



EPSOM
COLLEGE

Public Examinations Handbook for Parents and Pupils

2024-2025

Table of Contents

Introduction	02
Preparing for Examinations	
Who is responsible for the administration of the examinations?	03
How can I find the dates of public examinations?	03
What information will pupils receive about their examination entries?	03
How can I find out information about controlled assessment/non-examination assessment deadlines?	03
What can I do if I am unhappy with the process that has led to the internal award of a controlled assessment mark?	03
What are the arrangements for Study Leave?	03
Examination time	
Where are examinations held?	04
At what times do the examination sessions begin?	04
What happens if a pupil has more than one examination at the same time?	04
What happens on the day of a clash?	04
Who supervises the pupils?	04
What happens if a pupil is late?	04
What happens if a pupil is absent?	04
What should pupils bring to the examinations?	04
What must pupils not bring with them under any circumstances?	05
May pupils bring a drink?	05
What are the regulations concerning calculators?	05
What is malpractice?	05
How are examinations started?	05
What standards of behaviour are expected during examinations?	06
What should pupils wear for examinations?	06
What do I do if a pupil is unwell at the time of one or more of the examinations?	06
What do candidates do who finish early?	06
What do I need to do if there are problems that may affect my son/daughter's examination performance?	06
Pupils whose first language is not English	06
Results	
When and how are the results distributed?	07
2025 Results Dates	07
What can be done if results are substantially different from what is anticipated?	07
When do pupils receive certificates?	07
Appendices	
Appendix A – Information for candidates (Written examinations)	08-10
Appendix B – Information for candidates (Coursework assessments)	11-13
Appendix C – Information for candidates (Non-examination assessments)	14-16
Appendix D – Information for candidates (On-screen tests)	17-19
Appendix E – Information for candidates (Information about you and how we use it)	20-22
Appendix F – Information for candidates (Using social media and exams/assessments)	23
Appendix G – On your exam day	24
Appendix H – Unauthorised items	25
Appendix I – Warning to Candidates	26
Appendix J – Internal appeals procedure	27-34

Introduction

Public examinations are important. Preparing for, and sitting them, is a stressful time for pupils and parents. To minimise any problems, and to ensure the integrity and effective running of the examinations, the College must follow clear regulations as set out by the Joint Council for Qualifications (JCQ).

The College makes every effort to ensure that the administrative arrangements for public examinations run smoothly and that the examinations are conducted in a way that conforms to regulations yet is as unobtrusive as possible and helps pupils to achieve their best. Internal trial examinations run to the same standards so that pupils should have become familiar with the formal processes beforehand.

This handbook provides information about examination procedures, answers some of the most frequently asked questions and helps to guide and support both pupils and parents through the examination process. It also contains some formal notices and directs you towards the details of appeals procedures that are required by regulation to be given to each candidate. **It is essential that all candidates read and understand the official documents that form the appendices to this booklet.**

Please take the time to read this handbook carefully. Keep it safe and near at hand for future reference.

If you have any other questions after reading this handbook, please feel free to contact the Examinations Office.

The Examinations Officer is:

Mr Will Towers

The Deputy Examinations Officer is:

Mrs Kerri Manson

The Examinations Office can be contacted directly on 01372 821295.

On examination days the first point of contact, in case of any problem, should be the Main College Reception on 01372 821000 where a message can be left. The Examinations Office staff are unlikely to be able to answer any calls directly on such days, as they will be working in the examination venues.

Preparing for the examinations

WHO IS RESPONSIBLE FOR THE ADMINISTRATION OF THE EXAMINATIONS?

Who is responsible for the administration of the examinations?

The Examinations Officer, Mr Will Towers, is responsible for the administration of all public examinations and for the supervision of pupils during examinations, acting on behalf of the Head, who is the Head of Centre.

External invigilators will invigilate all public and trial examinations and will always be present during the examinations.

HOW CAN I FIND THE DATES OF PUBLIC EXAMINATIONS?

The awarding bodies set the dates of examinations. Pupils will be issued their individual timetables as soon as possible after their final entries have been made to the Exam Boards. Pupils should be available for examinations throughout the examination period, which means up to and including the examination contingency day, Wednesday 25th June. There is also a contingency examination session timetabled for the afternoon of June 11.

WHAT INFORMATION WILL PUPILS RECEIVE ABOUT THEIR EXAMINATION ENTRIES?

Once entries are submitted to the awarding organisations pupils will be informed that their entries are available to be viewed through the Pupil and Parent Portals, with the confirmed dates of their examinations. Pupils will sign a copy of their examination timetable to confirm that it is accurate. Pupils are required to notify the Examinations Officer if there are any problems that have arisen regarding their entries or personal details. At this stage, it is most important that pupils flag up any examination clashes (see below) that they might have.

Final Entry Statements must be kept safely as they are evidence of entry and proof of identification. Sometimes pupils will subsequently receive updated Statements if the entries made for them change.

HOW CAN I FIND OUT INFORMATION ABOUT CONTROLLED ASSESSMENT/NON-EXAMINATION ASSESSMENT DEADLINES?

Many subjects at GCSE, and some at A Level, have an element of coursework, or non-examination assessment, included in them that must be completed well before the formal examination sessions take place. This work is either assessed internally and moderated by the awarding organisation or is sent to the awarding organisation for marking. In either case the College sets its own deadlines to allow time for this process and to ensure the awarding organisations' deadlines are met in good time. These College deadlines are fixed. Pupils who do not submit work on time will not be allocated a mark for this portion of assessment and their overall grade will suffer.

There are strict regulations about the work pupils submit. The Information for Candidates about Coursework and Non-Examination Assessment are included at the end of this handbook. **It is essential that pupils read these documents and, in particular, take care to avoid plagiarism of another author's or pupil's work.**

WHAT CAN I DO IF I AM UNHAPPY WITH THE PROCESS THAT HAS LED TO THE INTERNAL AWARD OF A NON-EXAMINATION ASSESSMENT MARK?

Some non-examination assessment is internally marked by Epsom College staff and externally moderated by an awarding organisation. Pupils will be told their mark before it is submitted to the awarding organisation. They will also be told that this mark might be changed during the awarding organisation's moderation process.

The College has an Internal Appeals Procedure in place for investigating problems arising from the internal assessment of work for external qualifications. The Internal Appeals Procedure and the steps required to initiate it are outlined in APPENDIX I, and the full procedure can be found on the College's website under "College Policies".

WHAT ARE THE ARRANGEMENTS FOR STUDY LEAVE?

Formal Study Leave begins for Fifth and Upper Sixth pupils on dates determined by the College and communicated to pupils and parents well in advance. In deciding these dates, the College seeks to achieve a balance between the time available for teaching and the time the pupil can use independently for revision.

Examination time

WHERE ARE EXAMINATIONS HELD?

The main location for written papers in summer examinations is the Sports Centre but other rooms are used when necessary. Pupils should be outside their venue **at least ten minutes before** the scheduled start time to enable seating to proceed efficiently. They must wait outside the venue until asked to enter. The candidate number that appears on all Statements of Entry will determine where they sit. Those eligible for extra time are normally seated together to minimise disruption when an examination finishes.

The length of each examination varies and pupils and parents should be aware of the finish time on each day, including any arrangements for extra time.

It is each pupil's responsibility to be aware of the start time of their examinations, but parents should be warned that there is a tendency for pupils to confuse morning and afternoon sessions. Please ensure that they carefully double-check their examination commitments on the evenings before they are due to occur. Misreading the timetable is never accepted as a valid excuse for missing an examination and it will be impossible to sit the paper *at a later date or time*.

AT WHAT TIMES DO THE EXAMINATION SESSIONS BEGIN

The normal start time is 9am for morning examinations and 1.30pm for afternoon examinations.

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

If a pupil is timetabled to sit two or more examinations in different subjects at the same time this is known as a clash. The checking process is designed to pick up all such clashes, and most have already been resolved when the timetables are issued. If a pupil notices a clash this should be brought to the attention of the Examinations Officer (see above) and one, or more, of the papers will be taken at a different time on the same day. In some exceptional circumstances, candidates may have a number of clashes that will require overnight supervision and sitting some papers the next day.

WHAT HAPPENS ON THE DAY OF A CLASH?

To safeguard the integrity of the examination process, the pupil has to remain under supervision between two clashing papers.

If a candidate sits two papers in the same session JCQ allows a break of up to 20 minutes between these papers but candidates must remain supervised, in exam conditions, for this time, and they are not allowed access to any notes during this break.

If an examination is moved from a morning to an afternoon session, or vice versa, the pupil will need to be supervised over lunchtime. They should bring some revision or reading material.

In rare cases, it may be necessary for a paper to be taken the next day and, consequently, it is a requirement that the

candidate is supervised overnight. This is essential to avoid compromising the security of the examination and needs to be organised well in advance.

WHO SUPERVISES THE PUPILS?

The College employs a body of external invigilators to supervise pupils under the management of the Examinations Officer. Once pupils enter the examination room, they are under examination regulations and must follow the invigilators' instructions at all times. The invigilators are experienced in examination procedures, undergo annual training, and are subject to strict regulations.

WHAT HAPPENS IF A PUPIL IS LATE?

If a pupil has missed the start of an examination, for whatever reason, they, or their parent/guardian, should telephone the College immediately (01372 821000) and leave a message for the Examinations Officer. Depending on security and invigilation arrangements, it may be possible to admit them late and still have the full time to sit the examination. Where possible parents should ensure that the pupil has no contact with anyone after the start time of the examination via mobile phones, tablets, or other devices. We will make every effort to help pupils with a genuine reason who are brought directly to College to sit the examination. However, pupils and parents should be aware that it could be necessary to send a report of the circumstances to the awarding body who may decide not to accept the paper.

Pupils who arrive after the finish time of the examination cannot be admitted.

WHAT HAPPENS IF A PUPIL IS ABSENT?

Very little can be done if a pupil misses an examination. A certain percentage of most qualifications needs to be examined to be awarded a grade. The best advice is not to miss a paper unless absolutely too unwell to cope at all. If a pupil feels unwell in the examination room it is important that they let an invigilator know this.

WHAT SHOULD PUPILS BRING TO THE EXAMINATIONS?

Pupils should bring only the equipment required for that examination in a transparent plastic bag or a transparent pencil case. **Non-transparent pencil boxes or cases are not permitted in the examination room.** Because an increasing number of papers are marked online they should use **black ballpoint only** for all written examinations. Other coloured pens, erasable pens and gel pens will not scan properly whilst being marked. They should not write in pencil or other colours of ink (except in the case of graphs, diagrams etc.).

Their subject teachers will advise about any subject specific materials required for the examination, e.g. set texts.

Pupils are responsible for ensuring that they bring everything they need to the examination. If they do not bring the required equipment to an examination they **will not be provided** with it.

WHAT MUST PUPILS NOT BRING WITH THEM UNDER ANY CIRCUMSTANCES?

Some items are **strictly banned** from all examination rooms and should not be brought into the examination room under any circumstances. The awarding bodies treat mere possession of these items as malpractice:-

- mobile phones
- iPods, MP3/4 players
- potential technological/web enabled sources of information, e.g. smart glasses and other smart devices
- wristwatches
- AirPods or earphones/earbuds.

It is advised that such items are not brought to College on examination days, and if they are, they should be left in houses.

It is expected that there will be nothing on pupils' wrists (bangles, bands, etc.) and if there is writing on their hands they will be asked to wash this off.

The use of correcting fluid or correction pens is not permitted. Blotting paper is not allowed.

Highlighter and gel pens are not allowed in answers.

Pupils should not have in their possession any notes, papers, or books, except where specifically required.

They should not bring lucky mascots into the examination room.

Unless specifically requested and allowed, food is not permitted in the examination room.

Rough work must be done in the answer book and neatly crossed through with a single line. Separate rough paper is not allowed.

MAY PUPILS BRING A DRINK?

Candidates are permitted a small, **clear, colourless**, plastic bottle of still water. Fizzy drinks and cans are not allowed. Bottles must have all labelling removed. Bottles should not be embossed.

WHAT ARE THE REGULATIONS CONCERNING CALCULATORS?

Calculators are allowed in examinations, except where the paper specifically prohibits them, for example certain Mathematics papers.

Calculators must be;

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

The pupil is responsible for;

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored on the calculator.

Calculators must not:

- be able to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;

- symbolic differentiation or integration;
- communication with other machines or the internet;
- be borrowed from another pupil during an examination for any reason;
- give access to pre-stored information, including:
 - databanks, such as the periodic table (with the exception of scientific constraints);
 - dictionaries;
 - mathematical formulae;
 - text.

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted so long as the information and/or programmes stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programmes during the examination is an infringement of the regulations. Pupils are responsible for clearing any information and/or programmes before the examination.

Some calculators have an "exam mode". This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

WHAT IS MALPRACTICE?

Malpractice is the term that the awarding bodies use for any irregularity or breach of the regulations. The Examinations Officer must, and will, report all infringements to the appropriate awarding body. The awarding body will then decide what action to take based on the nature of the infringement. There is a tariff system of actions and some infringements carry automatic loss of marks as a minimum penalty. The awarding bodies take the integrity and security of examinations very seriously and it is important that pupils always heed the instructions of the Examinations Officer very carefully.

Where a pupil or parent suspects that malpractice may have taken place in an examination setting, this includes controlled assessment and non-examination assessment, this should be reported to the Examinations Officer who will begin investigative proceedings.

HOW ARE EXAMINATIONS STARTED?

A member of the examination staff will announce that candidates are subject to the appropriate regulations. Any instructions or notices, including changes to papers, or errata, will be read out and the candidates will be asked to fill in the formal details on the front of their answer booklets. The examination will officially start when all candidates in the room have received their instructions and have been reminded of the duration of their examination. Candidates should ensure that they can clearly see the main clock and the examination details displayed on the central board, and should inform an invigilator if this is not the case before the examination starts.

WHAT STANDARDS OF BEHAVIOUR ARE EXPECTED DURING EXAMINATIONS?

The awarding bodies produce 'Information for Candidates' (see APPENDIX A). This gives general guidelines for conduct that must be observed. **It is essential that all points on this notice are read and observed.**

The College and the awarding bodies regard breaches of examination regulations very seriously. Parents should please impress on their child the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The Head of Centre and the Examinations Officer have the authority to remove disruptive candidates from the examination room.

Candidates must enter and leave the examination room in silence. This avoids disturbance to other candidates and helps maintain a calm atmosphere for those who are nervous about their examinations or who are still working.

Candidates who try to communicate with other candidates inside the examination room, or who create a disturbance, will be removed and the circumstances reported to the relevant awarding body.

Candidates should take care not to behave in a way that might lead the invigilator to suspect the possibility of misconduct. Any such infringements must be reported and may result in the candidate not receiving a grade for the whole of that examination.

WHAT SHOULD PUPILS WEAR FOR EXAMINATIONS?

Pupils should conform to the usual College rules regarding uniform and appearance when they are present in College for examinations.

WHAT DO I DO IF A PUPIL IS UNWELL AT THE TIME OF ONE OR MORE OF THE EXAMINATIONS?

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise whether your child is fit to sit the examination. If the candidate takes the paper, your doctor should give you a letter which the College can forward to the relevant awarding body asking for Special Consideration (see below) on the grounds of illness.

If the candidate is unable to sit a paper the awarding body may, after examining the doctor's letter and in the light of evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on, or before, the day of the examination. The awarding bodies do not accept retrospective information and any medical letters must be forwarded to the Examinations Officer without delay as there is a tight deadline.

Please telephone the College if your child will not be attending an examination or if they will be present but are unwell. It is essential that the invigilator is made aware that a candidate is not feeling well and they may be able to make sensible adjustments to the exam arrangements, such as

ensuring the candidate is moved to sit nearer the door. Please be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date on which the papers were taken, otherwise there can be no guarantee that all relevant examinations will be covered.

WHAT DO CANDIDATES DO WHO FINISH EARLY?

Candidates will not be allowed to leave any examination early, even though they may think that they have done all they can. Any remaining time at the end of a paper should be used for quietly checking through answers. Candidates who have finished an examination must not disturb others in the room. If there are exceptional circumstances which may require a candidate to leave early, a written request must be made well in advance to the Examinations Officer.

WHAT DO I NEED TO DO IF THERE ARE PROBLEMS THAT MAY AFFECT MY CHILD'S EXAMINATION PERFORMANCE?

All Access Arrangements that have been approved in advance by the awarding organisations will be in place during the examinations. Any concerns regarding Access Arrangements should be addressed to the Head of Academic Support, Ms Maxine Howells.

Should an emergency arise just prior to the examinations - for instance a pupil breaks their writing arm - we can make special Access Arrangements. Please notify the College of any such event as early as possible so that the arrangements can be made and the pupil suffers no delay or uncertainty on the day.

Any illness, or family circumstances, which may affect examination performance arising shortly before or during the examinations should be notified as soon as possible to the Examinations Officer so that special consideration can be requested at the grading stage. Parents should be aware that any adjustment is likely to be small and that no feedback is provided. Requests for special consideration must be made on or soon after the date of the examination.

PUPILS WHOSE FIRST LANGUAGE IS NOT ENGLISH

Pupils whose first language is not English are allowed a bilingual translation dictionary in many examinations, as long as this is their normal practice. These are provided by the College. Pupils entitled to use a dictionary are identified by the Head of EAL, Ms Eva Kennedy.

Results

WHEN AND HOW ARE THE RESULTS DISTRIBUTED?

All exam results will be published through the Parent and Pupil Portals on the morning of results day.

2025 RESULTS DATES

A LEVEL

Thursday 14 August

GCSE

Thursday 21 August

WHAT CAN BE DONE IF RESULTS ARE SUBSTANTIALLY DIFFERENT FROM WHAT IS ANTICIPATED?

It must be remembered that examinations can only measure performance on one particular day and that candidates can do better or worse than anticipated for a variety of reasons.

Some candidates may wish to apply for a Review of Results (RoR) and forms are available to apply for this from the Examinations Office and the College website on, and after, results day. Bear in mind that the majority of RoRs result in no change to the published mark or grade, and that they are a review of the result, not a complete re-mark of the work. There is a Priority Service for A Level RoRs which may be needed for University entrance.

The Head of Further Education and Careers, Mr Charles Conway, along with senior House staff and senior academic staff will be available on results day, and at pre-arranged times thereafter, to advise pupils with difficulties concerning their results or their University place. If a University place is dependent upon a result, the review process should be started as soon as possible after consultation with the relevant Head of Department. RoR request forms must be signed by the candidate (and accompanied by the stated fees in the case of those who have left the College).

Parents, candidates and Heads of Department should consider the following when deciding whether to proceed with a Review of Results:

- How close is the mark to the overall grade boundary? (if it is close to the bottom boundary the mark may go down which could lead to a lower overall grade);
- Do you think that a review will yield sufficient marks to change the grade? (The relevant Head of Department should be consulted here to advise on whether this is possible / likely.)

Heads of Department may contact pupils if they think that there is sufficient evidence for an individual pupil to submit an application for a Review of Results based on their experience and judgement. In situations like this, it will be the final decision of the pupil as to whether to apply or not and as such they will have to meet the cost of the review.

It should be noted that Cambridge Assessment International Examinations (CAIE) only permit one request for post-results services per subject.

WHEN DO PUPILS RECEIVE CERTIFICATES?

Although result slips are issued on results day, certificates will only be available in College from November onwards. Certificates of leavers will be posted to their home address. Remaining students will need to collect and sign for their certificates in the Examination Office. If you know that you will be moving please inform the school of your new address.

Certificates are legal documents and should be looked after carefully, as employers and education establishments of all kinds will need them in the future and they **cannot be replaced**.

Appendix A

Information for candidates

Written examinations

With effect from 1 September 2024

**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 exams.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart 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 have a watch, the invigilator will ask you to hand it to them.
- 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 you have entered the exam room.
- 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 formulae;
 - (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. Always follow their instructions.
- 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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 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, including those used 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 not sure 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. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates

Coursework assessments

Effective from 1 September 2024

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

When you submit your 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.

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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - 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, p29).

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to produce 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs 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. They 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 or should not be included.

If you worked as part of a group on an assignment, 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. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. 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 any pre-prepared or generated online solutions and try to pass them off as your own work – 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, ideas or outputs 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 work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources. They can detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the rules, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- 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

Information for candidates

Non-examination assessments

Effective from 1 September 2024

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 the regulations.

If there is something that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you **must** 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. You **must 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. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. 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 any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

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 known as **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, p29.

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs 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 work 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 it is discovered that you have broken the regulations, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- 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.

Information for candidates

On-screen tests

With effect from 1 September 2024

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

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 formulae;
 - (d) **do not** bring into the examination 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 on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

- 1 If on the day of the on-screen test 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 on-screen test if:
 - (a) you have a problem with your computer and are not sure what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

Appendix E



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Appendix F



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



JCQ Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

JCQ Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

JCQ If you do any of the above activities, you may:

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Appendix G




On your exam day

This checklist will help you to be as prepared as possible for your exams so that you can focus on doing your best on the day.

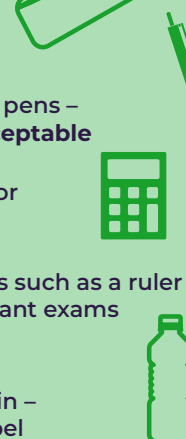
Before sitting your exams, ensure you know:

- the date, time and location of each of your exams. You might find it helpful to write this information in a calendar or planner.
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam.

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are **not acceptable**
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it **must not** have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator to respond.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Remember to stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2025 exam timetable – the afternoon of 11 June 2025 and the morning and afternoon of 25 June 2025. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.

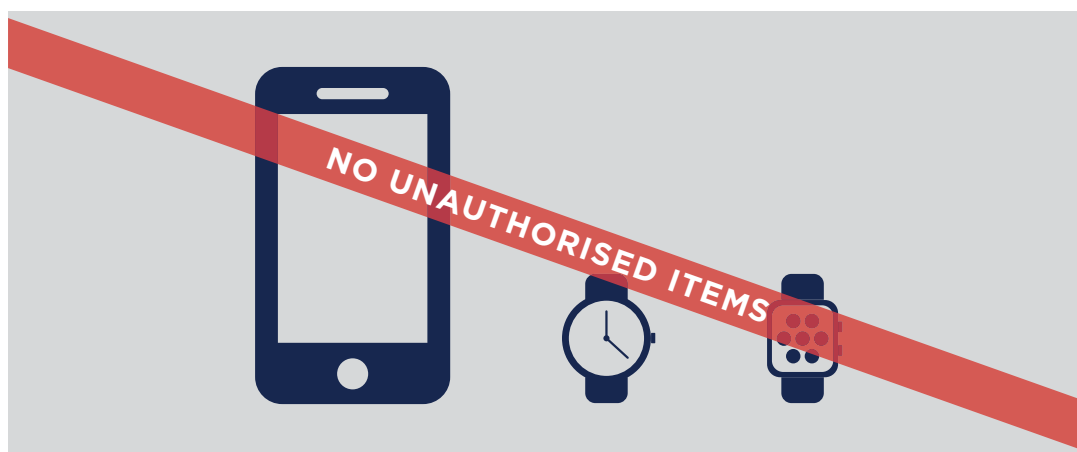


You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

EFFECTIVE FROM 1 SEPTEMBER 2024

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION







from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Appendix I

Warning to candidates



 Questions matter AQA	 City & Guilds City & Guilds	 Rewarding Learning CCEA	 Oxford Cambridge and RSA OCR	 Pearson	 wjec cbac WJEC
---	--	--	---	---	--



1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3

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

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Appendix J: Internal Appeals

Date February 2025
Review Date February 2026
Responsibility: The Examination Officer



Internal appeals procedure

1. Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by Epsom College and internally standardized. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms Epsom College's compliance with JCQ's *General Regulations for Approved Centres*, section 5.3z that the centre will

- *have in place and available for inspection that must be reviewed and updated annually... a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration*”.

This procedure covers appeals relating to:

- internal assessment decisions (centre assessed marks)
- Epsom College's approach to post-results services
- Epsom College's decisions relating to access arrangements and special consideration
- Epsom College's decisions relating to other administrative issues

Epsom College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Epsom College ensures that all staff follow a robust *Non-examination assessment policy* (for the management of BTEC, GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Epsom College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one teacher is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the marking standards to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of Epsom College's marking.

Epsom College will

1. ensure that candidates are informed of their assessed marks so that they may request a review of Epsom College's marking before marks are submitted to the awarding body
2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
3. inform candidates that they may request copies of materials (as a minimum, a copy of the marked assessment material (work), and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of Epsom College's marking of the assessment
4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as artwork and recordings, inform the candidate that the originals will be shared under supervised conditions) within three calendar days
5. inform candidates they will not be allowed access to original assessment material unless supervised
6. provide candidates with sufficient time to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review, they will need to explain what they believe the issue to be
7. provide a clear deadline for candidates to submit a request for a review of Epsom College's marking. Requests will not be accepted after this deadline. Requests must be made in writing within five calendar days of receiving copies of the requested materials by completing the **internal appeals form** and submitting it to the Examinations Office

8. allow five calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline
9. ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by Epsom College
11. inform the candidate in writing of the outcome of the review of Epsom College's marking

The outcome of the review of Epsom College's marking will be made known to the Head, who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request. The awarding body will be informed if Epsom College does not accept the outcome of a review

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within Epsom College, whereas moderation by the awarding body ensures that Epsom College marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

2. Appeals relating to centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal

This procedure confirms Epsom College's compliance with JCQ's *General Regulations for Approved Centres*, section 5.13 that the centre will

- *"have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal;"*

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided at the time of publishing results.

Candidates are also made aware of the arrangements for post-results services before the issuing of results. Candidates are also informed of the availability of senior members of Epsom College staff immediately after the publication of results. Candidates are informed by the Epsom College Public Examinations Handbook and in verbal briefings.

If Epsom College or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are:

Reviews of Results (RoRs):

- ▶ Service 1 – clerical re-check. (This is the only service that can be requested for objective tests (multiple choice tests.)

- ▶ Service 2 – review of marking.
- ▶ Priority Service 2 – review of marking. (This service is only available for externally assessed components of GCE A-level specifications. Individual awarding bodies may also offer this priority service for other qualifications.)
- ▶ Service 3 – review of moderation. (This service is not available to an individual candidate.)

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking.
- Copies of scripts to support teaching and learning.

Where a concern is expressed that a particular result may not be accurate, Epsom College staff (usually the Head of Department) will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if Epsom College supports any concerns.

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2). Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same result as originally awarded. Candidate consent can only be collected after the publication of results.

All RoR services are paid for by the candidate. Requests for RoRs are always accommodated.

For any moderated components that contribute to the final result Epsom College will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if Epsom College's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are grounds to submit a request for a review of moderation for the work of all candidates in the original sample

Following the RoR outcome, an external appeals process is available if the head of centre (Head) remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre (Head) is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre (Head). Following this, the head of centre (Head)'s decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

Awarding body fees which may be charged for the preliminary appeal must be paid to Epsom College by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams office). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by Epsom College.

3. Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms Epsom College's compliance with JCQ's *General Regulations for Approved Centres*, section 5.3z that the centre will

- *have in place and available for inspection that must be reviewed and updated annually... a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration”.*

Epsom College will:

- Comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- Ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

In accordance with the regulations, Epsom College:

- Recognizes its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service it provides to disabled candidates;
- Complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Epsom College recognizes that failure to comply with regulations has the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- Putting in place access arrangements/adjustments that are not approved
- Failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- Permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- Charging a fee for providing reasonable adjustments to disabled candidates (with the exception of charging a fee for an access arrangements assessment)

Where Epsom College can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

If a candidate who is subject to a decision regarding access arrangements, reasonable adjustments or special consideration (or the candidate's parent/carer) disagrees with the decision and reasonably believes that Epsom College has not complied with its responsibilities or followed due procedures, an internal appeals form should be submitted to the Director of Examinations. This should detail the candidate's concern and must be submitted within five days of the decision being made known to the candidate.

To determine the outcome of the appeal the Head (Head of Centre) will consult the respective JCQ publication to confirm that the Epsom College has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The candidate will be informed, in writing, of the outcome of the appeal within three working days.

If the appeal is upheld Epsom College will proceed to implement the necessary arrangements.

4. Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause Epsom College to make decisions on administrative issues that may affect a candidate's examinations/assessments. These may include circumstances such as not accepting work after an internal deadline has passed, not accepting a request for an appeal relating to internal assessment decisions after the deadline has passed, or other decisions relating to administrative issues.

If a candidate disagrees with an administrative decision and reasonably believes that Epsom College has not complied with the regulations or followed due process, an internal appeals form should be submitted to the Examinations Officer. This should detail the candidate's concern and must be submitted within five days of the decision being made known to the candidate.

The candidate will be informed, in writing, of the outcome of the appeal within three working days.

Internal Appeals Form

This form should be completed in all cases to lodge an appeal against an internal assessment decision, a decision relating to access arrangements or special consideration, or an appeal relating to an administrative issue.

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:			
Signature:		Date of signature:	

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

Complaints and Appeals Log

On receipt, all complaints/appeals are assigned a reference number and logged. Outcome and outcome date is also recorded.

The outcome of any review of Epsom College's marking will be made known to the Head. A written record of the review will be kept and logged as an appeal, so information can be easily made available to an awarding body upon request.

Ref No.	Date received	Complaint or Appeal	Outcome	Outcome date

Further guidance to inform and implement appeals procedures

JCQ publications

- ▶ *General Regulations for Approved Centres*
<https://www.jcq.org.uk/exams-office/general-regulations>
- ▶ *Post-Results Services*
<https://www.jcq.org.uk/exams-office/post-results-services>
- ▶ *JCQ Appeals Booklet (A guide to the awarding bodies' appeals process)*
<https://www.jcq.org.uk/exams-office/appeals>
- ▶ *Notice to Centres – informing candidates of their centre assessed marks* <https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ *Suspected Malpractice: policies and Procedures* <https://www.jcq.org.uk/exams-office/malpractice/>
- ▶ *Access Arrangements and Reasonable Adjustments* <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>
- ▶ *A guide to the special consideration process* <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>

Ofqual publications

- ▶ *GCSE (9 to 1) qualification-level conditions and requirements*
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- ▶ *GCE qualification-level conditions and requirements* <https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>



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