

# **St Columba's Catholic Boys' School**



## **Examination and NEA Information 2022 - 2023**

(For all students in years 10 & 11)





## **EXAM ENTRY POLICY**

It is the policy at St. Columba's that all students will be entered for all exams in the subjects they study. However, there is an exception to this rule:

If Heads of Department, in consultation with subject teacher, consider that a student should be withdrawn from examination entry on educational grounds, they will raise the matter with Ms L Myles (Assistant Headteacher), and discuss the reasons for their recommendations. Attendance, attitude and completion of coursework will be taken into consideration.

Every student is issued with an individual statement of entry, listing all the examinations the student has been entered for (in January/February for summer exams). They should check that their personal details are correct and that they have been entered for correct exams. They should contact the Exams Officer if there are any errors. Later amendment requests may incur charges.

The final decision on entry rests with the Headteacher. If, after an entry has been made, a pupil fails to arrive for an examination, or is withdrawn on educational grounds (i.e. insufficient coursework), then the parents are **liable for the full exam fee.**

**Illness on the day of the examination, *supported by a doctor's note***, removes the liability.

Every student will be issued with a personal examination timetable as early as possible. The timetable will list all of their examinations in date order and will state how long the examination is and which session, AM or PM.

If there are any changes to a student's entries or timetable, they will be issued with an updated version in writing.

If you, or your child, have any queries or problems about examination entries, please contact the Examination Officer at the school as soon as possible.

## EQUIPMENT

Every student **MUST** provide all equipment for **ALL** their examinations. Equipment required will vary depending on the exam but may include the following:

- Pens must be **black**
- HB Pencil & sharpener
- Eraser
- Ruler
- Scientific Calculator
- Pair of Compasses
- Protractor
- Highlighters

Each subject teacher will inform the students of any other materials such as set texts and scripts, required for examinations.

All equipment should be in a **clear pencil case or plastic bag only**. The use of gel pens, erasable pens, correction fluid and correction pens is not permitted.

### **Using calculators**

Candidates may use a calculator in an examination unless prohibited by the awarding bodies specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies regulations.

<b>Calculators must be:</b> - of a size suitable for use on the desk; - either battery or solar powered; <b>free of lids, cases and covers.</b>	<b>Calculators must not:</b> • be designed or adapted to offer any of these facilities: - - language translators; - symbolic algebra manipulation; - symbolic differentiation or integration; - communication with other machines or the internet;
<b>The candidate is responsible for the following:</b> - the calculator's power supply; - the calculator's working condition; - clearing anything stored in the calculator.	• be borrowed from another candidate during an examination for any reason;  • have retrievable information stored in them - this includes:  - databanks; - dictionaries; - mathematical formulas; - text.

Students without the correct equipment may penalise their own examination performance.

**YOU MAY NOT BORROW EQUIPMENT FROM ANY OTHER STUDENT DURING THE EXAM.**



room.

Mobile phones, i-pods, MP3/4 players, watches, products with any potential technological/web enabled sources of information are NOT allowed to be on your person during an exam. They will be collected before the exam begins and they must be turned off (not silent). You will be disqualified from an exam if you are found to have a device in your pocket even if it is turned off. They must remain turned off until you leave the exam

Possession of unauthorised material is an infringement of the Regulations, even if you do not intend to use it.

## **Malpractice**

**Any breach of exam regulations will result in the student being reported to the relevant awarding body for malpractice. The awarding body will then decide the course of the action to be taken. This is usually zero marks for that paper but can include zero marks for all exams with that board.**

The most common forms of Malpractice that we have encountered are:-

- Possession of a mobile phone – whether turned on or off
- Writing on the exam paper before being instructed to do so
- Writing anything on the front of the paper apart from information requested
- Watch left on wrist – **all** watches must be handed in
- Revision notes left in pocket

Please be aware of *all* the exam regulations, listen to the invigilators and follow the instructions. Ensure you hand your phone and wristwatch in.

## **Internal School Exams**

We would like to make it clear that whilst the rules and regulations in this booklet apply to all external exams, as a school we also hold all year 10 and 11 internal school exams following these same rules.

This ensure that students are familiar with the procedures and rules they need to follow when they sit "real" exams.

Anyone breaching the exam rules and regulations during a school exam will be reported to SLT and a sanction issued.

NB School exams will be scheduled throughout the day, students will be expected to stay till the end of the exam, *which may be after the end of normal school day of 2:30pm*. An individual timetable will be issued to students as soon as arrangements are confirmed, so they will be aware of the days they will be finishing later.

## **EXAMINATION RULES**

- Make sure you wear the correct school uniform; otherwise you may be refused entry to the exam room.
- Be in the assembly area 10 minutes before the start time. Please check the exam noticeboard for any late changes.
- Go to the toilet before the exam – you will not be allowed to go during an exam.
- Make sure you have all the appropriate writing/drawing equipment you need ready to take in with you to each exam. **You will not be allowed to share equipment with other students**. Only clear pencil cases will be allowed in the exam room.
- You may bring water to drink in a *clear plastic bottle without any labels on*. No other food or drink will be permitted.
- Line up quietly and wait to be called into the exam room. Leave your coats and bags where instructed and go to your seat quickly and quietly.
- When you are told to enter the examination room, you should be **silent** from the moment you enter the room until you leave the exam room. Raise your hand if you have a question.
- You must NOT communicate with any other student via any means. You should sit facing the front of the room at all times.
- Make sure the candidate details on the desk are yours. If they are not yours, raise your hand and wait for an invigilator.
- Electronic equipment, mobile phones and all watches must be turned OFF, placed in the envelope/pencil case provided and handed in.
- Make sure you have been given the correct question paper- check the date, subject code and correct tier of paper has been given to you. If you are unsure, raise your hand. *Mistakes cannot be rectified afterwards.*

- You must **not write anything** on the front of the exam paper until directly asked to do so by the invigilator.
- **Listen** carefully to the instructions given to you by the invigilator at the beginning of each exam. If you do not follow instructions, the exam board may refuse to mark your exam paper.
- Make sure you write in **black ink** only. Anything else is unacceptable and the examiner will refuse to mark your exam paper.
- Do not use correcting pens, erasable or gel pens or highlighters, in your answers, as the use of these is forbidden. Do not scribble, draw or doodle on your exam paper; the exam board may refuse to mark it.
- Ensure your pockets are empty, no revision notes or other unauthorised material. We will provide tissues if needed.
- **Once you have entered the exam room, you will not be allowed to leave** except in the case of an emergency.
- **If you have any problem during the course of the exam, you must raise your hand and wait for an invigilator.**
- **Students will NOT be allowed to leave the examination room before the scheduled finishing time.** If you have any time left before the end of the exam, use it sensibly to check your work and make sure you have answered ALL the questions you should have, and check you have filled in the front of your answer booklet correctly.
- At the end of the examination, sit silently, **remain in silence** until you are dismissed. Exam conditions apply until you leave the room, **no** electronic equipment may be switched on in the Exam Room.

## **WHEN THINGS GO WRONG**

If you have any problems at all that may affect your examination performance you must tell us as soon as possible so we are aware of the circumstances, ie death in family, broken wrist etc and then we can make suitable arrangements where possible. Contact Mrs Reddington, Exams Officer 01322 553236 ext:240, e-mail: [brn@st-columbas.bexley.sch.uk](mailto:brn@st-columbas.bexley.sch.uk)

**If you are unwell on the day of the exam.** If at all possible you should sit the exam, we may be able rearrange seating, ie place you nearer door. Let the invigilators know if you are unwell, have migraine etc. A Medical certificate or note from your doctor must be sent to the Exams Officer within three days of the examination in order for an application for special consideration to be made.

If you are going to be late, phone the school and *let us know*. Get into school as quickly as possible (it is best if someone can bring you) and report to the Main Office without speaking to any other student. If you arrive late you may be allowed to sit the paper but the Examination Board may refuse to accept your paper. If you arrive after the exam has finished you will NOT be able to sit the exam.

If you are absent from the start of the exam, the school will try to phone you as quickly as possible to find out where you are and to remind you that you should be in an exam. But it is **your responsibility** to know when your exams are. **It is important that we have your current Phone details on system.**

If you are absent for an exam, please let us know the reason as soon as possible, and if possible provide evidence. Dependent upon the circumstances the board may still be able to award a grade, but this is at the discretion of the exam board - not the school.

**It will not be possible, for whatever reason, for you to sit an exam at another time or on another day.**

If you misbehave during an exam, disrupt another candidate or break any of the rules, you **will be** reported to the Exam Board who will decide what action to take. Action can range from disqualifying you from the exam to you being barred from sitting any further exams.

### **Contact details**

It is *vital* that the school has current contact details for students and your guardians so we can try to contact them if a student is absent.

Please ensure that the school has your current phone numbers on record and notify us of any changes: [office@st-columbas.bexley.sch.uk](mailto:office@st-columbas.bexley.sch.uk)

## **Contingency Day**

The awarding bodies have designated **Wednesday 8<sup>th</sup> June & up to 28<sup>th</sup> June 2023** as 'contingency days' for examinations.

In the highly unlikely event that there is a national disruption to a day of examinations, as a last resort the affected examinations will be rescheduled. It is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Any issues before half term may be moved to 8<sup>th</sup> June, later issues may be rescheduled up to 28<sup>th</sup> June.

**Candidates must remain available until Wednesday 28<sup>th</sup> June 2023 should an awarding body need to invoke its contingency plan.**

Should a candidate **not** be available for a rescheduled exam they will be marked as absent and receive zero score for that paper.

Once a candidate has completed all their exams there is no longer a need for them to remain available until 28<sup>th</sup> June.

## **RESULTS DAY - Thursday 24<sup>th</sup> August**

A Statement of Results will be available for collection on the day specified above from 9:00am – 10:00am.

If you **will not** be able to collect your results on this date you have two options:-

1. You can supply a stamped self-addressed A5 envelope in order to have your results posted to you,
2. Provide a letter, signed by you, giving permission for a named person, ie parent, to collect your results on the day. (They will need to bring photo proof of ID with them to collect your results.)

These must be provided to the Exams Officer before the end of Summer Term.

There will be staff available on results day to discuss any questions you may have. The exam officer, Ms B Reddington, will be also be available to answer any question on Friday 25<sup>th</sup> August between 9am - 2:30pm.

**Certificates** – Usually distributed via a prize giving in Nov/Dec – if this is not possible you will be notified of how and when they can be collected, more details nearer the time.

**Your results will not be sent or handed to anyone else, without your written permission, given in advance (as above).**

If results cannot be handed out due to covid, results will be emailed out to students school email addresses on the morning of 24<sup>th</sup> August. We will let you know asap if this contingency is going to be used.

**NB. Results date correct at time of printing – may change if exam timetable subsequently altered by government. Changes will be notified to students via your school email address.**

The following pages contain important information & rules for:-

- NEAs – Non-examination assessments
- Social Media
- How your information is used
- Warning to Candidates
- No phones information
- St Columba's Internal Assessment Appeals Policy
- Post results services

Please also read the Information for Candidates documents, that are available via school website from Joint Council for Qualifications (JCQ). Student tab/Exams

It is important that **all** students in years 10 and 11 read these documents. These rules apply to all Exams and Non-Examination Assessments held at this school.

## JCQ – Information for candidates Non -examination Assessments (NEAs)

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 anything 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 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, you **must** describe in your own words how that data was obtained and you **must independently 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 or share it with anyone, including posting it on social media. You must always keep your work 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 do not need.

**Do not be tempted to use pre-prepared online solutions – 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.

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 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/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography 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 or ideas 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 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 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.

## **Information for candidates**

### **Using social media and examinations/assessments**



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.



### **You need to know that the following would be malpractice:**

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



## Information for Candidates

### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

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

CCEA <https://ccea.org.uk/legal/privacy-notice>

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/home/privacy-policy/>

#### **Who we are and how to contact us**

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

#### **Information about you and from where it is obtained**

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

#### **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant

local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here:

<https://www.jcq.org.uk/contact-our-members/>.

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



AQA

City & Guilds CCEA

OCR

Pearson

WJEC

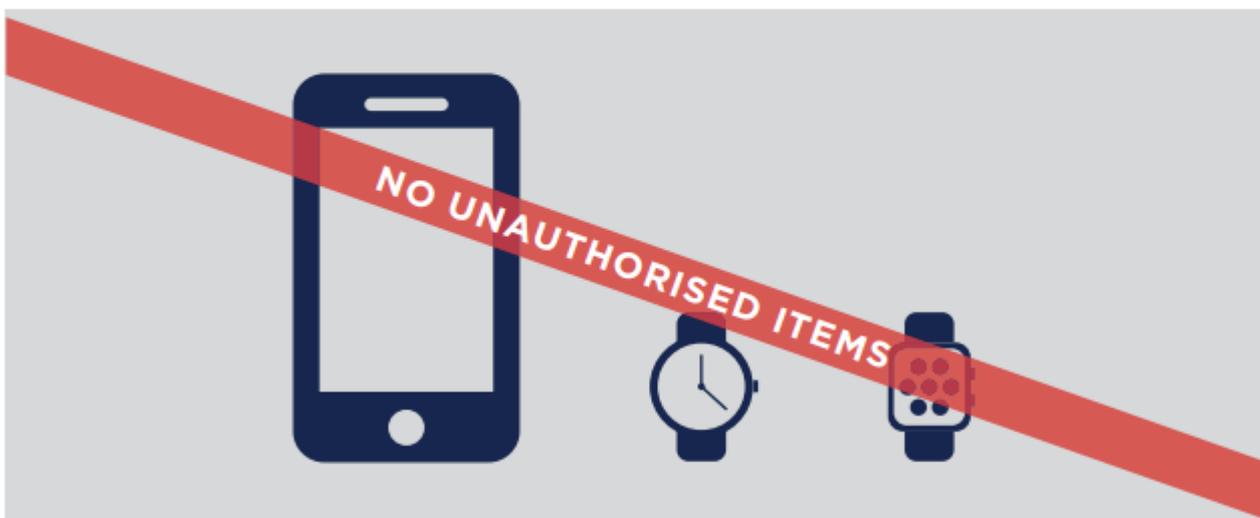
## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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

## **NO MOBILE PHONES NO WATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

# **DISQUALIFICATION**

from your examination and your overall qualification.



## **St Columba's Catholic Boys' School**

### **Appeals against Internal Assessment of Work For External Qualifications**

St Columba's Catholic Boys' School is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The Centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his work, he may make use of this appeals procedure. Note that appeals may be made against the process that led to the assessment and against the mark or grade submitted by the centre for moderation by the awarding body.

This procedure is available from the Exams Office and is posted on the School website.

1. Appeals should normally be made by 30<sup>th</sup> April for examinations in the summer series. *This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.*
2. Appeals should be made in writing by the candidate's parent/carer to the Assessment Manager, who will investigate the appeal with at least two other

members of staff who have not been involved in the internal assessment decision. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCDA.

3. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
4. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the Awarding Body upon request. Should the appeal bring any significant irregularity to light, the Awarding Body will be informed.
5. If the appellant is unhappy about the response in writing, he can ask for a personal hearing, where a panel will consist of two persons not previously involved, normally the Headteacher and a member of the Governing Body.

**Note:**

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the Schools control will not be considered in the School's appeals procedure.

## **Post Results Services**

### **Review of Marking (RoM)**

Reviews of Marking will normally be paid for by the candidate.

Information regarding the deadline, how to apply and how to pay for reviews of marking will be included in the envelope with students' results and posted on school website. Students/exams

The school will endeavour to identify those results it feels should be considered for a review, and inform the candidate of the option. But the school has no obligation to do this and candidates should ensure they understand their results and what options are available to them. Any questions, on results, should be directed to the exams officer.

### **Clerical Recheck and Access To Scripts**

Information regarding these services will also be included in the candidates' results envelope and school web site. The options do vary by exam board.

**NB Relevant School policies are always available on the school website.**

The information contained in this booklet is also available on the school website. Should you require another hard copy, this can be obtained from reception.