

Nihil quam optime

Chulmleigh College

Nothing but our best

EXAMINATIONS 2025/26

**GUIDANCE FOR
STUDENTS & PARENTS**

**Centre Number:
54123**

College Telephone No: 01769 580215

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INTRODUCTION

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

The purpose of this handbook is

- *To support/complement candidate briefings/assemblies*
- *To inform candidates about malpractice in examinations/assessments*
- *To inform candidates about the use of their personal data and copyright*
- *To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken*
- *To ensure copies of relevant JCQ information for candidates' documents and exam room posters are provided in advance of any exams/assessments being taken*
- *To answer questions candidates may have etc.*
- *To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of*

Please keep this booklet safe for you to refer to during your final year here at the College.

The awarding bodies (or exam boards) set down strict criteria which must be followed for the conduct of exams and Chulmleigh Community College is required to follow them precisely. You should therefore pay particular attention to the Notice to Candidates enclosed later in this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries, need help or advice about the exam process at any time before, during or after the exams please contact, the Examinations Officer.

For specific subject queries please contact **subject teachers**.

College telephone number: **01769 580 215**

College email address: examinations@chulmleigh.devon.sch.uk

Remember – we are here to help.

GOOD LUCK!

BEFORE THE EXAMS

AWARDING BODIES / EXAM BOARDS

- The College uses the following Awarding Bodies: AQA and Edexcel (Pearson)

STATEMENTS OF ENTRY

- For the summer 2026 exams, each student will receive a statement of entry from the College towards the end of February which will show which subjects and level of entry you have been entered for (i.e. Higher or Foundation if applicable for that exam).
- The date, start time and duration of each of your exams will also be included
- Please check that your personal details and exam entries are correct on your statement of entry including spelling of names and date of birth etc.
- **N.B. Certificates will show your LEGAL name even if you are known under another name in school**
- It is **vitaly important** that you check everything on your statement of entry confirmation very carefully. If you have any queries or think you have been entered for the incorrect exam, then please see the Exams Officer as soon as possible

CENTRE NUMBER

- The National Centre Number for Chulmleigh Community College is: 54123
- This number is allocated by the Joint Council for Qualifications and is used through the entire exams process and will appear on documentation

CANDIDATE NAME

- Candidates are entered under their **Legal** name in the format of (Legal) First Name + One middle initial + (Legal) Surname e.g. Adam J. Smith
- Please **always** use your legal name on the exam paper
- So that the College can make the correct entries using the legal name, **please inform the College immediately if you feel that the College does not hold the candidates legal name as per their birth or adoption certificate.**
- It is imperative for future college, university, or employment places that certificates match legal identity

CANDIDATE NUMBER

- Each candidate has a four-digit candidate number
- This is the number you will enter on exam papers and is the only form of identification the awarding bodies use
- It will appear next to your name on seating plans, exam registers and on the card placed on your exam desk

UNIQUE CANDIDATE IDENTIFIER (UCI)

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry
- The UCI number will usually begin with the Centre Number for Chulmleigh Community College which is: 54123 (unless you have transferred from another school that had already issued your UCI)
- Your UCI is used for administration purposes only
- **You do not need to remember it**

TIMETABLES:

- In November/December, a series of Mock Exams will take place
- In February, you will receive an individual statement of entry for your summer GCSE exams. This will show your own specific exams with details of date, time and duration of exam nearer the time. **Check it carefully.** If you think something is wrong, see the Exams Officer immediately
- The “Countdown to GCSE’s” calendar is a 25-week calendar of events that will take you through to your first GCSE exam

The following documents are included in this pack.

- 1) November/December 2025 - Year 11 Mock Exam Timetable
- 2) Summer 2026 - Final Year 11 Exam Timetable
- 3) Calendar – “Countdown to GCSE’s”

CONTINGENCY SESSIONS - SUMMER 2026

The designation of ‘contingency sessions’ within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies’ standard contingency planning for examinations. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day.

The Contingency Dates for Summer 2026 are:

From the end of exam series up to and including Wednesday 24th June 2026

TIMETABLE CLASH

For candidates who have two or more exams timetabled within the same session, one paper will be taken, followed after a short, supervised break by the next paper(s).

CONTACT INFORMATION

- Please check that the College has up-to-date contact telephone numbers for you. A personal email address is also very useful for the College to have on file. You can check the details that are recorded for you either at the main Reception or with the Exams Officer

EQUIPMENT NEEDED FOR EXAMS

- Make sure you have all the correct equipment before your exams. Check the regulations in the Notice to Candidates and the information later in this booklet
- It is **YOUR** responsibility to ensure that you have the correct resources before arriving for your exam. A log will be made by the Exams Invigilator of the name(s) of candidate(s) who arrive with incorrect / incomplete equipment

ALL students are expected to have the following equipment for EVERY exam held:

- TWO black biros (NO GEL PENS or blue biros)
- 30 cm ruler (marked with cm & mm), eraser, pencil, pencil sharpener, highlighter pen(s)

PLUS in some exams:

- Maths – Compass, protractor, set square, and calculator for the calculator papers
- Science – Protractor, compass, calculator, highlighter
- Technology – Calculator, drawing instruments, highlighter

A list of equipment for each subject is included at the end of this booklet

- **YOU MUST NOT WRITE YOUR ANSWERS IN GEL PEN or BLUE BIRO.** Nearly all exams are marked by scanning answer scripts into computers. Candidates must only write in **BLACK** biro
- Highlighter Pens are not allowed to be used in your ANSWERS but may be used to highlight sections of the questions
- You do not have to buy a see-through pencil case. A small plastic bag – i.e. sandwich bag will suffice as long as it doesn't have any writing on it
- Candidates may use a calculator in an exam unless prohibited by the awarding body's specification
- Please check that you have sufficient battery, and your calculator is in good working order before the exam day
- To meet with the awarding bodies regulations, please ensure that you do not bring the lid or case from your calculator into the exam room if it has printed instructions or formulas
- The Exams Invigilator will remind you to clear anything stored in your calculator's memory before the start of your exam

- **No watches or smart glasses** are allowed in the exam
- Please refer to the JCQ notices within this booklet for other items NOT permitted in the exam room.

EQUIPMENT AVAILABLE FROM LIBRARY – PRICE LIST

- The following items of stationary can be purchased from the Library:

Ballpoint Pen	10p	A5 Exercise Book	30p
Pencil	10p	30cm Ruler	30p
Eraser	10p	Compass	40p
Pencil Sharpener	10p	Pack of 12 Colouring Pencils	£1.25
Protractor	15p	Clear Pencil Case	£1.50
15cm Ruler	15p	Scientific Calculator	£13.50
Highlighter Pen	50p	Revision Study Cards	90p

Exam Pack:

***Clear pencil case containing:
2 black ballpoint pens, pencil, eraser, pencil sharpener, protractor and highlighter pen***

With 30cm ruler

£1.50

All our Stationery is available for order through MyEd our online payment system and to be collected in the Library

BEFORE THE EXAMS

MEDICAL

- If you have a pre-existing medical condition that may require you to access food / medication during an exam, please speak with the Exams Officer **PRIOR** to the exams series starting; so that the necessary arrangements can be put in place for you
- If you feel that you have been disadvantaged in your exam, due to being unwell, please notify the Exams Officer and your subject Head of Department as soon as you are able
- Depending on the nature of illness or disadvantage during an exam, an application for “Special Consideration” may be considered by the Awarding Body, if supported by a doctor’s letter or certificate
- If you require paper tissues during the exam, please put your hand up and an Exams Invigilator will provide these for you
- Please ensure that you bring a bottle of water with you to every exam, to remain hydrated. The bottle should be clear, with a sports top and the label removed

DURING THE EXAMS

CONDUCT

- **Please do not write on exam desks.** This will be regarded as vandalism and you will be asked to pay for any damage. The Exams Invigilator will inspect each desk after the exam and report to the Exams Officer, the name(s) of candidate(s) who have written on their desk
- Do not draw graffiti or write offensive comments on exam papers. If you do, the exam board may refuse to accept and mark your paper
- Do not enter the exam room with drawings or writing on your hands or anywhere else on your person as this could be interpreted as trying to cheat.
- Listen carefully to instructions and notices read out by the invigilators at the beginning of each exam. There may be amendments to the exam paper that you need to know about
- Remain seated in silence until told to leave the exam room
- Please leave the room in silence and show consideration for other candidates who may still be working. Some candidates will have an arrangement to have extra time for their exam paper. For this reason, you are asked to remain under exam conditions until you are outside and away from the exam building

UNIFORM

- Full College uniform must be worn by all candidates attending College for all exams

EQUIPMENT TO BRING

- All items of equipment, pens, pencils, mathematical instruments, etc. should always be visible to the Exams Invigilators. You must either use a transparent pencil case or clear plastic bag
- Candidates may use a calculator in an exam unless prohibited by the awarding body's specification (e.g. Maths Non-Calculator Paper)
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the following regulations:

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

EQUIPMENT TO BRING

- Exam regulations are very strict regarding items that may be taken into the exam room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the exam and potentially from all exams in all subjects
- **Mobile phones, smart glasses, iPads/iPods, all watches, MP3/4 players, earphones/earbuds or any other products with technological/web enabled sources of information ARE NOT TO BE BROUGHT INTO THE EXAM ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an exam (even if it is turned off and you do not intend to use it) it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made**
- No watches (including smart watches and fitness trackers) are allowed in the exam room
- If you are noticed to be wearing a bracelet in the exam room, the exam invigilator **WILL** ask you to **REMOVE** it and place it on your desk

EXAM INVIGILATORS

- Exams are supervised by a team of external invigilators. These invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies, etc.
- Candidates are always expected to behave in a respectful manner towards all Invigilators and follow their instructions
- Exams Invigilators are responsible for making sure that the information contained in the 'Notice to Candidates' is followed at all times
- Except for the Exams Invigilators, the only staff members permitted in the room are:
 - ✓ The Exams Officer – Mrs Harrington
 - ✓ SENDCo – Mrs Miller-Marshall
 - ✓ Head of Centre – Mr Payne
 - ✓ Exam Support staff e.g. readers/scribes
 - ✓ JCQ Inspector – Accompanied by either Mrs Harrington (Exams Officer) or Mr Payne (Head of Centre)
- Subject specialist teachers are not permitted to enter the exam room
- Exams Invigilators are in the exam rooms to supervise the security and conduct of the exam. They will distribute and collect the exam papers, inform candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill
- Please note that Exams Invigilators cannot discuss the exam paper with you or explain the questions
- Exams Invigilators are unable to give any indication of the time elapsed during your exam. There will be a visible clock on the wall at the front of your exam room
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the exam room by Exams Invigilators and members of the Senior Leadership Team. The paper may be disqualified

- Exams Invigilators will make a log of the name(s) of any candidate(s) who do not have the correct equipment with them for their exam and notify the Exams Officer and a member of SLT

ATTENDANCE AT EXAMS

- Candidates are responsible for checking their own timetable and arriving at College on the correct day and time, properly dressed and equipped
- It is College policy that all students attending for exams must be in school uniform
- Candidates must arrive promptly for all exams
- Exams will commence as near as possible to the official published starting times of 9.00am for morning sessions and 1.00pm for afternoon sessions

Morning Exams	Afternoon Exams
9.00am	1.00pm

- Start times will be clearly displayed on the top the seating plan for each exam. These will be displayed on the Exams Notice Board
- Start times and exam durations will also be shown on your statement of entry and exam timetables provided

WHERE TO MEET BEFORE THE START OF THE EXAM

- Before each exam, your subject Head of Department will meet with you to answer any last-minute questions or anxieties that you may have.
- If you have an exam that is timetabled for the morning (9.00am start), you are invited to join the subject Head of Department for breakfast in Lower Dartridge at 8.30am. Breakfast will be provided by the College
- For afternoon exams, timetabled to start at 1.00pm your subject Head of Department will meet with you at 12.45pm in the Sports Hall to help in the same way
- All candidates will remain in the exam room for the duration of their exam, including candidates who have extra time allocated.

Morning Exams	Afternoon Exams
8.30am/8:45am	12.45pm
Lower Dartridge/Sports Hall	Sports Hall

SEATING PLANS

- Start times will be clearly displayed on the top the seating plan for each exam. These plans will be displayed in the Sports Hall where you leave your personal belongings prior to the start of each exam
- Please check seating plans while waiting quietly for the register to be read by a member of SLT and you will then be invited to enter the exam room by the Exams Invigilators
- You will be designated a seat for each exam, depending on your candidate number, which tier you have been entered for and if you have an access arrangement in place

PERSONAL BELONGINGS

- All bags, coats and personal belongings will be left in one side of the Sports Hall. These can be collected at the end of your exam when you are released by the Invigilators. Mobile phones must be turned off (not on silent) and left in your bag

LOCATION OF EXAMS

- Most exams will take place in the Sports Hall and the PE Classroom
- Those pupils who have special arrangements in place will be informed of their exam rooms individually

TIMEKEEPING

- The structure of the school day will alter, so that we are able to start any time tabled afternoon exams at 1.00 pm prompt. Therefore, your lunch break will move to a 12.10 pm start
- You must be **on time** for **all** your exams
- Invigilators are unable to give any indication of the time elapsed during your exam
- There will be a visible clock on the wall at the front of your exam room
- Candidates who arrive late for an exam must report to the Exams Officer and will be accommodated and allowed the full time for the exam where possible
- Please note that candidates who arrive **very late** for an exam may not have their work accepted by the awarding body

A candidate will be considered very late if they arrive:

- More than one hour after the published starting time for an exam that lasts for one hour or more i.e. after 10.00 am for a morning exam or after 2.00 pm for an afternoon exam

For exams that last less than one hour, a candidate will be considered very late if they arrive:

- After the awarding body's published finishing time for the exam

ABSENCE FROM EXAMS

- If you experience difficulties during the exam period (e.g. illness, injury, or personal problems) please contact the College at the earliest possible point, so we can help or advise you
- Only in 'exceptional circumstances' are candidates allowed special consideration for **absence** from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exam Officer which can be countersigned by your doctor or nurse
- For the award of a grade by special consideration, where a candidate has missed part of an exam through illness or personal misfortune, One whole component, which is a minimum of 15% of the total assessment, must have been completed. The Exam Boards will often ask for evidence of work completed in college under controlled conditions
- Parents and candidates are reminded that the school will require payment of entry fees (circa of £50.00 per subject) should a candidate fail to attend an exam without good reason and without informing the College
- **Please note:** Misreading the timetable will **not** be accepted as a satisfactory explanation of absence

FOOD AND DRINK

- We ask that any water bottles taken into the exam room have a sports cap for drinking
- Bottles that need to have the lid taken off to drink from are a hazard to the sports hall floor and yours and other people's work if spilled
- The College will provide students with one 500ml bottle of water (with sports cap) at the beginning of the exam season
- All labels must be removed from all bottles and *food. (*for medical purposes only)
- Only plain, clear water will be permitted. No squash, fruit juice or pieces of fruit to be added to the water
- No food is permitted in the exam room
- If you have a medical condition such as Diabetes, please notify the Exams Officer prior to the exams starting and arrangements will be made for you

EXAM REGULATIONS - NOTICES TO CANDIDATES

- All candidates must read these notices carefully and note that to break any of the exam rules or regulations could lead to **disqualification from all subjects** and not just the one in which the breach has occurred
- The College **MUST** and **WILL**, report any breach of regulations to the Awarding Body
- Candidates are under **EXAM CONDITIONS immediately upon entering the exam room**

- You must not speak, make eye contact, or attempt to communicate in any way with other candidates at any time whilst in the exam room

MALPRACTICE

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

Malpractice can happen during any exam or assessment. This includes while you are:

- preparing and authenticating controlled assessment or coursework
- carrying out practical assessment work
- compiling portfolios of assessment evidence
- completing your exam

A few examples of Malpractice:

- Failure to follow instructions given by invigilator
- Attempting to cheat by any methods in exams, assessment or coursework
- Communication of any kind
- In possession of any unauthorised items
- Attempting to use unauthorised items
- Passing items to other candidates
- Electronic Device sounding
- Disruptive behaviour of any kind

Malpractice may result in DISQUALIFICATION from that exam or the whole series

To avoid any suspected malpractice...

- You must only submit work that is your own, you should not copy work from another person's exam script, controlled assessment, or coursework, nor should you borrow work to copy
- Arrive in good time for your exams/assessments. Arriving late can result in you rushing and possibly bringing in unauthorised materials such as notes or a phone by mistake
- Fully understand what plagiarism is. Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It is a form of cheating which is taken very seriously
- Behave appropriately during exams by listening and fully co-operating with relevant staff
- Do not take any unauthorised items into the exam room
- Do not attempt to communicate with any other candidate
- Face the front at all times when in the exam room
- No sleeping or lying on the exam desk
- Do not disrupt the exam in any way

Things not to do on social media:

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

Research and using references

- Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.
- If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

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

Privacy Notices

Your personal information is important to the exam boards in order to be able to provide examinations and assessments. The exam boards Privacy Notice explains what information is collected, how it is used, how it is collected and kept secure. See below for links to the exam boards Privacy Notice relevant to your examinations:

<https://www.aqa.org.uk/about-us/privacy-notice>

<https://qualifications.pearson.com/en/privacy-policy.html>



Joint Council for Qualifications

PLEASE READ AND ENSURE YOU FULLY UNDERSTAND THE ATTACHED APPENDICES / NOTICES ISSUED BY THE JOINT COUNCIL FOR QUALIFICATIONS (JCQ) WHO OVERSEE EXAMS TAKEN IN THE UK:



Joint Council for
Qualifications

- **Warning to Candidates**
- **Unauthorised Items**
- **Information for candidates – Written Examinations**
You **must** read this information before you take any externally assessed written exams
- **Information for candidates – Coursework Assessments**
You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment
- **Information for candidates – Non-Examination Assessments**
You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment
- **Information for candidates – On-Screen Tests**
You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s)
- **Information for candidates – Social Media**
- **JCQ Exam Day Checklist**
- **Information for candidates – Artificial Intelligence and assessments**



Joint Council for
Qualifications

DURING THE EXAMS

QUESTION / EXAM PAPER

- Check that you have been given the correct question paper
- Check the subject, paper number and level of entry (Higher or Foundation) is correct. **If not, PLEASE RAISE YOUR HAND AND SPEAK TO AN EXAMS INVIGILATOR**
- **Read all instructions carefully** and number your answers clearly. Remember that some exams only require you to answer selected questions. Your subject teacher will explain this to you in your exam preparation sessions
- **Only** write in black biro, otherwise your exam paper may not scan when received by the exam board
- Highlighter Pens are not allowed to be used in your ANSWERS but may be used to highlight sections of the questions
- You will not be allowed to leave an exam room early. It is College policy not to allow candidates to leave the exam room early as this is disruptive to other candidates
- If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly on the cover sheet. Please sit quietly so you do not disturb other candidates. Do not attempt to make eye contact or communicate with other candidates in the room
- In a written exam, before handing your exam paper to the Exams Invigilator, you **MUST** check that you have completed the following steps:
 - Completed the information on the front of your paper: Candidate Name (Your legal name), Candidate Number (4 Digit Number) and Centre Number (54123)
 - Sign the paper where indicated
 - Ensure that all your answers are correctly numbered
 - Inserted any additional answer sheets into your answer booklet, in the order that you answered the questions
- At the end of the exam all work must be handed in. Remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, insert them into your answer booklet in the correct order and make sure your name and candidate number is on each sheet of additional paper
- Exams Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the exam room
- Question papers, answer booklets, additional paper and rough workings must NOT be taken from the exam room

EVACUATION PROCEDURE

- **Do not panic**
- If the fire alarm sounds during an exam the exam invigilators will tell you what to do
- If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting
- Leave everything on your desk and close your answer booklet
- You must not attempt to communicate with anyone else during the evacuation
- You will continue to be “under exam conditions” throughout the evacuation
- You will be escorted to a designated assembly point away from other students at the College
- When you are authorised to return to the exam room do not start writing until the Exams Invigilator tells you to
- You will be allowed the full working time for the exam and a report will be sent to the awarding body detailing the incident
- The full Emergency Evacuation Procedure and policy can be found on the college website

RESULTS

NOTIFICATION / COLLECTION OF RESULTS

Results will be available for collection from the College
on:

Thursday 20th August 2026

From 10:00am to 12:00pm

Details to be confirmed in the summer term

- If you are **unable** to collect your results **in person** on Thursday 20th August, you **MUST** complete a "Candidate Permission" form (see next page)
- Please pass the form directly to the Exams Officer in the Exams Office **BEFORE** you leave school / take your last exam
- Without being in receipt of a completed form, the Exams Officer will **NOT** under any circumstances be able pass your results to anyone or post them to you. This may result in a **DELAY** in you receiving your results and this could have an impact on your start of further education / career
- **No results can be given out by telephone under any circumstances**

RESULTS

CANDIDATE PERMISSION FORM

In the summer term, you will be provided with information regarding the collection of results including the candidate permission form



EXAMINATION SERIES – SUMMER 2026

Candidate Permission Form Provisional Statement of Results Collection

I will be unable to collect my Provisional Statement of Results in person on Thursday 20th August and would like my results forwarded to me by the following method:

(Please indicate below by ticking the relevant box)

My Provisional Statement of Results should be sent to my home address.*
PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE.

I give my permission for my representative.....
(name in BLOCK CAPITALS)
to collect my Exam Results on my behalf.
I confirm that my representative will provide photographic ID on collection.

Candidate Signature:

Date:

CANDIDATE NAME:

* Any change of address should be notified to the College in writing or by email to admin@chulmleigh.devon.sch.uk. The College does not take any responsibility for statements sent out to addresses where this process has not been followed.

RESULTS

UNDERSTANDING YOUR RESULTS - GRADES

- On the Results Day, you will receive an envelope containing your “Provisional Statement of Results”, which provides a breakdown of each of your results for each subject
- Pass Grades at GCSE: From 9 – 1

Animal Care (BTEC Tech Award)
Art, Craft and Design
Biology
Chemistry
Combined Science (Double Award): Trilogy
Design & Technology
Drama
English Language
English Literature
Food Preparation & Nutrition
French
Geography
History
Mathematics
Further Mathematics
Music
Physics
Physical Education
Religious Studies
Sociology
Statistics
Textile Design

RESULTS

UNDERSTANDING YOUR RESULTS - GRADES

GCSEs will be graded 9–1, with grade 5 considered a good pass and grade 9 being the highest.

U is ungraded. The government's definition of a 'strong pass' will be set at grade 5 for GCSEs and grade 4 will be standard pass.

Combined Science candidates will get an award consisting of two equal or adjacent grades from 9 to 1 (e.g. 9-9, 9-8, 8-8 through to 1-1), and it will count as two GCSEs when students apply for jobs, sixth form, or to university.

BTEC Tech Awards use a Pass-Merit-Distinction-Distinction* (P-M-D-D*) scale, where D* is the highest.

PROVISIONAL STATEMENT OF RESULTS

- The statement of results is printed on one page:

Provisional Statement of Results

Top of page 1

- ✓ Column titled **Grd1** is your **overall grade** for each subject.

For example: 2PE01 = Physical Education = P.E. overall subject title / result = 8

- ✓ Column titled **Mark Equiv.** is your **overall marks** awarded for each subject.

For example: Physical Education = 268 Mark Equiv.

- ✓ Column titled **End1** is your overall grade awarded for your **English Language Spoken Assessment**.

For example: M = Merit

English Language Spoken Assessment Grade Structure:

P = Pass

M = Merit

D = Distinction

- ✓ Column titled **Points** points relates to the point score each whole subject grade carries. Point scores are used to measure school and subject performance within a school and do not impact directly on candidates.

- An example of a statement of results is attached at the end of this booklet

POST RESULTS

ADVICE

- If you need post-results advice, Further Education College staff and Chulmleigh Community College Exams Officer and teaching staff will be available in the morning on Results Day
- Chulmleigh Community College is unable to enter former students for re-sits in November. If you need to re-sit an exam you should speak to the Further Education staff on Results Day
- **Please keep your Provisional Statement of Results notification.** If you are going on to further education, you will need these details for enrolment on any course as your actual certificates will not be issued until November. You will also need your UCI number if you wish to take any resits at a Further Education College and this is shown at the top of your Provisional Statement of Results

ENQUIRIES

- Your results statement is titled "Provisional" as there is a post results process available called Review of Results (RoR)
- The RoR service 'Review of Marking' maybe suggested either by your subject Head of Department (if you are within 1 or 2 marks from the next grade boundary or requested by you, the candidate
- If a subject Head of Department requests an RoR review, there is no fee payable by the candidate
- If you, the candidate, request a review, there will be a fee payable to the exam board for each service. The fee is waived by the exam board, if your overall grade goes up as result of the review
- No RoR applications are made without the candidate's written permission

The following information explains what may happen following an enquiry about a result and any subsequent appeal:

If you or your school or college makes an enquiry about a result and a subsequent appeal of one of your exams after your subject grade has been issued, there are three possible outcomes:

- 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

- If any RoR enquiries are made regarding any of your results, resulting in your overall grade changing for a subject, your GCSE certificates will reflect the new grade

Reviews of Results Services Available (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)
- 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

- All GCSE certificates are printed by the Awarding Bodies and sent to the College in November

APPEALS PROCEDURE AGAINST INTERNALLY ASSESSED MARKS

- Chulmleigh Community College is committed to ensuring that whenever its staff marks candidates' work this is done fairly, consistently and in accordance with the regulations and 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. Chulmleigh Community College 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
- If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure
- **N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body**

INTERNAL APPEALS PROCEDURE

- An Internal Appeals form can be completed and submitted to the Exams officer for the following:
 - internally assessed marks
 - the Centre decision not to support an enquiry about results
 - the outcome of an enquiry about results
- Full details of this policy, including the form to complete, can be found on the College website; under the “Exams Information and Policies” page or you can request a hard copy from the Exams Officer

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in November 2026 when it is hoped that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time
- Students who are unable to attend the Presentation Evening will be able to collect their certificates from the College office **after the event**. Certificates will not be posted or given to anyone other than the candidate without the candidate’s written authorisation
- Chulmleigh Community College is only obliged to keep certificates for a period of 12 months after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can **only** be replaced by direct application to the appropriate Awarding Bodies. This will require proof of identity (such as a birth certificate) and a substantial fee per Awarding Body/Certificate. You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them safely
- Not all awarding bodies offer a certificate replacement service and may issue a “Certifying Statement of Results”. It is advisable for you to collect your certificates in person at your earliest convenience to ensure their safekeeping

FREQUENTLY ASKED QUESTIONS

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

- The College will re-schedule papers internally (on the same day) where there is a clash of subjects
- Candidates will sit one paper, have a supervised break, under formal conditions in the exam room and then sit the second subject paper
- Where candidates are taking two or more exams in a session and the total time is three hours or less, candidates may be given a supervised break of no more than twenty minutes between papers
- Times and durations of each exam will be on your individual candidate timetable. If in doubt, please speak to the Exams Officer
- It is acceptable for candidates to be entered / timetabled for multiple exams (three or more) in one day, as long as the time of the combined exams does not exceed five and a half hours (including extra time and supervised rest breaks)

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

- Invigilators will ask you to check before the exam starts. **If you think something is wrong put your hand up and inform the invigilator immediately.** Errors cannot be rectified after you have left the exam room

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

- Each Candidate will have a card on their desk with their name, Candidate number and Centre number printed on it. Candidate numbers are also printed on seating plans, which are displayed outside the exam rooms, and on attendance registers. Invigilators will be able to help you find your number

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

- The Centre Number is **54123**. It will be clearly displayed in the exam room and on desk cards

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

- Inform the College at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents/Carers should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support any application

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

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance

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

- Provided you are not more than 1 hour late, it may still be possible for you to sit the exam. You should get to the College as quickly as possible and report to Reception. A member of staff will

escort you to the exam room. You must not enter an exam room without permission. It may not be possible to allow you any extra time if you start the exam late

- You should also be aware that if you start the exam more than 60 minutes after the published starting time, you will be considered **very late**. The College must inform the Awarding Body and it is possible that the Awarding Body may decide not to accept your work. Please ensure that you allow enough time to get to College so that if you are delayed (e.g. due to transport problems) you will still arrive on time
- If you are late for any exam, your parent / carer will need to sign a statement to confirm that you have been kept under strict supervision by them at all times - until you are under the supervision of the Exams Officer. The statement will include details of whether security has been maintained or broken due to your late arrival. Therefore to ensure that you have not communicated in **any** way regarding your exam, **you must not have access to:** a telephone, mobile phone, iPOD, MP3/ MP4 player, smartwatch or any potential technological / web enabled source of information. Details about the extent to which you as a candidate were under supervision, from the actual time tabled / starting time of the exam will also be logged

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

- No. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time

Q. Do I have to wear College uniform?

- Yes. Normal College regulations apply to uniform, hair, jewellery, make-up, etc

Q. Can I wear my watch during the exam?

- No watches are allowed in the exam room

Q. What equipment should I bring for my exams?

- Please refer to the information on Page 7 and the table at the end of this handbook
- For all exams you must bring at least 2 black biros. **(Black ink only)**
- **NO Gel Pens or blue biro's**
- Highlighter pens can be used to highlight sections of the questions. You cannot use highlighter pens in your answers
- For some exams you will need a calculator (Maths/Science/Geography), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor & coloured pencils
- **You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam**
- Invigilators will make a log of the name(s) of any candidate(s) who do not have the correct equipment for their exam

Q. What items are not allowed into the exam room?

- Only material that is listed on question papers is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate Exam Board. In such circumstances, a candidate would normally be disqualified from the paper or the subject concerned and may be disqualified from ALL exams taken that season
- Bags and coats and any other items not permitted under exam regulations must be left in the specified areas outside the exam room. Do not bring any valuables into College with you when you attend for an exam

- No food is allowed in the exam room, unless on medical grounds and with prior arrangement with the Exams Officer
- Mobile phones, tablets (iPads or iPods), watches, MP3/4 players, smart glasses, earphones or earbuds or any other products with potential technological or web enabled sources of information must not be brought into the exam room even if they are turned off
- Watches and bracelets of any size are not permitted to be worn during the exam
- Candidates will be subject to sanctions and penalties if any unauthorised items are found to be in their possession during an exam
- In all cases of suspected malpractice, the exam board will be informed

Q. Why can't I bring my mobile phone into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device with web enabled sources of information) is a serious offence and could result in disqualification from your exam and your overall qualification

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

- The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. It is also shown on the front of the exam paper. Invigilators will tell you when to start and finish the exam. The start and finish time will be displayed clearly at the front of the exam room together with a clock

Q. Can I leave the exam early?

- It is a requirement of the Awarding Bodies that you must stay in the exam room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour), however, it is not the College's policy to allow candidates to leave the exam room early as this is disruptive to other candidates. A candidate may not leave the exam room without the permission of the invigilators

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

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

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

- Only if absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Make sure you go to the toilet before the exam starts

Q. If I have more than one exam on a day can I get lunch at College?

- Candidates who have exams in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch

Q. Why do I need to check the details on the Statement of Entry?

- The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should check that the subjects, levels of entry and dates you are entered for are correct and that no subjects are missing

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

- Some candidates receive an allowance of extra time. Where possible such candidates will be seated together in the exam room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board

Q. What do I do if I don't get the grades I need for Further Education College?

- Further Education College staff and Chulmleigh staff will be available to advise you on results day
- If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Subject Head of Department to obtain their advice as to the advisability of requesting a re-mark. The Subject Head of Department will make the final decision. You should be aware that your mark could go down as well as up or even stay the same

EXAM POLICIES

DATA PROTECTION

- Awarding bodies may be required to provide a candidate's personal data to an approved central record of qualifications and also to educational agencies such as regulators, DfE, UCAS, Local Authorities, etc
- Awarding bodies maintain a record of candidates' exam results in order to maintain an accurate record of an individual's achievements
- To understand what information is collected and how it is used you must read the JCQ Information for Candidates - Privacy Notice that is enclosed within this handbook

HOW TO FIND INFORMATION

- There is other useful information for students and parents, including helpful guidance and some of our official policies relating to the exam procedures on the College website; found under the "Exams Information and Policies" page
- These policies are reviewed and updated in November of each year, to ensure that the College is fully compliant to current regulations outlined by the Joint Council for Qualifications (JCQ). This is monitored by routine JCQ inspections
- JCQ is the single voice for all of its member awarding bodies (exam boards)

CHULMLEIGH COMMUNITY COLLEGE EXAM POLICIES

Found under the “Exams Information and Policies” page on the College website:

- ✓ Access Arrangements Policy
- ✓ Candidate Absence Policy
- ✓ Candidate Identification Policy
- ✓ Candidate Late Arrival Policy
- ✓ Child Protection and Safeguarding Policy
- ✓ Complaints and Appeals Procedure
- ✓ Access to Scripts, Reviews of Results and Appeals Procedures
- ✓ Emergency Evacuation Policy (Exams)
- ✓ Exam Contingency Plan
- ✓ Examinations Policy
- ✓ Escalation Process
- ✓ Equalities Policy (Exams)
- ✓ Exams Archiving Policy
- ✓ Food and Drink Policy (Exams)
- ✓ GDPR/Data Protection Policy
- ✓ ICT Policy
- ✓ Internal Appeals Procedure (Internal Assessment)
- ✓ Internal Appeals Procedure (Review of Results)
- ✓ Leaving the Exam Room Policy
- ✓ Lockdown Policy (Exams)
- ✓ Managing Behaviour Policy
- ✓ Non-Exam Assessment Policy
- ✓ Privacy Notice for Parents and Carers
- ✓ Alternative Rooming Policy
- ✓ Special Consideration Policy
- ✓ Word Processor Policy

ATTACHMENTS

- JCQ Notices x 9
- Provisional Statement of Results – Example
- GCSE Examination Equipment
- Internal Appeals Procedures and Form
- Countdown to GCSEs Calendar
- Year 11 Mock Exam Timetable November/December 2025
- Final Summer 2026 Examination Timetable

Warning to candidates



 Questions matter AQA	 City & Guilds	 Rewarding Learning CCEA	 NCFE	 Oxford Cambridge and RSA OCR	 Pearson	 WJEC
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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 examination or 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.

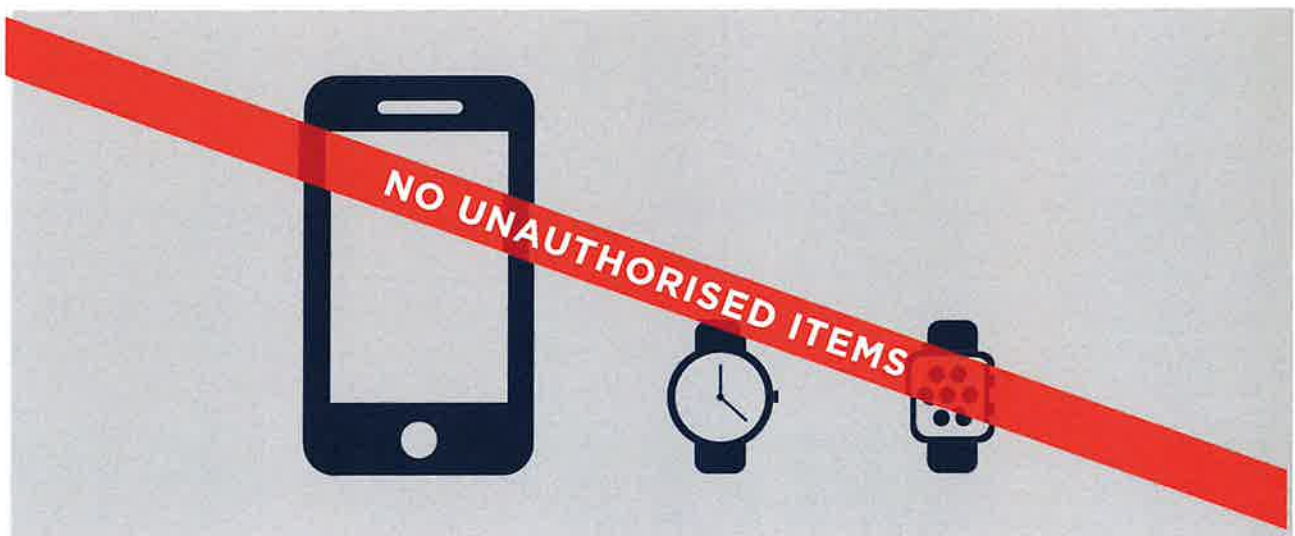
7

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.

NO MOBILE PHONES NO WATCHES

NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL 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.



Joint Council for
Qualifications ^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations - Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.
- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.



Joint Council for
Qualifications ^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026.

You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Preparing your coursework – good practice

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

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

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

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

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

Don't be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating.

Electronic tools used by awarding bodies can detect this sort of copying.

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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



Joint Council for
Qualifications ^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

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

The regulations state that:

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

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

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Plagiarism

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

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

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

Sanctions for breaking the regulations

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

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

The awarding body will decide which sanction is appropriate.

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



Joint Council for
Qualifications ^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



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

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

A. Regulations - Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 Only take into the exam room the materials and equipment which are allowed for that exam.
- 5 You **must not** take into the exam room any unauthorised material including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) a watch.

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

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

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

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

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

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

- 1 If, on the day of the on-screen test, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are not sure what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

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

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

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



Things to do on social media:

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

Things not to do on social media:

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

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

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

Please take the time to familiarise yourself with the JCQ rules: jqc.org.uk/exams-office/information-for-candidates-documents






On your exam day

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

Before sitting your exams, ensure you know:

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


What you will need:

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

Contingency sessions:

- There are contingency sessions within the Summer 2026 exam timetable on the morning and afternoon of 24 June 2026. Make sure you are available on 24 June 2026.

What you cannot take into your exams:

- any type of phone 
- revision notes
- any type of watch (this includes analogue, digital and smart watches)
- smart devices (e.g. AirPods, smart glasses or tablets)

Other important information:

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

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



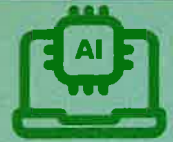
What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating**.



**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

*****Declare** – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.





Chulmleigh College

Chulmleigh Academy Trust
Chulmleigh, Devon, EX18 7AA
t: 01769 580215
e: admin@chulmleigh.devon.sch.uk
w: chulmleigh.devon.sch.uk

Candidate Statement of Results

Season: June GCSE Series 2025

Name:

Candidate Number:

UCI:

Series: (All)

Year: (11)

Reg. Group: (11 ')

ULN:

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
EDEXL/GC	BTEC/1&2	CAC01	Animal Care	D2		244			7
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	76		210			6.5
EDEXL/GC	GCSE/9FC	1FR0F	French Option F	5		229			5
AQA	GCSE/9FC	8035	Geography	7		165			7
AQA	GCSE/9FC	8062BA	Religious Studies A Option BA	4		110			4
AQA	GCSE/9FC	8300H	Mathematics Tier H	7		175			7
AQA	GCSE/9FC	8585	Food Preparation and Nutrition	6		141			6
AQA	GCSE/9FC	8700	English Language	6			M		6
AQA	GCSE/9FC	8702	English Literature	5		87			5
EDEXL/GC	BTEC/1&2	BAC01	Animal Care 1			68	M2		
EDEXL/GC	BTEC/1&2	BAC03	Animal Care 3			106	D2		

* Please note that this is a provisional statement of results only.

* The college will be holding a Presentation Evening in the autumn term for all our candidates to receive their examination certificates. Date to be confirmed.

Grade Levels for YLP48 Animal Care:

*2 = Level 2 Distinction *

M2 = Level 2 Merit

P2 = Level 2 Pass

P1 = Level 1 Pass

GCSE Examination Equipment

Please use the table below to see what essential equipment you will need for your GCSE exams. You must use a BLACK pen in all exams. Please bring at least one spare pen to the exam.

Subject	Equipment
Animal Care	Black pen, pencil and highlighters
Computer Science	Black pen and pencil, ruler, rubber and highlighter
Design Technology	Black pen, pencil, rubber, drawing instruments, protractor, calculator and highlighter
English	Black pen, pencil and highlighters
Food Technology	Black pen, pencil, rubber and highlighters
French	Black pen, pencil and highlighters
Geography	Black pen, pencil, ruler, rubber, calculator and highlighters
History	Black pen, pencil and highlighters
Mathematics	Black pen, pencil, rubber, pencil sharpener, scientific calculator, ruler, protractor, compass and highlighters
Music	Black pen, pencil and highlighters
Physical Education	Black pen and pencil, ruler, rubber and highlighters
Religious Studies	Black pen, pencil and highlighters
Science	Black pen, pencil, rubber, pencil sharpener, calculator, ruler, protractor, compass and highlighters
Sociology	Black pen, pencil and highlighters

All of the above items need to be in a see through plastic bag or transparent pencil case



Chulmleigh College
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Internal Appeals Procedure (Internal assessment decisions) 2025-26

Chulmleigh Community College

Internal Appeals Procedure (Internal assessment decisions) 2025-26

Centre name	Chulmleigh Community College
Centre number	54123
Date procedure first created	26/09/2025
Current procedure approved by	Neil Payne
Current procedure reviewed by	Cressida Harrington
Date of review	26/09/2025
Date of next review	01/10/2026

Key staff involved in the procedure

Role	Name
Head of centre	Neil Payne
Senior leader(s)	Abigail Thorncroft
Exams officer	Cressida Harrington
Other staff (if applicable)	Julie Button - Head of Mathematics Janine Gresswell - Head of English Zoe Sterland - Head of Animal Care Teresa Jones - Head of Design and Technology Emily Morgan - Head of Expressive Arts Gemma Markham - Head of PE

This procedure is reviewed and updated annually to ensure that appeals against internal assessment decisions (centre assessed marks) at Chulmleigh Community College are managed in accordance with current requirements and regulations in the following JCQ documents: **General Regulations for Approved Centres** (5.3, 5.7), **Instructions for conducting non-examination assessments** (4.6, 6.1, 9) and **Instructions for conducting coursework** (6, 7, 13.5). This procedure is also informed by the JCQ documents **Reviews of marking (centre assessed marks) suggested template for centres**, **Notice to Centres - Informing candidates of their centre assessed marks** and **Suspected Malpractice: Policies and Procedures** (4.5).

Introduction

Certain qualifications contain components/units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally reviewed/standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

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 of 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.

The qualifications delivered at Chulmleigh Community College containing internally assessed components/units are:

Pearson BTEC Tech Awards Level 1/Level 2 Animal Care
AQA GCSE Art, Craft and Design
AQA GCSE Art, Craft and Design (Textiles)
Pearson GCSE Design Technology (Timbers)
Pearson GCSE Drama
AQA GCSE English Language
Pearson Functional Skills Level 1/Level 2 English
AQA GCSE Food and Nutrition
AQA Entry Level Maths
AQA GCSE Music
AQA GCSE Physical Education

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Chulmleigh Community College for dealing with appeals relating to internal assessment decisions.

This procedure ensures compliance with JCQ regulations which state that centres must:

- have in place for inspection, that must be reviewed and updated annually, 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

Principles relating to centre assessed marks

The head of centre/senior leader(s) at Chulmleigh Community College will ensure that the following principles are in place in relation to marking the work of candidates:

- A commitment to ensuring that whenever teaching staff mark candidates' work, that this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents
- All centre staff follow a robust policy regarding the management of non-examination assessments including controlled assessments and coursework which details the procedures relating to relevant qualifications delivered in the centre, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity and do not have any potential conflicts of interest (If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker)

- A commitment to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body (Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking)
- On being informed of their centre assessed marks, if candidates believe that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to the marking, then they may make use of the internal appeals procedure below to consider whether to request a review of the centre's marking

Additional centre-specific principles:

Not applicable

Procedure for appealing internal assessment decisions (centre assessed marks)

The head of centre/senior leader(s) at Chulmleigh Community College will:

- Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
- Inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted
- Inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
- Having received a request for copies of materials, promptly make them available to the candidate (this will either be the originals viewed under supervised conditions or copies) within the period of time as specified (see **Deadlines** below)
- Inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
- Provide candidates with sufficient time to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
- Provide a clear deadline for candidates to submit a request for a review of the centre's marking and confirm understanding that requests must be made in writing and will not be accepted after this deadline (see **Deadlines** below)
- Require candidates to make requests for a review of centre marking by completing an Internal Appeals Form within 5 calendar days of receiving copies of the requested material. Candidates must explain on what grounds they wish to request a review.
- 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 for the submission of marks (see **Deadlines** below)
- Ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
- Instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- Inform the candidate in writing of the outcome of the review of the centre's marking

- Ensure the outcome of the review of the centre's marking is made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body
- Ensure a written record of the review is kept and made available to the awarding body upon request
- Ensure the awarding body is informed if the centre does not accept the outcome of a review

Additional centre-specific procedure:

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 in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ **Information for candidates' documents** (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The centre ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Chulmleigh Community College will:

Follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (Instructions for conducting non-examination assessments/Instructions for conducting coursework) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to not accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

- a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted

- an internal appeals form should be completed and submitted within 5 calendar/working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal:

- within 10 calendar/working days of the appeal being received and logged by the centre

Deadlines and timescales

- Upon request, copies of materials will be made available to the candidate within 5 calendar days
- The deadline to request a review of marking must be made within 5 calendar days of the candidate receiving copies of the requested materials
- The process for completing the review, making any changes to marks, and informing the candidate of the outcome will be completed within 10 calendar days, all before the awarding body's deadline for the submission of marks



Chulmleigh College
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Internal Appeals Procedure (Reviews of Results and Appeals) 2025-26

Chulmleigh Community College

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Role	Name
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Senior leader(s)	Abigail Thorncroft
Exams officer	Cressida Harrington
Other staff (if applicable)	Julie Button - Head of Mathematics Janine Gresswell - Head of English Zoe Sterland - Head of Science and Animal Care Joanna Payne - Head of Humanities Laetitia Johnson - Head of MFL Teresa Jones - Head of Design and Technology Emily Morgan - Head of Expressive Arts Gemma Markham - Head of PE

This procedure is reviewed and updated annually to ensure that appeals against any decision at Chulmleigh Community College not to support an application for a clerical re-check, a review of marking, a review of moderation, or an appeal are managed in accordance with current requirements and regulations.

Reference in this procedure to GR refers to the JCQ document **General Regulations for Approved Centres**.

Introduction

Following the issue of results, awarding bodies make post-results services available (see below for details of how these are managed at Chulmleigh Community College)

If teaching staff at Chulmleigh Community College or a candidate (or their parent/carer) have a concern that 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 available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical 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

Purpose of the procedure

The purpose of this procedure is to confirm the arrangements at Chulmleigh Community College for dealing with candidate appeals relating to any centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation, or an appeal.

This procedure ensures compliance with JCQ regulations (GR 5.13) which state that centres must have available for inspection and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal.

Post-results services

At Chulmleigh Community College:

- Candidates are made aware of the arrangements for post-results services prior to the issue of results
- Candidates are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking

Candidates are made aware/informed by:

- the issue of a Candidate Exam Handbook in the autumn term and signposts to the college website

Full details of the post-results services, internal deadline(s) for requesting a service and the fees charged (where applicable) are provided by:

- the Exams Office
- on results day, following the issue of results

Centre actions in response to a concern about a result

Where a concern is expressed that a particular result may not be accurate, Chulmleigh Community College 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 concern may be justified

For **written** components that contributed to the final grade, Chulmleigh Community College will:

- Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking (where the qualification concerned is eligible for this service)

In all other instances:

Consider accessing the script by:

- requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline OR
- (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
- Collect written consent/permission from the candidate to access their script
- 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
- Support a request for the appropriate Review of Results service (clerical re-check or review of marking) if any error is identified
- Collect written consent from the candidate to request the Review of Results service before the request is submitted
- 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

Additional centre-specific actions:

Not applicable

For **moderated** components that contributed to the final grade Chulmleigh Community College will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult any moderator 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 Review of Results service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for all candidates in the original sample

Additional centre-specific actions:

Not applicable

Candidate consent

Chulmleigh Community College will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases before a request for a Review of Results service 1 or 2 (including priority service 2) is submitted to the awarding body
- Acquire informed candidate consent to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent after the publication of results

Additional centre-specific actions:

Not applicable

Centre actions in the event of a disagreement (dispute)

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

- For a review of marking (Review of Results priority service 2), advise the candidate a review may be requested 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 (Review of Results service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission (and any required administration fee) for the centre to access the script from the awarding body
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (Review of Results 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 the centre to request the service from the awarding body
- Inform the candidate that a review of moderation (Review of Results service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

Additional centre-specific actions:

Not applicable

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by:

- completing an Internal Appeals Form

at least

- 10 calendar days prior to the internal deadline for submitting a request for a review of results.

prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of the appeal:

- before the internal deadline for submitting a Review of Results

Appeals

Following a Review of Results 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 Review of Results outcome, but the candidate (or parent/carer) believes there are grounds for a preliminary appeal to the awarding body, an internal appeal may be made directly to the centre. Candidates or parents/carers are not permitted to make direct representations to an awarding body. 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**.

To submit an internal appeal:

- An internal appeals form should be completed and submitted to the centre within the time specified by the centre from the notification of the outcome of the review of the result
- Subject to the head of centre's decision, the preliminary appeal will be processed and submitted to the awarding body within the required 30 calendar days of the awarding body issuing 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

Additional centre-specific information:

not applicable

Chulmleigh Community College

Internal Appeals Form

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

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

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 hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

