

CHELMSFORD COUNTY HIGH SCHOOL

Centre No: 16319



GCSE / A LEVEL EXAMINATION GUIDE 2023/24

GUIDANCE FOR STUDENTS AND PARENTS

Please note that this guide contains important information regarding your examinations.

Please read this carefully and keep it in a safe place so that you can refer to it later.

Produced information used from:



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1. INTRODUCTION

Chelmsford County High School (CCHS) aims to make the examination experience as successful possible for all students.

The school conducts mock and internal examinations with the same procedures as the summer public exams, this will allow our students to be familiar with the process beforehand.

This booklet is intended to assist students in learning about the examination procedures, answer the most frequently asked questions and act as a guide for the examination process. Well-informed students will realise that the procedures are designed to ensure fairness and minimise disturbance, and it is in the interest of everyone that the examinations run smoothly.

If you or your parent/guardian have any queries or need help or advice at any time before, during or after the examinations please contact:

Mrs F Hassan, Examinations Officer (exams@cchs.co.uk)



Regulation

All students are required to read carefully and understand the Joint Council Qualification (JCQ) [“Information to Candidates” \(Written Examinations\)](#). Any breaches of these examination regulations could lead to disqualification from all subjects. The school is required to report any such breaches to the relevant Awarding Body.

Internal Assessment/Coursework

All Internal Assessment/Coursework must be completed and submitted to your teacher by the set deadline. The work must be your own in accordance with the CCHS Academic Honesty Agreement.

The JCQ document [“Information for candidate – non-examination assessments”](#) explains details on Internal Assessments and Coursework.

CCHS submission deadline for internal assessments:-

SUBJECT	LEVEL	EXAM BOARD	CODE	FINAL SUBMISSION FOR STUDENTS
Drama	GCSE	AQA	8261/C	13 th Oct
English Language	GCSE	AQA	8700	
Music	GCSE	WJEC	C660QU10-1	
Music	GCSE	WJEC	C660QU20-1	
Art, Craft and Design	GCSE	OCR	J170	2 nd May
Art, Craft and Design	A LEVEL	OCR	H600	7 th May
Biology A	A LEVEL	OCR	H420/04	
Chemistry A	A LEVEL	AQA	7405/C	
Computer Science	A LEVEL	AQA	7517/C	18 th March
English Literature	A LEVEL	AQA	7712/C	29 th Feb
EPQ A Level 3 Project	PROJECT	AQA	7993	27 th March
Geography	A LEVEL	AQA	7037/C	29 th Feb
History	A LEVEL	AQA	7042JH	1 st Dec
HPQ Y10 GCSE Level 2 Project	A LEVEL	AQA	7992	16 th July
Drama & Theatre	A LEVEL	AQA	7262/C	29 th Jan
Music	A LEVEL	WJEC	A660U20-1	
Physics	A LEVEL	OCR	H556/04	

Appeals for Internal Assessment

All teachers assess student work fairly, consistently and following the specifications set by Exam boards. Students have a right to appeal if they believe an error has been made against the set specification. It is important to note that appeals should only be made if the student believes there has been a failure of the procedure and not just against the mark received. Before appealing, all students should contact Mrs Hassan in the first instance, in writing. More information will be given to students via email when they receive their marks. You can find the internal appeal procedure [here](#).

2. BEFORE THE EXAMINATION

Statement of Entry

Season: Summer 2024
Name: Joe Bloggs Year: 13
Gender: Female Registration Group: 13DNO
Date of Birth: 15/02/2006 Admission Number: 000000
Candidate Number: 0000 ULN: 0000000000 UCI: 000000000000A
Name on Certificates: Joe Bloggs

Entries

DOM	GCE/A	Bi	GCE Biology
DOM	GCE/A	Ch	GCE Chemistry
DOM	GCE/A	Ps	GCE Psychology

PLEASE CHECK, SIGN AND RETURN YOUR SUMMER 2023 STATEMENT OF ENTRY TO THE EXAMINATIONS OFFICE. ADVISE THE EXAMINATIONS OFFICE OF ANY ISSUES OR CONCERNS IMMEDIATELY.

Signature: _____
Date: _____

Statements of Entry

In January, all students will receive a Statement of Entry which indicates the subjects you are being entered for. Please carefully check to ensure there are no errors such as date of birth, spelling of names, etc as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Centre Number

You must also write our school Centre Number on your examination papers and Internal Assessment/Coursework cover sheets - this is **16319**.

Candidate Name

Students are registered using legal names and not by preferred names. The names will be the same as the student's birth certificates and passports and these will appear on the candidate cards.

Candidate Number

Each student has a four-digit candidate number. This is the number which will be entered on examination papers. It will appear on the examination candidate's ID card in the exam room.

Exam Fees

Exam Fees for curriculum subjects are paid for by the school unless a student is re-sitting a paper. Any fees must be paid before an exam entry can be made. If a student fails to attend an exam, they may be liable to pay for the exam fee.

Timetables

The full examination timetable will be available on the school's [website](#). All students will receive an individual timetable showing their own specific examinations with details of the date, time and duration of their examinations. Check this carefully and if you think something is wrong, speak to Mrs Hassan immediately. The exams are scheduled for the following times;

Morning start: 09:00 Afternoon start: 13:30

Students are required to know which exam room they are in and ensure they arrive at least 15 minutes before the start of each examination. Seating plans for all rooms will be displayed on the exam notice board near the library.

Exam Clashes

If there are any clashes on an exam timetable, i.e. two or more examinations at the same time; arrangements will be made for the student to take these subjects one after the other as long as the total time is not more than three hours for both exams. The school is not allowed to move examinations to a different session if the total time does not exceed three hours. In these

circumstances where the total time is three hours or less you will be entitled to a supervised break of no more than 20 minutes between the papers. The break will be conducted under formal examination conditions within the examination room. Students are not allowed access to revision notes.

If the total time is more than three hours, the examinations will be split between morning and afternoon sessions. If this happens, an invigilator will supervise students in between examinations. Students must bring lunch and may have access to revision notes. During this time, students will **not** be allowed access to your mobile phone/smartwatch, etc.

Exam Dates

GCSE and A Level exams will be held between **9th May and 25th June 2024**. Modern Foreign Language (MFL) Orals will take place between the 15th and 17th May 2024. Students will be instructed by their teacher in advance when the exam will take place.

Contingency Days

The JCQ and exam awarding bodies have designated 'contingency days' in the event of a national disruption to a day of examinations. Students should remain available until Wednesday 26th June 2024 should examinations need to be rescheduled.

There will be two half-day contingency sessions. These are on **Thursday 6 June 2024** (afternoon) and **Thursday 13 June 2024** (afternoon) and the standard contingency full day is on **Wednesday 26 June 2024**.

3. DURING THE EXAMINATIONS

Attendance at Examinations

- Students are responsible for checking their timetable and arriving at the exam on the correct day and time, in uniform and with the required equipment.
- Students must arrive 15 minutes before the start time of their examination. Please wait quietly outside your exam room until you are invited into the exam room.
- Students who arrive late for an examination may still be admitted, but the school will need to report this to the Examination Board who will decide whether to accept their paper. Listen to all instructions carefully if arriving late. If special consideration applies, please seek assistance from the Examinations Officer.
- A large-print Seating Plan is available outside of the main exam hall for students to double-check their seat number before entering the exam room.
- Do not attempt to communicate with or distract other students. This could be seen as malpractice and could have the exam paper disqualified.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that students will need to know.
- Check that the correct question paper has been issued – check the subject, paper details and tier of entry.
- Read all instructions carefully and number your answers clearly.
- It is CCHS policy that students must stay in the examination room for the whole duration of the exam. Students will not be allowed to leave an examination room early. If the exam paper has been finished, use any remaining time to check over the answers and make sure that all details have been completed correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work.
- Invigilators will collect the exam papers before students are permitted to leave the room. Absolute silence must be maintained during this time. Remember, it is still examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room quietly and show consideration for any other students who may still be working.

Equipment

Equipment you are required to bring to every examination:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber



Students MUST write in black ink. Highlighters may be used unless the instructions printed on the front of the question paper state otherwise. Equipment must be in a clear pencil case or a see-through plastic bag. Highlighters, correcting pens, fluid or tape, erasable pens or gel pens are not to be used in answers.

The following items should also be brought to certain examinations (students to check with their teacher for each examination – if they are unsure, bring them anyway)

- Compass
- Protractor
- Calculator
- The school will provide tracing paper if it is needed.

Scrap paper and revision notes must not be taken into the examination room. All rough work must be done in their answer booklet and then crossed out if it is not required to be marked.

Calculators

A calculator can be used unless told otherwise. If allowed, it is the student's responsibility to bring one. Please check that the batteries are working properly, clear anything stored in the memory, remove any case and check that it meets examination board regulations. If in doubt, please check with your teacher beforehand.

Calculators must not:

- Be designed or adapted 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 student during an examination for any reason.
- Have retrievable information stored in them, this includes:
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

Mobile phones/Electronic Devices/Watches



It cannot be stressed enough how important it is NOT TO HAVE MOBILE PHONES OR ANY OTHER ELECTRONIC DEVICES ON YOU IN THE EXAMINATION ROOM. Mobile phone, mp3 player, smartwatch or any other electronic device must be left outside or handed into an invigilator before the exam. Anyone in possession of any unauthorised item will be disqualified from all examinations.

Emergency Procedures

In the event of an emergency evacuation, students must listen carefully to the instructions from the invigilator:

- Stop writing and close your paper.
- Leave the room in silence and in your sitting order. Follow the invigilator to the assembly point.
- Remain silent and do not communicate with any other student otherwise, they risk the security of the examination. Gather at the assembly point in the same seating plan arrangement as you were in the exam room.
- When it is safe to do so, students will be escorted back to the exam room.
- Listen to the instructions to restart the examination. Do not worry – The full time of the paper will be allowed to continue

REMEMBER: Remain silent, listen carefully for all instructions and do not panic.

Holidays

Examinations and internal assessments take place throughout the year and it is the School's policy not to authorise family holidays taken during term time. All holiday vacations should be arranged only during the recognised school holiday breaks.

Absence

There will not be another opportunity to sit the GCSE and A Levels exam or assessment until the following year. It is vital to understand that if, for any reason, an exam is missed, the only opportunity to sit this, is on a different day, which will most likely be the following year.

If a student is too ill or unable to sit an examination, the school MUST be informed as early as possible by calling 01245 352592 and emailing exams@cchs.co.uk. Medical or other appropriate evidence must be obtained on the day by the student/parent/guardian and given to the exam office without delay. If appropriate, an application for 'Special Consideration' (see below) can be submitted to the Awarding Body.

Special Consideration

If anyone experiences difficulties during the examination period (e.g. illness, injury, or personal problems), please inform the school at the earliest possible point so that help and advice can be given. Only in 'exceptional circumstances' are students allowed special consideration for absence from any part of an examination. Medical or other appropriate evidence must be obtained on the day by the student/parent and given to the Examinations Officer, without delay. The doctor or nurse must have signed the documentation. Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence.

Special consideration is only for things that happen immediately before or during an exam or assessment and have a significant effect on a student's ability to take that exam or assessment, or how they performed.

To be eligible for special consideration, students must have fully prepared for the exam and have covered the whole course. Students will not be eligible for special consideration if the whole course was not covered during term time e.g. joining the class part way through, or the education was disrupted due to staff shortage, building work or lack of facilities.

If anyone believes they might be eligible for special consideration, please speak to the examination officer and complete the **Special Consideration form** (See Appendix 4).

More information for Special Consideration is available from the JCQ publication: A Guide to the Special Consideration Process [Regulations and Guidance - JCQ Joint Council for Qualifications](#)

Access Arrangement

Access arrangements allow students with special needs or temporary injuries to access the assessment without changing the demand of the assessment.

Miss Pocock (SENDCo) organises the arrangement and would be able to give students more information regarding reasonable adjustments and whether they apply to you.

They could include;

- Extra time
- Changes to exam papers, e.g. colour of paper, large print
- Supervised rest breaks

Different reasonable adjustments are available depending on the needs of individual students. If the student thinks they need a reasonable adjustment or access arrangements, it is important that they speak to Miss Pocock as soon as possible.

Malpractice

Malpractice involves some form of wrongdoing. Examples include;

- Sharing answers
- Impersonation
- Leaking exam papers or other assessment materials
- Swapping scripts
- Inappropriate use of artificial intelligence (AI) in non-exam assessment such as the use of chatbots
- Smuggle information or take mobile phones and communication devices into exam halls

To be clear, any watches or mobile phones in the exam hall will be treated as malpractice.

All submitted work, as part of exams and assessments, must be students own work; submitting any work that is not their own is malpractice.

Do not access any websites or individuals offering leaked exam papers or other assessment materials in advance of your exams or assessments. Do not look at any papers or materials in advance of your exams or assessments. Do not look at any papers or materials offered in this way. They are mostly fake and the awarding organisations will investigate any attempts that breach the exam paper security. If there is any evidence that you have engaged with leaked papers, students could face sanctions, including disqualification from the qualification.

Students who cheat or commit malpractice face serious sanctions, including being disqualified from all qualifications offered by an awarding organisation.

How to Report Suspected Malpractice

Everyone involved in delivering and taking exams and internal assessments has a role to play in preventing and reporting malpractice, including you. This is to make sure that exams are fair for all students.

All allegations of malpractice are taken extremely seriously and will be investigated.

If you see or suspect malpractice you should report it to a teacher, examinations officer or the awarding organisation. The school must report such incidents to the awarding organisation.

If you would rather not talk to the school, you can contact the relevant awarding organisation or [Ofqual Complaints and Whistleblowing](#)

4. AFTER THE EXAMINATION

Marking

After the student has taken the exam or assessment, the work will be marked. Awarding organisations decide how this is done. It could be paper-based or online and could be marked by several different people. Awarding organisations check markers' work at every stage to make sure it is consistent and high quality.

If the qualification includes non-exam assessment, for example, practical work or a performance, this may be marked by your teacher according to the awarding organisation's requirements. If there are concerns about how your non-exam assessment has been marked or how the provisional grade has been worked out, please speak to the teacher or subject lead.

Where assessments are marked by the teacher, in GCSE and A Level, you are entitled to know your marks. If the student do not think their mark is correct, they can ask the school for a review of the teacher's marking before your marks are given to the awarding organisation. Someone not previously involved in the marking will review your work.

The awarding organisation then checks the school's marking. This checks that the marking meets the awarding organisation's expectations.

Awarding organisations check teachers' marking of non-exam assessments so that marking is consistent across all schools. Awarding organisations might look at a sample of work from the school to check that the marking is in line with the national standard.

Grading

For many qualifications, after the exam papers or assessments have been marked, the awarding organisation will then determine how many marks are needed for each grade. This is known as grading. The awarding organisation will review the papers for the quality of student work and all the available evidence before recommending the grade boundaries. This happens after work has been marked so that awarding organisations can see how students have answered the questions.

It is important to remember that grade boundaries vary from year to year for each qualification. Although senior examiners aim to produce exam papers of the same difficulty each year, in practice this is very hard to do. Because of this, the grade boundaries vary to reflect the level of challenge of the papers taken that year. These changes to grade boundaries make sure that fair and appropriate grading standards are set and that it is not easier or harder to get a grade from one year to the next. As in any year, senior examiners will recommend grade boundaries for every qualification after they have reviewed students' work in their exams and other assessments.

As grade boundaries can change each year, when preparing for your exams or assessment, students should focus on the underlying content, knowledge and skills required for each qualification, rather than only the grade boundaries set for papers from previous years.



Results

Students will receive your results on the following dates:

A Level | EPQ | FSMQ – **Thursday 15th August 2024**

GCSE – **Thursday 22nd August 2024**

Results will be issued to students via their school email address at 8:00 am. Please contact IT before results day if students are having issues accessing your email.

Enquiries about Results - Post Results Services Review of Results (RoR)

If students would like to query a mark/grade upon receipt of the examination results, they should first contact the relevant Head of the Department. If they then decide to have their results reviewed, use the link provided in the results email that will allow them to request the following:

The post-results services for GCSE and GCE (available from Summer 2019 onwards) are shown below

Reviews of Results (RoRs)

- Service 1: Clerical re-check
- Service 2: Review of marking
- Priority Service 2: Review of marking (GCE A-level qualifications only)
- Service 3: Review of moderation

Appeals

Following the outcome of RoRs

Access to Scripts (ATS)

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

JCQ publishes information and guidance on the common arrangements for *Post-Results Services* for its member awarding bodies on the [JCQ website](#)

All information, fees and deadlines will be given to students with their examination results. Please be aware that grades can be either raised, remain the same or lowered. If the result is lowered students cannot return to the original grade. If anyone would like to proceed to have their results reviewed, full payment must be received by CCHS before the request can be processed. In all cases, you must sign the consent form before the application can be processed. Please use your personal email address when submitting correspondence as some school email accounts may be terminated after the exams are over.

Deadlines

Although awarding organisations publish details of the deadlines for seeking review of marking or moderation and appeals on their websites, CCHS will notify students of the School deadlines to which students must adhere. This allows the school to check all RoRs before submitting them to exam boards.

Private student should make their request for a priority review directly with the respective awarding organisation.

Appeals

Once a RoR has been received, students are entitled to appeal if they are not completely satisfied with the outcome. Equally, CCHS can also challenge the review decision through an appeal if it is felt appropriate to do so. These may include decisions about reasonable adjustments, special consideration, other administrative decisions and malpractice sanctions. If you have concerns about any of these decisions, speak to your Examination Officer.

Re-sits

Most exams are undertaken in May and June each year. Any students that wish to re-sit a GCSE or A Level exam, will need to wait until the following summer.

GCSE English Language and GCSE Mathematics exams are also available in November, but for only students that were aged 16 or above on 31st August of that year. Please contact your Examination Officer for resit entry.

Examination Certificates



All students will be invited for Speech Day after Easter to celebrate achievements and receive their certificates. If they require your certificates earlier, they will be available from 1st December 2024 for the exams taking place in summer 2024. Students will need to send an email to exams@cchs.co.uk to make this request.

CCHS is only obliged to keep certificates for one year after issue. If students do not collect their certificates within this time or if they lose their certificates, they can only be replaced by students making a direct application to the awarding body. This will require proof of identity such as a birth certificate and paying a fee to the awarding body. The fee varies between different exam boards. Please contact the relevant awarding body in this instance. Students are encouraged to collect their certificates as soon as possible and keep them safe.

Postage of certificates – Students can request to have their certificates posted to them using Royal Mail Signed-For service. All requests must be in writing. A £10.00 admin fee applies to cover the cost of this service. CCHS does not take responsibility for the loss of certificates sent by post.

Resilience Arrangement

It is very unlikely that formal exams and assessments will be cancelled but, just in case something does happen, there are arrangements in place.

Ofqual has asked schools to gather evidence [Guidance on collecting evidence of student performance to ensure resilience in the qualifications system](#) of your work during the year that could be used to determine grades for GCSE, A Level and Project Qualification. This evidence would only be used in the unlikely event that national exams and assessments could not go ahead as planned. Schools have been told that this evidence should come from assessments that students normally take, for example, mock exams. Your teachers should tell you when you are taking assessments that could be used as evidence, but you should just approach them as you normally would.

Students should expect that exams and assessments will go ahead. Further information will be provided to schools and colleges in the unlikely event that exams cannot go ahead as planned.

(Source: Ofqual student guide 2024, published 20 November 2023)

5. FREQUENTLY ASKED QUESTIONS

Q. What do I do if there is a clash on my timetable?

The school will re-schedule papers internally (on the same day) when there is a clash of subjects. Students will normally sit one paper and then have a break during which they will be supervised and isolated. Students must not have any communication with other students. They will then sit the second subject exam paper. The correct times should be on your individual student timetable. If in doubt, please consult your examinations officer.

Q. What do I do if I think I have the wrong paper?

The Examinations Officer/Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Examinations Officer/Invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

Q. What do I do if I forget the School Centre Number?

The Centre Number is 16319. It will be displayed in the examination room and on individual Candidate ID Cards.

Q. What do I do if I have an accident or I am ill before the examination?

Inform the school at the earliest possible point so we can help or advise you. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an 'Appeal for Special Consideration' on your behalf, please inform your examination officer.

Q. What is an Appeal for Special Consideration?

Special Consideration is a post-examination adjustment to a student's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Students will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The student will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

Q. If I'm late, can I still sit the examination?

Provided you arrive at school by 9.25 am or by 1.55 pm, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception and hand in your phone and any electronic devices. A member of staff will inform the Examinations Officer and you will be escorted to the examination room. You must not enter an examination room without permission after an examination has begun. You should also be aware that if you start the examination more than

1 hour after the published starting time, the school must inform the examination board who could decide not to accept your work. Please ensure that you allow enough time to get to school and take into account any unforeseen delays on the day (e.g. transport problems)

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform.

Q. What equipment should I bring for my examinations?

For most examinations, you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations, you will need a calculator (Maths/Science), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you before the examinations. You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another student during the examination.

Q. What is allowed in the examination room?

Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper of the subject concerned. Do not bring any valuables into school when you attend for an examination. No food or drink is allowed in the examination room, except for water which must be in a clear, unlabelled see-through bottle. If you have to bring a mobile, it must be switched off and left in your bag. Please note that some mobile phones have an alarm/alert system that activates even when the phone is switched off. Check and cancel any alarms/alerts/notifications.

Q. How do I know how long the examination is?

The length of the examination is shown on your individual timetable under the heading 'duration.' Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the whiteboard at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

No - It is not the school's policy to allow students to leave the examination room early, as this is disruptive to other students. A student may not leave the examination room until the full exam time has finished or without the permission of the Examinations Officer.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other students during the evacuation.

Q. Can I go to the toilet during the examination?

Only if it is absolutely necessary. An invigilator will escort you. You will not get this time back for your exam.

Q. Am I entitled to extra time – how will this affect the way I take my examinations?

Some students receive an allowance of up to 25% extra time. Where possible such students will be seated together to minimise disturbance from other students who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board or the individual extra time form.

Q. What do I do if I don't get the grades I need/expect?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to enquire about your result you should first consult the Head of Department to obtain their advice to request a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Examinations Officer by the date on the Post Results form.

6. IMPORTANT CONTACT DETAILS AND USEFUL WEBSITES

Important Contact Details

Mrs F Hassan | Examination Officer | fhassan@cchs.co.uk, exams@cchs.co.uk

Mrs J Cross | Deputy Headteacher (Academic) | jcross@cchs.co.uk

Miss H Pocock | SENCO | hpocock@cchs.co.uk

CCHS Main office– 01245 352592, office@cchs.co.uk

[Home - Chelmsford County High School for Girls \(cchs.co.uk\)](http://cchs.co.uk)

[Examinations - Chelmsford County High School for Girls \(cchs.co.uk\)](http://cchs.co.uk)

Useful Websites

AQA - aqa.org.uk

OCR - ocr.org.uk

Edexcel/Pearson - qualifications.pearson.com

WJEC - wjec.co.uk

Joint Council for Qualifications - www.jcq.org.uk

Ofqual

You can find the most up-to-date information about the arrangements for 2023 to 2024 on [Ofqual: rolling update - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Home - Contact Ofqual](http://www.gov.uk) – click on the “enquiries” option. Telephone: 0300 303 3344 (open 09:00 to 17:00 on weekdays)

If you want to complain to Ofqual about an exam board or awarding organisation, see the Ofqual complaints procedure - [Complaints procedure - Ofqual - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

National Careers Service

The National Careers Service [Careers advice - job profiles, information and resources | National Careers Service](http://www.nationalcareersservice.org.uk) provides free and impartial career advice, information and guidance. The service is available to anyone aged 13 plus. The NCS runs an exam results helpline from level 3 results day to a week after level 2 results day. Telephone 0800 100 900 (08:00 to 20:00, weekdays. 10:00 to 17:00 on Saturday). Calls are free from landlines and most mobile numbers.

UCAS

[UCAS | At the heart of connecting people to higher education](http://www.ucas.com), the Universities and College Admissions Services, is an independent charity, and the UK’s shared admissions service for higher education.

For any questions about higher education applications and admissions, you should contact the relevant institution directly. Telephone: 0371 468 0468 (08:30 to 18:00, weekdays)

Equality Advisory and Support Services (EASS)

[Equality Advisory and Support Service \(equalityadvisoryservice.com\)](https://equalityadvisoryservice.com) advises and assists individuals on issues relating to equality and human rights, across England, Scotland and Wales. Telephone: 0808 800 0082. Textphone: 0800 800 0084

Mental Health Support

Always make sure you speak to somebody if you are feeling anxious or struggling with your mental health. This might be a parent, carer or someone else you trust.

You may find it helpful to read our resources on preparing for exams [What sorts of things might help you prepare for exams?](#) – including Ofqual guide to coping with exam pressure [Coping with exam pressure - a guide for students](#)

Other Organisations

[Childline](#) is a service provided by the NSPCC offering confidential support and advice to children and young people.

[Mind](#) is a charity providing mental health support for anyone experiencing a mental health problem.

[Young Minds](#) is a charity working to improve emotional well-being and mental health among children and young people.

[NHS Mental Health](#) is a service that works with children and young people who have difficulties with their mental health or well-being.

Support Materials

The Department for Education has confirmed students don't need to memorise formulae for GCSE mathematics and equations for GCSE physics and combined science in 2024, see [link](#).

Ofqual is [consulting](#) on the provision of support materials, in the form of formulae and revised equation sheets, and will confirm the support in place once this consultation has concluded.

Your school enters you for the exams and assessments for the qualifications you are taking.

If you are unsure about any aspects of the exams or assessments, you are entered for you should speak to your school.

7. APPENDICES

Appendix 1 - JCQ Documents For Students

Make sure you have read and understood the Joint Council Qualification (JCQ) by clicking on the links below.

Information for Candidates – Written Examinations

[IFC-Written Examinations Sep2023 FINAL.pdf \(jcq.org.uk\)](#)

Information for Candidates – Non-examination assessments

[IFC-NE Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

Information for Candidates – Coursework assessments

[IFC-Coursework Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)

Information for Candidates

[IFC-On-Screen Examinations 2023 FINAL.pdf \(jcq.org.uk\)](#)

Information for Candidates – Privacy Notice

[Information for Candidates - Privacy Notice \(JCQ\)](#)

Information for Candidates – Social Media

[JCQ Social Media Infographic v4](#)



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

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.

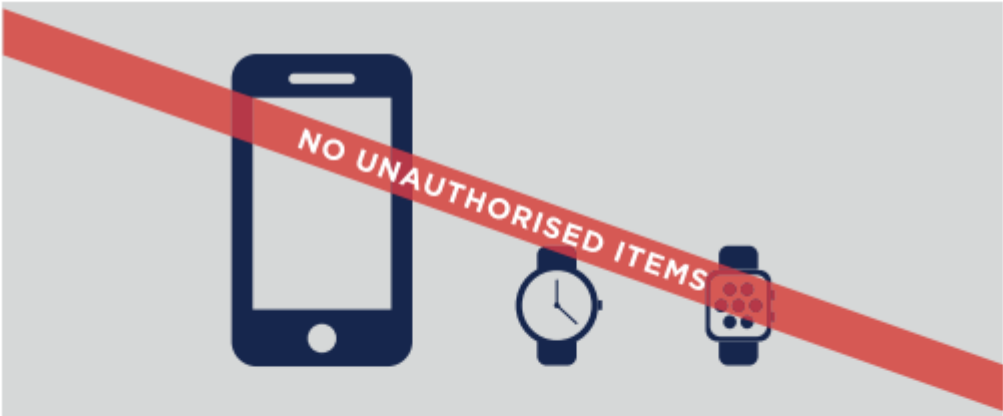
The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



AQA City & Guilds CCEA OCR Pearson WJEC

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 4 – Special Consideration Form



Chelmsford County High School for Girls

SPECIAL CONSIDERATION - Candidate Consent Form

The candidate must complete the form below if they were present for an examination but disadvantaged by a temporary illness, temporary injury or some other event outside the candidate's control at the time of the examination. This must have had or is reasonably likely to have had, a material effect on a candidate's ability to demonstrate her normal level of attainment in an examination. Please return the form to Mrs Hassan, fhassan@cchs.co.uk.

Candidate Name:		Candidate No:	
Date of Birth:		Contact Tel No:	

Exam Board	Level (GCSE/GCE)	Subject	Paper/Unit No	Date of Exam

Date problem occurred or began: _____ dd/mm/yy

Did the problem have consequences for the candidate at the time of the exam? No Yes

Has the candidate completed the relevant part of the course leading to the exam? No Yes

Does the candidate have medical or other evidence supporting this request? No Yes

If Yes, please attach it.

DETAILS OF DISADVANTAGE: (max 400 characters inc spacing)

Signed:

Date:

Appendix 5 – Internal Appeals Form



Chelmsford County High School for Girls Internal Appeals Form

Please tick the box to indicate the nature of your appeal and complete all white boxes* on the form below

- Appeal against an internal assessment decision and/or request for a review of the marking
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Candidate Name			
Awarding Body		Exam Paper Code	
Qualification Type		Exam Subject	
Contact Number		Email Address	

Please enclose the administration fee of £25.00 (by cheque to CCHS) when returning this form to the Examinations Office. To organise a payment by ParentPay or Bank Transfer please discuss with the Examinations Office.

Please state the grounds for your appeal below.

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking
If necessary continue on an additional page if this form is being completed electronically or overleaf if a hard copy is being completed

Candidate Signature:

Date of Signature: