9 Jun, 2017	AM	10 6G 5BI2H01 - COMPONENTS OF LIFE	Biology
	PM	10 6G 5MU0301 - LISTENING & APPRAISING	Music
Mon 12 Jun, 2017	AM	10 6G 1ENO 02 - NON-FIC.& TRANS.WRITING	English Language
	PM	10 6G 5RU0101 - LISTENING	Russian
		10 6G 5RU0301 - READING	
Tue 13 Jun, 2017	AM	10 6G 1MA1 3 - CALCULATOR	Maths
Wed 14 Jun, 2017	AM	10 6G 5CH2H01 - DISCOVERING CHEMISTRY	Chemistry
	PM	70 6G 91452 - HISTORY B UNIT 2	History

Date	Session	Exam	Subject
Thu 15 Jun, 2017	PM	01 6A B601/01 - REL STUDIES B: PHILOSOPHY 1 WRITTEN	Religious Studies
		01 6A B602/01 - REL STUDIES B: PHILOSOPHY 2 WRITTEN	
Fri 16 Jun, 2017	AM	10 6G 5PH2H01 - PHYS.FOR YOUR FUTURE	Physics
Fri 16 Jun, 2017	PM	10 6G 5IN011 - LISTENING	Italian
		10 6G 5IN033 - READING	
		70 6G 46801 - PANJABI UNIT 1 LISTENING	Panjabi
Mon 19 Jun, 2017	AM	10 6G 5BI3H01 - USING BIOLOGY	Biology
	PM	10 6G 5AR0101 - LISTENING	Arabic
		10 6G 5AR0301 - READING	
Tue 20 Jun, 2017	AM	70 6G 46802 - PANJABI UNIT 2 READING	Panjabi
		70 6G 46804 - PANJABI UNIT 4 WRITING	
	PM	70 6G 45501 - D&T: GRAPHIC PRODUCTS UNIT 1	Graphics
Wed 21 Jun, 2017	AM	10 6G 5CH3H01 - CHEMISTRY IN ACTION	Chemistry
	PM	10 6G 5RU0401 - WRITING	Russian
Thu 22 Jun, 2017	PM	10 6G 5AR0401 - WRITING	Arabic
Fri 23 Jun, 2017	AM	10 6G 5PH3H01 - APPLICATION OF PHYSICS	Physics



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Information for candidates For written examinations – effective from 1 September 2016

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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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	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.
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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

Information for candidates

Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- 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 material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

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

You must familiarise yourself with the rules:

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

Take care to avoid possible malpractice and the application of a penalty.



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”.

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 2017.

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, 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 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 don't 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 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.

Your awarding body will decide which penalty is appropriate.

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



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 2017.

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 don’t 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 don't 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.

Your awarding body will decide which penalty is appropriate.

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



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2016

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

APPEALS POLICY

Appeals against Internally Assessed Work for External Qualifications (Controlled Assessments)

Isaac Newton Academy is committed to ensuring that when staff assess students' work for external qualification this is done fairly, consistently, and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding, and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by students is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will take place to ensure consistency.

If a student does not agree with the internally assessed marks awarded by the teacher and this cannot be resolved by a discussion between the teacher and student then the student may appeal to Mr Crowther-Green

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by 30 June to the Principal who will decide whether the process used conformed to the necessary requirements
- The Principal's findings will be notified in writing, copied to Mr Rothnie and recorded for awarding body inspection.

All internal appeals should have been resolved by the date of the last externally assessed paper of the examination series and the Centre will inform the Awarding Body of any outcome of any appeal.

Appeals against External Assessment Marks - Enquiries About Results (EARs)

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- Contact Mr Rothnie **and** the subject teacher as soon as possible (but at least FIVE working days before the published deadline for EARs of the 20th of September) in person to discuss the mark/grade. Mr Rothnie will then advise on the options available to query the mark/grade and implications involved
- Students should be aware that EARs can result in the marks/grades being raised, confirmed, or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by Mr Rothnie
- If a result is queried, Mr Rothnie, the heads of department, and the Principal will investigate the feasibility of asking for a re-mark at the school's expense.

If the Head of Department **agrees** to support the EAR, Mr Rothnie will obtain the student's consent and will make the EAR request on the student's behalf.

If the HoD **DOES NOT AGREE** to support the EAR:

- A student may appeal against the decision not to support an EAR
- Appeals should be made in writing to the Principal at least 5 working days before the published deadline for EARs
- The appeal should state, in detail, the reason(s) for the appeal
- The appeal should be signed, dated and should include the contact telephone number and email address (if possible) of the student
- The appeal information will be reviewed by Mr Rothnie and a member of the senior leadership team
- The outcome of the appeal will be communicated by telephone, email or 1st class post as appropriate within 48 hours of receipt
- The decision is final.

If the school does not support the EAR, the student may still request that the school submits the request on their behalf but all costs involved will be paid by the student at the time the EAR is made, including an administration fee.

No EAR will be made until fees are paid. If the enquiry is successful the fee (minus the admin fee) will be refunded to the student.

Outcomes following EARs will be forwarded by Mr Rothnie to the student within 48 hours of being received from the Awarding Body.

EMERGENCY EVACUATION PROCEDURE

What to do if there is an emergency during your exam

- Listen carefully to the instructions with invigilators give you
- Leave the exam room calmly and stay with the members of staff at all times
- Do not talk to other students, either from the exam or from outside – remember that you are still under **exam conditions** and have to **follow the exam regulations**
- Staff will take you out of the building and you will wait outside until the emergency is over
- **You will not lose any time from your exam.** When it is possible to return to your exam room, any time lost will be added onto the end of your exam time
- If you break any of the **exam regulations** during the evacuation procedure, this will be dealt with in exactly the same way as if it had happened in the exam room.