

## **Mock Exams/GCSEs**

Mock exams will be taking place in November this year. Personal time tables will be issued, and information is also on the school website, on the school twitter account, and displayed around school. These mock exams need to be as realistic as possible. It is important that you attend all of your mock exams and do your best work. Awarding Bodies no longer collect estimated grades from schools/colleges, so if you miss an actual exam in summer we may have to refer back to mock results and the school tracking data.

If you arrive late on the day of an exam, you need to report directly to the exams office and hand in your coat/bag/phone etc. If you arrive before 10am for a morning exam, or 2.30pm for an afternoon exam, you will still get the full amount of time. If you arrive any later than this, your paper may be refused by the Awarding Body. If there are mitigating circumstances, please provide as much proof as possible so that we can support your case.

If you are ill on the day of the exam and will be absent, you need to ring school to let us know, and go to the doctor and provide proof. We can provide a self-certification form which can be verified by your G.P. We can then apply for Special Consideration for an absent candidate, but we cannot apply without the doctor's note. The Awarding Body will look at other units, and possibly mock results to aggregate a score for you.

If you feel ill during the exam, please raise your hand and tell the invigilator. We can apply for Special Consideration for disadvantaged candidate, as you have not performed to the best of your ability. We cannot do this unless we are made aware of it at the time.

Please read your exam booklet carefully as it includes other relevant information about equipment and behaviour during exams.

## **Contingency Day**

The Joint Council for Qualifications (JCQ) have informed us that they need the option to postpone an exam in the event of an incident and rearrange for a later date to allow all students an equal chance. The final date for contingency planning is **Wednesday 26<sup>th</sup> June 2019**. This means that candidates must be available to sit exams from the start of the exam season in May until Wednesday 26<sup>th</sup> June 2019. This decision is not a school decision and does apply to all candidates in all schools across the country. Please keep this in mind when booking a holiday.

## **Appeals**

You will be asked to provide up to date contact details before leaving school (telephone & email address for student and parent). On our return to school in September the Head and Heads of Department will review the results, and we will be requesting re-marks for scripts if they feel it is appropriate. If one or more of your GCSE scripts are on the list for a re-mark we will contact you by telephone, and a consent form will be emailed to you. Please keep an eye on your email account throughout September. Signed forms should be emailed back to school as we cannot proceed with the enquiry about results without it.

You have the right to appeal against your result even if it is not supported by school. If your scripts are not chosen by school for re-marking but you would like to put in a request, you need to contact school no later than **18<sup>th</sup> September**. This will enable us to meet the exam board deadline. There is no guarantee that your marks will change, they could go up or down. If your overall grade goes up there will be no fee incurred, but if it remains the same or goes down then you will be asked to pay the fee.

**Mrs S Bagley**

**Assistant Examinations Officer  
Byrchall High School**