



Centre Number: 17620

**A Guide to Examinations**  
For Students and Parents

2022/2023

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**JCQ Information for candidates-Coursework.** This information relates to legacy GCE unitised AS and A- level qualifications (excluding CCEA specifications), ELC and Project qualifications. *“This document tells you about some things that you must and must not do when you are completing coursework.”*

**JCQ Information for candidates-non-examination assessments.** This information relates to the new GCE & GCSE specifications. *“This document tells you about some things that you must and must not do when you are completing your work.”*

**JCQ Information for candidates-On-screen tests** *“This document has been written to help you. Read it carefully and follow the instructions.”*

**JCQ Information for candidates-Written examinations.** *“This document has been written to help you. Read it carefully and follow the instructions*

**JCQ Information for candidates-Privacy Notice.** This document informs you how the *“JCQ awarding bodies will process your personal data.”*

**JCQ Information for candidates-Social Media.** This document provides you with *“Guidelines when referring to examinations/assessments through the Internet”.*

**JCQ Unauthorised Items Poster.** This poster will be displayed outside each exam room. You **must** note that *“Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”*

**JCQ Warning to candidates.** This poster will be displayed outside each exam room. You **must** note all the warnings.

## **Introduction**

Watford UTC is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

## **Purpose of the candidate exam handbook**

The purpose of this handbook is to ensure that candidates are fully informed of and familiar with the JCQ regulations, posters, and notices. It also gives advice on the examination period, results day, and post results information. You should read this entire handbook to ensure that you know what you can and cannot do when sitting written examinations and/or on-screen tests and when producing coursework and/or controlled assessments/non-examination assessments

You **must** read the JCQ Information for Candidates documents which are on the Watford UTC website under Examinations.

## **Sharing Data**

The privacy notice has been sent to all parents and is included on the Data Capture form. The information you supply will be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK. The school may share your results with other schools, or employers with your permission.

## **Written exams/on-screen tests**

Your statement of entry for written exams will be sent to you to check and sign at the end of January. You must check: your name is your legal name and spelt correctly (as on your birth certificate/passport); your date of birth is correct and that you have been entered for all your exams.

Amendments to certificates will be charged to the student if changes to your details have not been received before you sit your examinations.

Your written exam timetable will be sent to you in March. An updated exam timetable will be sent to you in April.

The Guide to Examinations for Students and Parents will be sent to you in October & April. You must read this handbook. You should read and make sure you understand all the JCQ notices at the back of the booklet regarding written and on-screen tests. Failure to follow these rules may lead to disqualification from your exam.

Examination timetables are on the school website. There will be separate timetables for BTEC exams, controlled assessments, and Functional Skills exams. Timetables will be sent out to you on your UTC email account before your first exam letting you know which room you should go to and the time of your exam.

## **Coursework/controlled assessment/non-examination assessment**

Your teacher will inform you when assessments are to take place and of the deadline for submitting your work. They will also inform you of the marks awarded for your work but will not be able to give you a grade. If you are unhappy with your mark, and have submitted your work by the deadline,

you may request a review of the marking. This must be made in writing using the form provided, to the Examinations Officer. This date will be confirmed.

**Work handed in after the deadline will not be eligible for a review.**

You should read and make sure that you understand all the exam board notices regarding coursework/controlled assessment and non-examination assessment. You will be required to sign that all your work is your own. If it is found not to be your work, you may be disqualified from the controlled assessment/coursework/non-examination assessment element of your exam.

Remember to reference any work that you have copied from a book or the internet.

### **Timed Photography Exams**

These exams are held under formal conditions. Candidates should follow the same rules as for written exams. You will not be allowed to listen to music or communicate with other candidates during this assessment. Extra time does not apply to photography exams except in exceptional circumstances.

### **What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)**

If you have two or more examinations at the same time this is known as a clash. Language exams will have both the listening and reading assessments on the same day at the same time, but the exams will be timetabled by the school to follow each other.

If you have two exams that clash that are not MFL exams, you will be able to have a supervised short break in between them. If the total time of the exams is three hours or under, you can decide which order to sit them. You may have a break of up to 20 minutes between exams. This will take place in the exam room under formal examination conditions.

If the total time of the exams is more than three hours, you may sit one in the morning and one in the afternoon. Between the exams you will remain under supervision. This is known as quarantine. You will be escorted to a room after your first exam where you will remain until the start time of your second exam.

You will not be allowed access to the internet, any digital device or your phone during this time but can eat, drink and revise from your own notes.

### **Where you will take your examinations**

Most of your examinations will take place in Axis Upper Event Space, Axis Auditorium and AG16. If your exams are to take place in a separate room, you will be informed.

### **What time your examinations will start**

At Watford UTC morning examinations will start at 9.15am and afternoon examinations at 13.30pm for November 2022, January, and Summer 2023

Some BTEC exams may start at 9:30am or 13:00pm

For Functional Skills and MFL speaking tests you will be informed of the start times by your subject teacher and will receive an email from the Exams Officer.

Spanish Speaking tests dates TBC

Photography external assessment dates TBC

### **Supervision during your exams**

You will be supervised during your examinations by a team of invigilators. Invigilators must follow the strict rules and regulations set by JCQ and awarding bodies when conducting exams.

### **Exam conditions**

You should arrive at the exam room at least 10 minutes before the start time.

You will remain outside the exam room until you are invited in by the invigilators, Exams Officer or teachers.

From the moment you enter the exam room you are under exam conditions until you have permission to leave by the invigilator and are outside of the exam room. You must go straight to your seat and must not communicate with any other candidates.

The whiteboard or screen in the exam room displays the information below:

Centre Number / Date / Exam Board / Exam paper unit / component number / Exam paper title / length of exam / length of exam with extra time / start and finish times of exam / finish time for students with extra time

Remember that you are responsible for producing legible handwriting and must use a black biro or ink pen. Drawings, graphs etc should be completed in pencil so you can then rectify any mistakes.

If you use any additional paper, you must write all your details and the question number on this paper as soon as you use it and insert it inside your exam paper at the end of the exam.

Remember that you must always follow the instructions of the invigilator in the exam room. If you need to speak to the invigilator raise your hand and they will come over to you.

If you wish to go to the toilet during an exam an invigilator will escort you. This time will not be added to your exam, so it is advisable to go to the toilet before the start of your exams.

### **Word Processors in Examinations**

You must have used a word processor as your normal way of working within the school and been authorised to use one in exams by the SENDCo.

The Centre number, your candidate number and the paper unit/component number must be inserted in the header. The footer should have page numbers. The font should be 12pt and double spaced.

These may have been set up for you prior to the exam but it is your responsibility to check that they are correct before you start your exam. Inform the invigilator if there is anything wrong.

Ensure that you also fill in all the details on the physical question paper, as your work will be attached to this, and you may answer some questions on the question paper.

Your work should save regularly to your USB stick, but you should check that this is working.

At the end of the exam, you must be present whilst your work is printed up. You need to check it is all there and sign the last sheet and the school's word processor form.

### **Letter of consent to parents regarding video recordings**

GCSE (9-1) English speaking & listening tests are recorded and may be sent to the exam boards to verify standards.

The letter of consent has been emailed to parents and included on the Data Capture Form.

### **Where you will sit in the exam room**

Seating plans will be posted outside of the examination room. You will be sat in candidate number order in a snake pattern.

Students with laptops or extra time will be sat at the back or far side of the room.

### **How your identity is confirmed in the exam room**

Your candidate card will be on your desk with the centre number, your candidate number, picture and date of birth. This card must be left face up as it will be used to identify you. Members of staff at the school will also verify your identify as you enter the exam room.

### **What equipment you need to bring to your exams**

The school will provide a pencil case with pens and mathematic instruments for all of your exams. Coloured pencils will be provided for media exams. You may also bring your own equipment but it must be in a transparent pencil case. If you bring your own calculator it must conform to the regulations below. The lid must be stored in your bag.

### **Calculators**

*"Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.*

*The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.*

*Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.*

*The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification."*

<b>Calculators must be:</b> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk.</li><li>• either battery or solar powered.</li><li>• free of lids, cases and covers which have printed instructions or formulas.</li></ul>	<b>Calculators must not:</b> <ul style="list-style-type: none"><li>• be designed or adapted to offer any of these facilities: -</li><li>• language translators.</li><li>• symbolic algebra manipulation.</li><li>• symbolic differentiation or integration.</li><li>• communication with other machines or the internet.</li></ul>
<b>The candidate is responsible for the following:</b> <ul style="list-style-type: none"><li>• the calculator's power supply.</li><li>• the calculator's working condition.</li><li>• clearing anything stored in the calculator</li><li>• ensuring graphics calculators are in exam mode</li></ul>	<ul style="list-style-type: none"><li>• be borrowed from another candidate during an examination for any reason.</li><li>• have retrievable information stored in them - this includes:<ul style="list-style-type: none"><li>• databanks</li><li>• dictionaries</li><li>• mathematical formulae</li><li>• text</li></ul></li></ul>

[Taken from [JCQ ICE 2022 2023](#) ]

### **What you should not bring into the exam room**

You must not bring mobile phones, iPods, headphones, any watches, electrical devices, or notes into the exam room. If you have them on your person during the exam you will be subject to malpractice procedures. Long hair must be tied back so that your ears are visible. Students wearing headscarves will be asked to show a member of staff of the same gender in a private room that they do not have any headphones in their ears prior to entering the exam room.

### **Food and drink in exam rooms**

Only water in a see-through bottle or container (no tints) with labels removed and free from any sort of logo, may be brought into the exam room. Food is not allowed unless this has been approved by the SENDCo. Drinks other than water will be removed.

### **What you should wear for your exams**

The school expects you to follow the usual dress code for exams.

### **Where your personal belongings will be stored during your exam**

Personal belongings will be stored in your bags outside of the exam room.

### **What to do if you arrive late for an examination**

If you are going to be late for your exam you must phone the school and explain why and how long you think you will be. If you are very late for an exam the awarding body will need to be informed and they may refuse to mark your paper. You are very late for an exam if you arrive after 10:00am for a morning exam or 2.30pm for an afternoon exam.

When you arrive, sign in at reception and they will inform the examinations officer. You must wait to be escorted to your exam room if you are very late. If you arrive before 9.55am or 2.25pm you may go to your exam room but must wait outside for the invigilator or exams officer. They will read the regulations and any erratum notices to you outside of the room and then escort you to your seat.

The school may refuse entry to an exam if a student arrives late and is unaccompanied by a parent or guardian. A form needs to be signed by a parent to state that you have not had access to the internet, a mobile phone or spoken with anyone since you were telephoned by the school. The exam board will be informed of this but they may still refuse to accept the exam paper.

Please make sure that yours and your parents contact numbers and email addresses are up to date on Arbor before the exams start as we will phone and email you if you are not in your exam at the start time.

### **What to do if you are ill on the day of an examination/concern during an exam**

If you are unwell on the day of the examination and cannot attend, you must go to a doctor and obtain a letter confirming that you were not well enough to attend or ask them to stamp and sign the medical form on the website.

If you are unwell during the exam, you **must** inform the invigilator and the examinations officer at the time of the exam. The school will complete the medical form for you to sign.

The school will apply for special consideration, but we must have evidence to support any application that we make.

Special consideration applications must be sent off within 7 days. Please ensure that we receive the evidence promptly.

If you have any concern during an exam, you must inform the invigilators or the exams officer at the time of the exam. Concerns raised after the examination has finished cannot be addressed.

### **Mobile Phones**

Mobile phones are not allowed in the exam room under any circumstances whether switched on or off



## Invigilators Announcement

The invigilator will read the following announcement at the beginning of every examination. Ensure that you listen carefully and follow the instructions given. Failure by a candidate to follow these rules can lead to a malpractice report being sent to the exam board.

- Listen carefully to these instructions
- Do not write on or open your question paper or answer booklets until instructed to do so
- You must now follow the regulations of the examination
- Only material listed on the question paper is allowed in the examination room. You must not have on or near you any other material
- Check your pockets now. Check for things such as notes, papers, iPods, headphones, smartwatches, any digital devices, mobile phones, and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification
- If you have a watch, hand it in to an invigilator now
- If you have long hair, you must tie it back
- You may only have water in a clear bottle with the label removed.
- (For examinations with books that are allowed, add “check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the set text(s)”)
- (For examinations where a calculator is allowed, add “make sure that you hand in the lid, case or cover of your calculator and that you have cleared anything stored in the memory”)
- Check that you have been given the correct paper for the day, date, time, subject, unit/component, and tier
- Fill in all the details needed on the front cover of your answer book or question paper in black ink. Make sure you fill these details in on any additional sheets that you use and that you place these sheets in order inside your answer paper at the end of the exam
- Do not open the examination paper until you are instructed that the exam has begun

### **PAUSE TO ALLOW TIME FOR CANDIDATES TO FILL IN THE DETAILS**

- Read the instructions on the front of the question paper (you may read these out to candidates if required)
- Check that you have all the materials you need for the exam
- 

### **PAUSE TO ALLOW TIME FOR QUERIES TELL THE CANDIDATES ABOUT ANY ERRATUM NOTICES**

- Remember you must write clearly and in black ink. You may use pencil for drawings and rough notes
- You must write in the designated sections of the answer booklet
- You must write all rough work in your answer book and neatly cross it through with a single line
- You must not use correcting pens, fluid or tape, erasable pens
- You must not use highlighters or gel pens in your answers

- You must not communicate in any way, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention
- If the fire alarm sounds, please stay seated- wait for instructions from the invigilator. If we need to evacuate it will be in silence and under exam conditions through the fire exit to the assembly point in the car park at AXIS building 3

**TELL THE CANDIDATES WHEN THEY MAY BEGIN AND HOW MUCH TIME THEY HAVE**

### **What happens if you have an unauthorised absence from an exam**

Failure to turn up for an exam, and not informing the school as to why, will be treated as an unauthorised absence. You may be charged for the cost of the exam.

### **What will happen in the event of an emergency in the exam room**

If there is an emergency whilst you are in the exam room, you must follow the instructions of the invigilator. If the exam room must be evacuated remember that you are still under exam conditions. Leave all your belongings and go with the invigilator to the assembly point at AXIS 3 car park. Talking to other candidates during the evacuation will be treated as malpractice and reported to the exam board. This may lead to disqualification from your exam.

The instructions for evacuation are as follows:

#### **The Watford UTC Emergency Evacuation Procedure for Examinations**

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing
- Advise candidates to close their question papers/answer booklets and leave all question papers and scripts in the examination room
- Collect the attendance register (to ensure all candidates are present)
- Evacuate the examination room in line with the instructions given by the appropriate authority
- Candidates should leave the room in silence. Remind them they are still under exam conditions
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- Make a note of the time of the interruption and how long it lasted
- Allow the candidates the full working time set for the examination
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
- Make a full report of the incident and of the action taken, and send to the relevant awarding body

Candidates will evacuate to AXIS 3 carpark

In the event of a bomb alert evacuation will be to Radlett Road Park

## **Emergency Lockdown Procedure**

### **Emergency lock-down procedure for examinations**

The invigilator must take the following action in a lock-down emergency

- tell candidates to stop writing immediately and close their question papers/answer books
- collect the attendance register
- make a note of time when the examination was suspended
- instruct candidates to remain silent, leave all examination materials on their desks and go to the safest place in the room (furthest away from the main door)
- where safe/possible, communicate (via mobile phone) the situation to the exams officer (ensuring that all mobile phones are on 'silent' and non-vibrate mode)
- lock all windows and close all curtains/blinds. Switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- use the chain and padlock in the exam room equipment box to lock the UES
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- no one is to answer the door under any circumstances
- remain in this position until the "all clear" is announced
- make a note of the time of the interruption and how long it lasted

- make a full report of the incident and of the action taken on the incident log, and send to the awarding body

### **Suspected malpractice**

Malpractice or maladministration is deemed to be any act, default or practice, which is a breach of the regulations undermining the integrity and validity of public examinations or assessments, the certification of qualifications and/or damage the authority of those responsible for conducting them.

### **Candidates with access arrangements**

If you have been granted access arrangements for your examinations, the SENDCo will inform you which arrangements have been approved. The invigilators will be aware of your arrangements. Bilingual dictionaries will be supplied by the school and are not allowed for English and most MFL exams.

### **Contingency Day 2022**

**The Contingency Day for Summer 2023 TBC**

### **Results**

#### **November GCSE Resits**

THURSDAY 11 January 2023

#### **January Level 3 BTEC examinations**

THURSDAY 23 March 2023: BTEC Level 2 & 3 exam results issued

Results will be emailed to students

#### **Summer 2023**

THURSDAY 17 August 2023: GCE & Level 3 BTEC Results issued

THURSDAY 24 August 2023: GCSE & Level 2 BTEC Results issued

Results will be available to collect from 10am to 12pm in Sanyo Brasserie

If you wish them to be posted out, give an A4 stamped addressed envelope to the examinations officer after your last exam

Uncollected results will be emailed to your Watford UTC email address only in the afternoon

If you wish someone else to pick up your results for you, complete the authorisation form at the back of this booklet. The person collecting your results must bring the form with them and a form of ID. Results will not be given to anyone who does not bring ID or the signed form

Results will not be given out over the phone or sent to a private email address

## Post Results Services

Deadlines for Post Results services TBC (not published yet)

### November 2022, January 2023 and Summer 2023 examinations

#### Service 2 Review of marking (re-mark)

- the script will be remarked and checked by a senior examiner
- a copy of the re-marked script should be requested at the same time as the re-mark

#### Priority Review of Marking (re-mark)

- if your university place is pending (for GCE Advanced only)

#### Access to scripts (ATS) Copy

(To support teaching and learning)

- a copy of the original script

Teachers can request copies of scripts but must obtain signed permission from the candidate to use their paper for teaching and learning purposes

#### Access to scripts (ATS) Copy (Deadline Results day)

- a copy of the original script to help decide if you wish to have your paper re-marked

#### Access to scripts (ATS) Original

- the original script
- a re-mark cannot be requested if you request the original script

**IMPORTANT: Marks and grades can go down as well as up, or remain the same. Students must give their consent to any enquiry or access to scripts**

The Post Results Service fee must be paid at the time of your request. If your grade goes up, you will receive a refund. The fees list will be in with your examination results.

## An explanation of Post Results Services

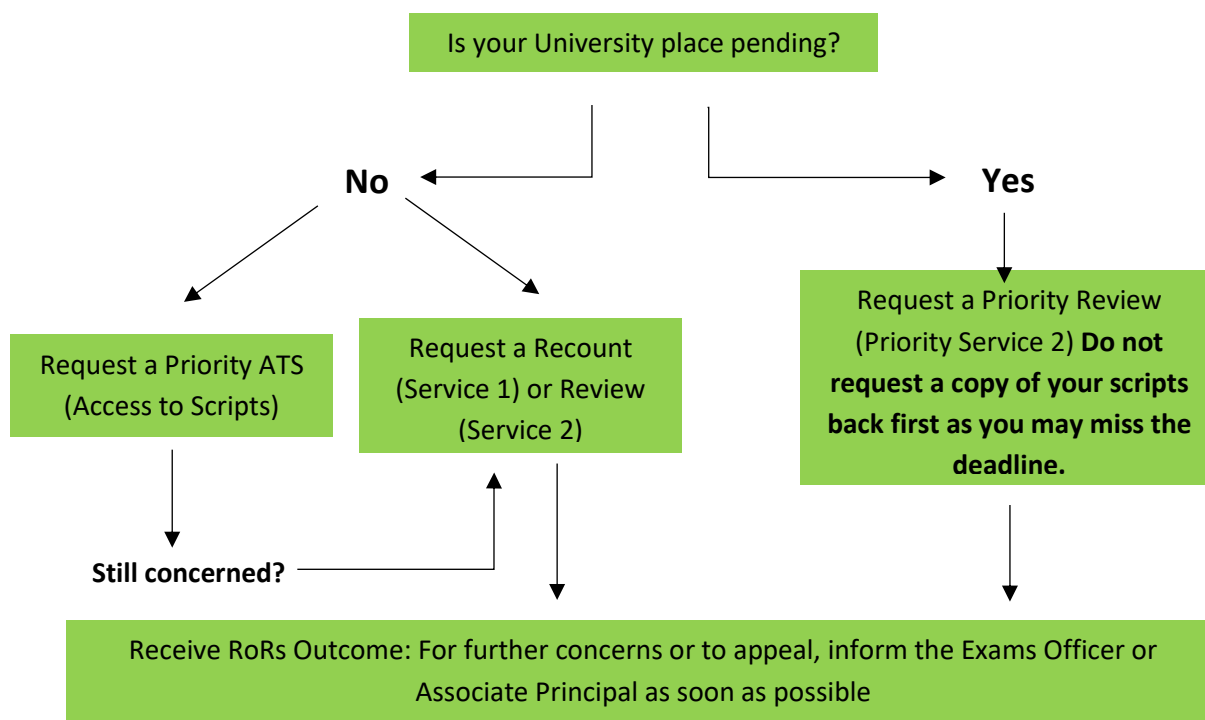
You must complete the ATS (Access to Scripts) or RoRs (Review of Results) forms at the back of the booklet, attach the fee and return to the examinations officer before the deadlines.

### HAPPY WITH YOUR GRADE:

You can request a copy of your script back (ATS Copy or Original). You will need to pay for this. **Do not use this service if you wish to have a remark, your paper may not come back in time.**

To Support Teaching & Learning:  
Your teacher may ask for your permission to request a copy of your script or the original to use in class. You will need to sign the ATS (Teaching and Learning) Form for this to happen. The school will pay for this.

### NOT SO HAPPY WITH YOUR GRADE (A Level Only):



If after you have received your RoRs outcome you are still concerned you must follow the guidelines below. More information is available from JCQ <http://www.jcq.org.uk/exams-office/appeals>

Only the Acting Principal can submit an appeal to the relevant awarding body Appeals **must** be submitted to **the relevant awarding body** within **14 calendar days** of the notification of the outcome of the enquiry

Appeals **must** be made in writing and clearly state the grounds for appeal  
The grounds for appeal **must** relate to the awarding body's procedures or the application of these post-result service

**Appeals do not generally involve further reviews of marking candidates' work.**

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.

## Reviews of marking - centre assessed marks

### **(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)**

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

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Watford UTC is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Candidates must submit their NEA by the internal deadline set by the teachers in order for the process outlined in this document to apply. The school cannot guarantee that it will be able to offer a review of marks, as set out in the procedures and process, if work is submitted too late.

Once candidates' work has been marked and moderated internally, candidates will receive their marks by school email. The appeals procedures document will be sent to the candidate at the same time. The date of the email is considered the first school day in the process.

To help you understand your mark a copy of the mark scheme will be available from your subject teacher.

When considering requesting a review of Watford UTC's marking of the assessment, copies of materials to assist you will be available from the subject teacher. You must ensure that you request these in time to allow the teacher 2 calendar days to make these available to you.

Candidates will need to state, precisely, the areas of work which they feel have been wrongly assessed on the NEA review form.

The timescales must be followed as Watford UTC has to allow sufficient time 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.

The tight timescale is also to ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. Watford UTC will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

There is a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing using the Watford UTC NEA review form.

**The mark may be increased, decreased or remain the same.** In requesting a review and signing the form, you are acknowledging that you will accept the reviewed mark.

**The process to request a review of marking:**

- candidates' work **MUST** be submitted by the internal deadline in order for a review to be requested
- candidates will need to complete the Watford UTC 'Request for NEA mark review form'
- this should be requested from the Examinations Officer [kathleen.mckenna@watfordutc.org](mailto:kathleen.mckenna@watfordutc.org) within 1 calendar day of receiving your mark
- the Examinations Officer will email the form to you the same day as your request
- the NEA review form must be returned to the Examinations Officer, in person, within 3 calendar days. An email will be sent to you acknowledging receipt of the form
- the Examinations Officer will inform the Senior Leadership team of your request
- All requests will be logged
- Watford UTC will ensure that the review is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review
- candidate's will be informed in writing by email of the outcome of the review of the centre's marking within 11 calendar days
- candidates must accept the reviewed mark
- the outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept by the Examinations Officer and made available to the awarding body upon request
- The cost of a review for GCSE will be £35 and GCE £45

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 the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should



therefore be considered provisional. This process is outside the control of Watford UTC and is not covered by this procedure

### 1. Appeals against internal assessment decisions (centre assessed marks)

This procedure confirms Watford UTCs compliance with JCQ's *General Regulations for Approved Centres 2022 2023, section 5.7* that the centre will:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the subject teacher. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

#### Deadlines for the submission of marks to awarding body (Summer 2022 exam series)

Date	Qualification	Details
01/05/2023	GCSE	Final date for submission of coursework marks (AQA, WJEC)
09/05/2023	GCSE	Final date for submission of coursework marks (OCR, Pearson)
09/05/2023	GCE / EPQ	Final date for submission of coursework marks (AQA, OCR)
24/05/2023	GCSE / GCE	Final date for submission of coursework marks (AQA Art & Design: Photography)

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

Watford UTC ensures that all centre staff follow a robust *non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE, GCE, EPQ, including the marking and quality assurance 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. Watford UTC is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre 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 mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Watford UTC will

1. ensure that candidates are informed of their centre assessed marks in a timely manner by email to their Watford UTC account or verbally (the candidate will sign a declaration sheet to state they accept their mark) so that they may consider a request to a review of the centre's marking before marks are submitted to the awarding body
2. Candidates will receive an email receipt of their request and the dates will be logged
3. will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme (given to candidates at the start of their assessment by the subject teacher) and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment
4. having received a request for copies of materials, promptly make them available to the candidate within 2 school days
5. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision
6. Requests for reviews of marking **must** be made in writing within 4 school days of receiving copies of the requested materials. The request must be made in writing to the Head of Centre by completing the internal appeals form
7. allow 7 school 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
8. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review

9. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
10. The candidate will be informed in writing of the outcome of the review of the centre's marking

"The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request."

Candidates are reminded that the review of marking **may result in their mark going up, going down or remaining the same.** Candidates must accept the reviewed mark.

After candidates' work has been internally assessed; "the moderation process carried out by the awarding body 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 in marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional."

(Quoted directly from the JCQ publication [Reviews of marking \(centre assessed marks\) suggested template for centres](#))

This process is outside the control of Watford UTC and is not covered by this procedure.

## **2. Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal**

This procedure confirms Watford UTCs compliance with JCQ's *General Regulations for Approved Centres 2022 2023, section 5.13* that the centre will:

Have available for inspection purposes and draw to the attention of candidates and their parent/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical 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 by the exams officer and are sent by email to students/parents in the student handbook and are available on the website.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results by email to parents/carers/candidates

If the centre 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 detailed below

### **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 (an individual awarding body 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, the centre 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 the centre supports any concerns

For written components that contributed to the final result, the centre will:

1. Where a place at university or college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by:
  - a) (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
  - b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access their script
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking

5. Support a request for the appropriate RoRs service (clerical re-check of review of results) if any error is identified
6. Collect informed written consent from the candidate to request the RoRs service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoRs service 1 or 2 (including priority service 2) is submitted to the awarding body.

Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded.

Candidate consent must only be collected **after** the publication of results.

For any moderated components that contributed to the final result, the centre 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 the centre's internally assessed marks have been accepted without change by the awarding body-if this is the case, A RoRs service 3 (review of moderation) will not be available
- Determine if there are any grounds to submit a review of moderation for the work of candidates in the original sample

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoRs priority service 2), advise the candidate they may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre

For a review of marking (RoRs service 1 or 2), first advise the candidate to access their script to support a review of marking by providing written permission for the centre to access the script (and any required fee) for this service to the centre to submit this request

- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoRs service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee) for this service to the centre to submit this request
- Inform the candidate that a review of moderation (RoRs service 3) cannot be requested for the work of an individual candidate not in the original sample

If a concern is raised about a particular examination result, the candidate should raise their concern in person or by email to the exams officer or Acting Principal, who will investigate the

feasibility of requesting a review supported by the centre.

Watford UTC's policy is for a member of SLT to see and discuss their results and future with every single candidate collecting their examination results before they leave the centre.

The Acting Principal and Exams Officer are all available in person on results days and by email during the following days.

Where the centre does not uphold a request from a candidate, the reasons for this decision will be explained to the candidate. The candidate may pay the appropriate RoRs fee to the centre, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review, an internal appeal can be submitted to the centre by completing the **internal appeals form** at least 14 calendar days prior to the internal deadline for submitting a request for a review of results (RoRs).

The appellant will be informed of the outcome of his/her appeal 7 calendar days before the internal deadline for submitting a RoRs.

Following the RoRs outcome, an external appeals process is available if the head of centre 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 is satisfied after receiving the RoRs 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. Following this, the head of centre'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.

The **internal appeals form** (located at the end of this document) should be completed and submitted to the centre within 3 calendar days of the notification of the outcome of the EAR. The form should be emailed or handed to the head of centre, the Principal. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

**Internal Appeals Form**

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

Please tick to indicate what the appeal is against.

- internally assessed marks**
- the centre decision not to support an enquiry about results**
- the outcome of a review of results**

Name of appellant	Candidate name
Awarding Body	Exam paper code
Subject	Exam paper title

Please state the grounds for your appeal below

Continue overleaf if necessary

**Appeal against internally assessed marks**

**Appellant declaration**

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

Signature:

Date of signature:

**Appeal against the centre decision not to support a review of results**

**Appellant declaration**

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

**Appeal against the outcome of a review of results**

**Appellant declaration**

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

Signature:

Date of signature:

## Certificates

Autumn/ November exam certificates will be available from April

Summer exam certificates will be available from the end of November.

If you wish to have them sent out to you bring a stamped addressed A4 envelope to the UTC before the end of October. The cost will be £3.50 for Recorded delivery and £8.00 for Special delivery.

**Some awarding bodies will not re-print certificates but will send a transcript of your results. At other awarding bodies, certificates cost up to £50 to replace therefore a signed for service is advisable.**

If you wish to come in and collect your certificates: send an email to [examinations@watfordutc.org](mailto:examinations@watfordutc.org)

If someone else picks them up on your behalf, they will need to bring the authorisation form for certificates collection signed by both you and them and their ID.

48 hours' notice is needed to collect certificates from the UTC. They will be left in reception for you.

If you do not collect your certificates, they will be destroyed confidentially after 5 years.

Certificates can be posted out by second class post at your own risk. Watford UTC is not liable for their replacement.

## Re-sits GCE Year 13s Only

If you are unhappy with your grade, the option to re-sit is available and your subject teacher supports your re-sit, you may re-sit the exam unit the following year.

You will need to complete the re-sit form and attach the fee. The fees list and entry deadline will be available from the UTC in December on the Watford UTC website.





## The Watford UTC Results Collection Authorisation Form

Authorisation form for another person to collect GCE /GCSE /BTEC results or any certificates available on August 17/August 24 2023 on your behalf.

I ..... (name) give permission for

.....(name) to collect my GCE / BTEC / GCSE results / any certificates.

I accept that the UTC will not be responsible for my results letter or certificates once they have been collected.

Signature of student:.....

Date: .....

Signature of authorised person:.....

Date: .....

The authorised person will need to bring ID with them.



**REVIEW OF RESULTS CLERICAL CHECK  
(re-count) Candidate consent form**

**Information for candidates**

This form is to be completed if you wish to have the marks awarded re-counted. This enquiry will check that all pages of your script have been marked; all the marks have been counted and that the correct mark was uploaded on the results document.

You must sign the form to give your consent to the re-count.

Centre Number 17620	Centre Name The Watford UTC
Candidate Number	Candidate Name
Awarding Body	Qualification Level
Subject Title	Paper/unit

**I give my consent to the examinations officer to request a clerical check (re-count) of the marks awarded for the examination(s) listed above. In giving consent to a review of the marks awarded and any subsequent appeal, I understand that the final subject grade may remain the same, be lower than or higher than the original grade I was awarded for the subject.**

Signed:.....

Date:.....

This form will be retained in the centre's files for 12 months following the outcome of a clerical re-count.



**REVIEW OF RESULTS**  
**Candidate consent form**

**Information for candidates**

This form is to be completed if you wish to ask for a review of your result.

You must sign the form to give your consent to the review of your result being made, and to inform the UTC that you have understood what the outcome could be.

The outcomes are as below:

- your original mark is lowered, so your final grade may be lower than the original grade you received
- your original mark is confirmed as correct, so there is no change to your grade
- your original mark is raised, so your final grade may be higher than the original grade you received

Centre Number 17620	Centre Name The Watford UTC
Candidate Number	Candidate Name
Awarding Body	Qualification Level
Subject Title	Paper/unit

**I give my consent to the examinations officer to ask for a review of the result of the examination(s) listed above. In giving consent to a review about the result and any subsequent appeal, I understand that the final subject grade may remain the same, be lower than or higher than the original grade I was awarded for the subject.**

Signed:.....

Date:.....

This form will be retained in the centre's files for 12 months following the outcome of an enquiry about results or any subsequent appeal.



**Access to Scripts (ATS)**  
**Candidate consent form for requesting a copy of or the original examination scripts**

Centre Number 17620	Centre Name The Watford UTC
Candidate Number	Candidate Name
Subject Title	Paper/unit
Original script	Photocopy script

I understand that if I request the original examination script, I will not be able to ask for a review of the result (RoRs). A photocopy script is not available for AQA GCSE.

Signed:..... Date:.....

**The fee must accompany the request and be received before the published deadlines. Requests without the fee, unsigned or received after the deadline will not be processed.**

This form will be retained in the centre's files or 12 months.



**Access to Scripts (ATS)**

**Candidate consent form for use of examination scripts for teaching and learning purposes**

Centre Number 17620	Centre Name The Watford UTC
Candidate Number	Candidate Name
Subject Title	Paper/unit

**I give permission for my script to be used in the classroom or reviewed by the teacher but do not wish anyone to know that it is mine. My name and candidate number must be removed.**

Signed:..... Date:.....

**I give permission for my scripts to be used in the classroom. My name may remain on the scripts.**

Signed:..... Date:.....

This form will be retained in the centre's file for 12 months.



### Request for an NEA mark review

Student :	Subject :
Mark awarded:	
Title of the work you wish to be reviewed:	

Please explain why you feel a review of the mark is necessary. Remember to refer to the mark scheme and your work as you do this. You need to explain which aspects of your work you feel have not been assessed accurately.

I give my consent for a review of this non-examined component. In giving consent I understand that as a result of this review the mark for this piece of work may be lowered, increased or remain the same and that I must accept the mark I am given as a result of the review process. I understand that after this review is settled, the component is moderated by the awarding body to ensure consistency in marking between centres. During the moderation process the mark awarded may be changed. The moderation process is outside of the control of Watford UTC and is not covered by this procedure.

Signature:

Date:

Request for reviews made after the dates laid out in the procedures policy will not be accepted