EXAMINATIONS 2027

GUIDANCE FOR STUDENTS & PARENTS/GUARDIANS

CENTRE NUMBER:	25164
CENTRE NAME:	CATMOSE COLLEGE
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INTRODUCTION

The examination season can be a very stressful time for students and for parents/guardians. It is very important that all those involved are well informed and prepared. The aim of this booklet is to inform you about examination procedures and outline the rules and regulations, as set out by the Joint Council for Qualifications (JCQ). It is also hoped that the booklet will answer questions you may have.

WHO IS RESPONSIBLE FOR THE EXAMINATIONS?

It is the responsibility of the Examinations Officer to administer all public examination arrangements and to oversee the students during their examinations. During every examination there will be a team of adult invigilators present at all times. There will also be a team of invigilators in the examination room. All invigilators are under the guidance of the Examinations Officer.

The awarding bodies, AQA, Edexcel, OCR, & WJEC, set out strict criteria which must be followed at all times during the examinations. These rules apply to all persons entering the examination room. The College has a legal responsibility to follow these rules and to inform the awarding bodies of any irregularities during examinations.

WHO IS ENTERED FOR EXAMINATIONS?

It is the policy of the College to enter every student for the most appropriate level of examination for the subjects that they are taught. After consultation with students, Team Leaders and the Senior Leadership Team have the right to withdraw students from examinations if they feel it is appropriate. This will always be done in collaboration with parents/guardians.

WHO COMPLETES EXAMINATION ENTRIES?

It is the responsibility of the Examinations Officer, Team Leaders and Head of Centre to ensure that students are entered for the correct examination. The Examinations Officer will make the entries via the system used by the College. These entries will then be submitted to the awarding bodies using a secure website.

You will receive an examination timetable which must be checked carefully and shown to your parents/guardians. Any problems should be addressed to the subject teacher for clarification in the first instance.

This document serves two purposes:

- To check that all entries have been made correctly.
- To inform parents/guardians of the examinations their child has been entered for.

COURSEWORK & CONTROLLED ASSESSMENT DEADLINES

Many subjects will have an element of coursework within the syllabus which needs to be completed, marked and assessed by your subject teachers. These marks are then sent to the moderators and the examination boards several weeks before the formal written examination takes place. The moderator will then send for a "sample" of work to check that the marking is consistent and in line with the guidelines set out by the awarding bodies. The College is set strict deadlines for the submission of coursework and you will need to complete work by the internal dates set.

If a student does not complete a piece of coursework in time they cannot be allocated a mark for that section of the subject and therefore, the overall grade for the subject will be lower. A copy of the notice to candidates for coursework can be found at the end of the booklet.

WHERE DO I GO FOR AN EXAMINATION?

The main location for all examinations is the old Sports Hall. If you have access arrangements you will generally be located in the Gallery or Hepburn. To ensure that you are promptly and correctly seated you need to be at the venue 20 minutes before the published start time. Please wait quietly outside the examination room until you are asked to take your seats. Once you enter the room you will need to be in examination conditions - in silence - as stated in the examination regulations. Before the examination you will be allocated a seat number. It is important that you sit in the correct seat to ensure that you will receive the correct examination paper.

Seating plans will be displayed on the examinations notice board in the College at the bottom of the Hellerup stairs at least 48 hours before the examination for you to access. The Examinations Officer or invigilators will also have a copy in the examination room.

HOW WILL I KNOW WHEN I HAVE AN EXAMINATION?

The main period for the examinations is from early May until the end of June. However, some oral and practical examinations will take place earlier. All candidates will receive a copy of their individual examination timetable at the beginning of the examination season. This timetable will state the date and time of the examination they will sit. This timetable is dictated by the examination boards.

All morning examinations will start at 9am and all afternoon examinations will start at 1pm. You will need to be at the examination venue at 8.40am for morning examinations and 12.40pm for afternoon examinations. Please check the examination notice board carefully before each examination. As the length of examinations varies some may not finish until after the end of the College day. You and your parents/guardians should be advised that you will need to make appropriate arrangements for getting home. You cannot leave an examination early for any reason.

WHAT HAPPENS IF THERE IS A CLASH ON MY TIMETABLE?

If you find that you are timetabled to sit two examinations at the same time you should notify the examinations office immediately. In most circumstances the clash will have been sorted out by the Examinations Officer in advance of issuing the timetables. Should this clash be unavoidable, you will generally sit one examination and then be kept in isolation until being taken to the examination hall to sit the other one. We need to keep you in isolation to prevent you from coming into contact with other students who have already sat the examination.

WHO INVIGILATES THE EXAMINATIONS?

The College employs a team of invigilators, many of whom have other roles within the College. The invigilators are there to supervise candidates under the guidance of the Examinations Officer. Once you enter the examination room you must be supervised at all times and respond quickly to any requests made of you. Failure to do so can result in you being removed from the room and prevented from sitting the examination. All invigilators are trained and experienced in examination procedures and are subject to strict regulations and police checks (DBS). The invigilators are overseen by the Examinations Officer.

In all examinations there will normally be a member of the subject teaching staff present to make sure that you have the right papers and give any subject specific instructions. These staff will not be required to stay throughout the examination. The rules of the examination room will be read out by the examinations officer or senior invigilator prior to the start of each examination.

WHAT HAPPENS IF I ARRIVE LATE FOR AN EXAMINATION?

If your parents/guardians are aware that you are going to be late for an examination they should telephone the College and ask for a message to be passed to the Examinations Officer. If the examination has started and you have missed the start by just a few minutes it may be possible to admit you. However, examination regulations state that if you are more than 30 minutes late, the awarding bodies will need to be informed and they will decide whether to accept the examination paper.

If you arrive after half the time for any examination has lapsed you will not be able to enter the examination room and sit the examination. Under no circumstances will a candidate be allowed to sit the examination if it has finished.

WHAT MATERIALS AND EQUIPMENT DO I NEED?

During the GCSE examinations the College will have a supply of clear pencil cases should your equipment fail. The clear pencil cases will contain the following essential items:

- 2 black pens
- 2 pencils
- A ruler
- A protractor
- A compass
- An eraser

You will need to bring your own calculator, where applicable. All equipment listed above must be in a clear pencil case. Blue pens cannot be used. You may have a drink of either water or diluted squash but it will need to be in a clear plastic bottle with the label removed. Your Catmose ID card will need to be placed on your examination desk for the duration of the exam.

ARE THERE ANY PROHIBITED ITEMS?

There are some items that cannot be taken into examination rooms. The awarding bodies treat the possession of these items as a serious breach of examination regulations and can lead to disqualification from one or all examinations:

- Mobile phones
- Wrist watches
- Storage devices
- Electronic devices
- Tippex
- Correction pens
- Food items including chewing gum

WHAT IS MALPRACTICE?

Malpractice is the term that the awarding bodies use for any irregularity or breach of the regulations in any way. The Examinations Officer is required to inform the awarding bodies of any suspected irregularities or infringements during examinations, such as when a student has used a mobile phone. The awarding bodies will decide if any action is needed. They operate a system whereby the minimum penalty is loss of marks and the maximum penalty which is disqualification from the subject, all examinations or in extreme cases being able to sit any form of examination for a period of time.

WHAT HAPPENS IF I DO NOT ATTEND AN EXAMINATION?

If you cannot attend an examination then a doctor's note will be needed to enable us to request special consideration. If you do not attend an examination and don't have a doctor's note you will not be eligible for a special consideration request and will therefore be awarded a mark based on the components you have completed and that have been marked.

Parents/guardians should be aware that if a student does not sit an examination for which they have been entered without having a very good reason for being absent, they will be invoiced for the entrance fee for the examination.

BEHAVIOUR DURING EXAMINATIONS

The Joint Council for Qualifications (JCQ) issue several different notices for candidates and these are also displayed inside and outside the examination room. The Examinations Officer and the head of centre are legally obliged to remove any student who is disruptive from the examination to prevent other students from being disadvantaged or compromised. Anyone who tries to communicate with another candidate in any way inside the examination room will be asked to leave and the incident will be reported to the awarding body, which may result in disqualification from the subject.

DRESS CODE

Examinations are still a school activity and with this in mind all students are required to wear full College uniform for all examinations. Students who are inappropriately dressed will not be permitted to sit the examination. Items of jewellery such as bracelets should not be worn as they may cause a disturbance during the examination and would be deemed as a disruption to other students.

WHAT DO I DO IF I AM ILL DURING THE EXAMINATION PERIOD?

If you become ill in the weeks leading up to the examination series, thus your revision time or attendance is affected, then a doctor's note must be produced immediately, together with an accompanying letter. This is the same for illness during the examination. If hospital admission is required then a letter from the hospital is essential. If the Examinations Officer has this information they may be able to ask the awarding bodies to make special consideration for the affected examinations. It should be noted that the awarding bodies will only give a maximum of 5% extra marks for special consideration.

If you are unable to attend an examination because of other circumstances (eg family circumstances or bereavement) the Examinations Officer must be informed on the day of the examination and medical certification or other proof will be required within 48 hours if an application for special consideration is to be made to the awarding bodies. Parents/guardians and students should be advised that any adjustment in marks will be small and no feedback is given by the awarding bodies.

On the first day of illness or difficulty please notify the Examinations Officer on the number on the front of this guidance. They will be able to give clear guidance on the best course of action.

CAN I TAKE HOLIDAY DURING THE EXAMINATIONS?

The dates for examinations including module tests are rigidly fixed by the awarding bodies and are subject to change right up until the first examination starts. These cannot be changed in any way to suit the needs of the College. Under no circumstances will holiday be permitted during the examination periods.

DO I GET STUDY LEAVE?

Students are expected to attend College until all of their examinations are completed. A normal timetable will run with some adjustments for examinations and revision. The official leaving date for Year 11 is the last Friday in June.

After the May/June holiday the timetable will be reorganised to concentrate on revision for the remaining examinations. Students are welcome to revise in College at any time.

HOW DO I GET MY RESULTS?

GCSE results for Year 11 students will be issued on Thursday 19 August 2027 from 8.30am. Your teachers and other College staff will be located at the bottom of the Hellerup Stairs where you can collect your results and enjoy the atmosphere of the morning. Any students who wish someone else to pick their results up for them must write a letter of authority for the person collecting them. Results are not usually given out over the telephone but in exceptional circumstances the Examinations Officer will use their discretion. Any results that have not been collected by 3pm will be posted to the last address stored on the College database.

WHAT DO I DO IF I HAVE AN ENQUIRY ABOUT RESULTS/APPEALS?

It should be remembered that the examinations will only measure the performance of students on the day.

If a student or parent/guardian wishes to make an appeal against any of the examination results there is a process available. We would normally, however, suggest that an appeal is only considered when marks are 1-2 away from the next grade boundary.

Within College, our Team Leaders will decide if any student's examination results should be queried. A letter and consent form will then be sent to the students to gain their permission for us to look into their result on their behalf. If the consent form is not signed and returned to the Examinations Officer, no appeal can be submitted. Students will be notified by letter of the outcome of appeals. If a parent/guardian wishes to appeal they should contact the Team Leader direct to discuss further. If the Team Leader does not suggest that an appeal would be beneficial parents/guardians are still able to appeal but this would incur a charge. There is no cost for a College-instigated appeal.

HOW DO I COLLECT MY EXAMINATION CERTIFICATES?

Examination certificates are sent to the College during the autumn term. These will be handed out to you at Presentation Evening during November. Any certificates that are not collected will be secured at the College and alternative arrangements must be made by the student for collection. The fee for a replacement certificate is approximately £50 depending on the awarding body fees.
The College has an obligation to retain certificates for 12 months. After this date any of the following may happen to any certificates not collected:

- We will endeavour to remind you via email of the need to collect;
- Certificates will be returned to the awarding body;
- They may be securely shredded.

Please read the guidance provided by JCQ:
https://www.jcq.org.uk/wp-content/uploads/sites/2/2026/08/Coursework_ICC_26_FINAL.pdf

PREPARING YOUR CONTROLLED ASSESSMENT – GOOD PRACTICE

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

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

You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work.

Your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it.

You must always keep your controlled assessment secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure.

Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

PLAGIARISM

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.
Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces
- of text with original sources and to detect changes in the grammar and style of writing or
- punctuation.
- Understanding that the use of AI and signing a declaration that confirms the coursework is your own can lead to disqualification.

PENALTIES FOR BREAKING REGULATIONS

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

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

Your awarding body will decide which penalty is appropriate.

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

INTERNAL ASSESSMENT APPEAL PROCESS

Catmose College is committed to ensuring that all students' work that is submitted for assessment for an external qualification is assessed fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should always be conducted by staff who have the appropriate knowledge, understanding and skills of the subject being assessed. All students' work should be produced and authenticated according to the requirement of the examination board. Where a set of work is divided between staff, consistency should be assured by means of internal moderation and standardisation.

If a student and/or parent/guardian feel that this may not have happened they may make use of this appeals procedure. Please note that this appeals procedure may only be used against the process that led to the assessment and not against the mark or grade.

This policy details the procedure regarding appeals relating to internal assessment decisions conducted by this centre (25164) and submitted to the awarding bodies to contribute towards GCSE, Vocational and BTEC awards.

1. The written appeals procedure will be publicised via the Colleges learning platform (VLE). A paper copy will be issued to all students prior to the assessment period and will be available through the Examinations Officer. This policy will also be displayed in the reception area of the College.
2. The policy will be reviewed annually by the Examinations Officer.
3. The Examinations Officer will keep written records of all appeals and decisions relating to such appeals and will manage the internal appeals made.
4. Appeals will be considered by at least three people, one of whom will be the Examinations Officer and one other person who has not been involved in the original assessment decision.
5. If the candidate lodging the appeal is under the age of 18, then they should be supported in their case by a parent/guardian.
6. The written record of the appeal will include the outcome and clear reasons for the decision. A copy will also be sent to the candidate.
7. Candidates will be able to gain access to:

    a. The marks awarded for the internal assessment.
    b. All comments recorded by the College relating to their internally assessed work, including feedback on grades/mark.
    c. Any correspondence relating to their internally assessed work between the College and the awarding bodies.
    d. Information, if available as to whether the work was sampled by the awarding bodies.
    e. The moderated mark given by the awarding body, if known.
    f. Relevant awarding body procedures for the conduct of internal assessments.

INTERNAL ASSESSMENT APPEAL PROCESS

APPEAL NOTIFICATION FORM

STUDENT NAME…… TUTOR GROUP……

APPEAL DETAILS

Subject

Assessment information (please include the module/unit title and the assessment title. Also include the teacher marking the assessment)

Reasons for the appeal (please provide brief notes outlining your reasons for the appeal)

Signed (student) …… Date ……

Name

……..

Signed (parent / guardian) ……Date ……

Please send the completed form to catmoseexams@catmosecollege.com. Once the appeals notice has been received you will get confirmation.

FAO Mrs A Emmerson RE: Post Results Service

Exam Appeals Request. I give authority of Catmose College to request a remark for:

Board	Subject	Paper	Cost
			Total paid to RDSF **£**

Name of Candidate: Candidate Number:

…… ……

Candidate Signature:

……

Name of Parent/Carer: Signature: Date:

…… ……