

HAMMERSMITH



# **Guide to Public Examinations 2019 - 20**

**Information for  
Students and Parents**

# About your exams

## The Exams Officer

Ms Lucie Hrabankova is the HA Exams Officer. She is responsible for all aspects of the examination process, this includes:

- Dealing with the entry process
- Smooth running of the exams
- Ensuring the school meets the standard requirements of the examination boards and the Joint Council for Qualifications (JCQ).
- Enforcing rules and regulations and reporting any malpractice or incidents that may occur
- Advice on Access Arrangements and Special Consideration
- Distributing results
- Making any enquiries about results

If you have any enquiries or problems about any of these issues (or anything else relating to the exams process) please feel free to contact the Exams Office at any time:

Telephone: **0208 2226 226**

Email: [datateam@hammersmithacademy.org.uk](mailto:datateam@hammersmithacademy.org.uk)

**Exams Office based in S36 (second floor)**

## Invigilators

- The Academy employs external invigilators to conduct examinations. They should be treated with the same respect afforded all staff.
- Invigilators are in the examination room to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra paper if required and deal with any problems that occur.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room. They will be disqualified from the examination.

## Exam dates

For each exam season, each student will receive an individual timetable which will give them their exam dates and times – **students are responsible for checking their own timetables.** Contact the Exams Officer if you are not sure when you should come in for your exams.

**Contingency Day – The awarding bodies have designated Wednesday 24<sup>th</sup> June 2020 as a 'contingency day' for examinations. The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. You need to remain available until Wednesday 24<sup>th</sup> June 2020 should an awarding body need to invoke its contingency plan.**

## Individual Candidate Timetables

- You will be issued with an Individual Candidate timetable prior to the start of the GCSE/A-Level examination period. This shows your own specific examinations with details of date, time and duration of the exam.
- Exams that do not have a written paper (e.g. Art) will be timetabled by the relevant Head of Faculty and you will be informed separately of the dates.

## Preparation

- Please read the JCQ Information to Candidates very carefully (a copy is included in this booklet).
- Candidates are responsible for checking their own timetable and arriving at the Academy on the correct day and time, properly dressed (Y11 students must wear full inform) and equipped. On the day of examinations, you should be in the cafeteria at least 30 minutes before the start of the exam.
- Candidates who arrive late for an examination may still be admitted, but depending on how late your arrival is, the exam board may refuse to accept your script.

## General instructions

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check that you have the correct paper – check the subject, paper and component/tier. Read all instructions carefully. Make sure you complete all parts of the cover page.
- Each candidate has a four-digit Candidate Number, as shown on your Candidate timetable. This number must be written on all your examination scripts.
- You will not be allowed to leave the examination room early. If you have finished the paper, use any time remaining to check over your answers and to check that you have completed your details correctly.
- At the end of the examination 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, ask for a tag to fasten them together in the correct order. Check that your name and details are on the front of any additional sheets.
- Invigilators will collect your examination papers before you leave the room. Silence must be maintained during this time – you are still under examination conditions until you leave the room.
- Question papers, answer booklets and additional papers must not be taken from the exam room.
- If the fire alarm sounds during an examination, the invigilators will tell you what to do. It is important not to panic. If you have to evacuate the room you will be asked to leave in silence, and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk and do not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full time for the examination and a report will be sent to the examination board detailing the incident.

## Access Arrangements

- Some candidates are entitled to special examination arrangements called Access Arrangements (e.g. extra time, use of a word processor, scribe) for medical reasons, or as determined by the SEN Faculty.
- Candidates with Access Arrangements will receive notification from the SENCO in advance of their examinations.
- Temporary arrangements can be put in place if, for example, a candidate has a broken arm and requires a scribe.

## Special Consideration

- Special Consideration is a post-examination adjustment to the marks or grades of a candidate who is eligible for consideration. Special Consideration seeks to assist candidates affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations.
- The maximum adjustment possible through Special Consideration for candidates who are present for an examination but disadvantaged is 5% of the total marks available for the component concerned. The actual adjustment depends on the timing, nature and extent of the illness or misfortune.
- If you experience difficulties before or during the examination period (e.g. illness, injury, personal problems) please inform the Exams Officer as soon as possible.
- An application to an examination board for Special Consideration must be supported by detailed medical or other appropriate evidence.
- In exceptional circumstances candidates who are unable to sit an examination for acceptable reasons may also be eligible for Special Consideration. In such cases, an adjustment may be made to the final grade awarded, provided that at least 50% of the total assessment has been completed and the absence is supported by detailed evidence.

# Frequently Asked Questions

When do I come into school for an exam?

**MORNING EXAM SESSIONS - START NO LATER THAN 9am**

**Please arrive at HA by 8.30am**

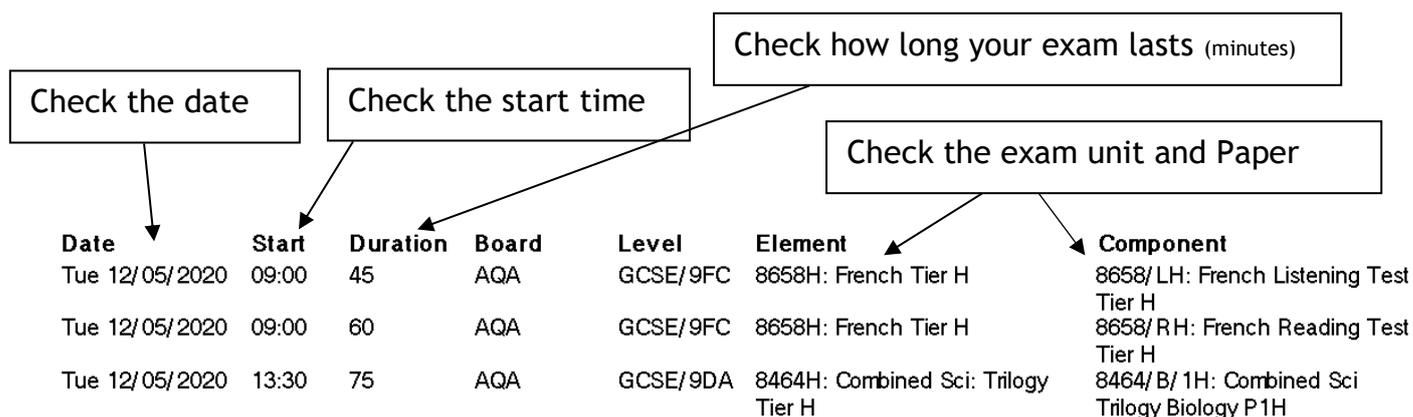
**AFTERNOON EXAM SESSIONS - START NO LATER THAN 1.30pm**

**Please arrive at HA by 1pm**

Exam start times are set by the exam boards and are therefore non-negotiable. Students must arrive in good time for their exams. The length of each exam varies so end times are not published.

Students should be very careful to check if their exam is in the morning or the afternoon. You can not sit the exam if you turn up at the wrong session.

You should follow your own exam timetable to find out when you should come in for an exam. It will look like the one below:



## I have an exam what should I do?

- Arrive at school in good time to check the location of the exam
- Be in the cafeteria at least 30 minutes before the start of your exam.
- Arrive at the exam location at least 15 minutes before the start time
- Have any equipment organised, out of bags and ready to take into the exam room
- **Check on the poster displayed for your Seat Number**
- Enter the exam room calmly and in silence
- Put coats and bags at the back of the exam room and sit in your allocated seat
- Hand in any items such as mobile phones and MP3 players
- Sit the exam ensuring they act in accordance with the rules and regulations
- No notes, flashcards etc. on person

## Where is my exam?

Usually exams are in the Sports Hall, and occasionally in the Theatre/Drama Studio, but you should check the poster in the canteen daily in case your exam is in another room.

## Where do I sit in the exam room?

All students have allocated seats. Seat numbers are published on posters outside the exam rooms. **It is essential you sit in the seat you have been allocated.** You will probably sit the wrong exam if you sit on another student's seat.

## What do I do if I haven't been given a seat?

If your name is not on the poster then you do not have an allocated seat, there will be a number of reasons for this which will need to be investigated. You will be asked to wait before entering the exam room until you have spoken to the Exams Officer. Do not sit on any seat, you may be given the wrong exam paper, or end up doing an exam that will not be marked.

## What should I wear?

**ALL students are expected to observe the usual formal dress code.** No hats.

You should make sure you have layers on that are appropriate to the weather. Students should **not** be wearing external coats. Coats and bags **MUST** be left in the Cloak room.

Year 11 students are expected to wear full uniform.

## Can I have a drink in the exam room?

You are advised to bring a small drink with you, no fizzy or hot drinks are allowed. You should not drink too much as you will not always be allowed to go to the toilet. **If you do bring a bottle of water into the examination, the label needs to be removed.**

## Can I go to the toilet during the exam?

It will not always be possible for you to use the toilet during an exam. You should make sure you use the toilet before going into the exam room. If you need to use the toilet during the exam, please note that you will not be allowed during the first 30 minutes and the last 30 minutes of the exam and you will have to be escorted.

## How do I behave in the exam room?

The school has a duty to ensure students follow the rules and regulations set down by the Exam Boards and the Joint Council for Qualifications.

The Notice to Candidates gives general guidelines about what you must do and how you should behave. This notice is displayed on a poster both inside and outside the exam room, it is also at the back of this booklet.

The main things you need to remember include:

- You need to be silent from the moment you walk through the door to the exam room and remain silent until you have left the exam room.
- You should not communicate with any other student in the exam room – this includes eye contact, speaking or signalling.
- You should face the front of the room for the whole exam. Turning or looking around is distracting to others and could be seen as cheating.
- You should hand in any items you are not allowed to have on you in the Exam room:
  - iPods, mobile phones, MP3/4 players
  - no notes etc. on person
  - **No wristwatches of any kind are permitted to be worn (new regulation)**
  - Technological/web enabled sources of information

- You should not create any kind of disturbance during the exam.
- You should listen carefully to the instructions you are given.
- At the end of the exam you should stop writing as soon as the exam has ended.

Be aware that any disruption or signs of rule breaking will be reported to the exam board immediately. You risk being disqualified from all your examinations.

The Exams Officer has the right to remove any student causing any kind of disturbance. Once you have been removed from the exam room you will not be allowed to go and complete your exam. A report will then be made to the exam board and you risk being disqualified from all your exams.

### What equipment should I bring?

**You MUST bring all equipment to every exam. It is your responsibility to ensure you have everything that you need.**

To be fully prepared for the exams you should make sure you have:

- Transparent (see-through) pencil case
- Black pens (several), most examination boards only accept black pens
- Pencils
- Rubber
- Pencil Sharpener
- Coloured pencils (for diagrams)
- Protractor / Compasses



### Calculator

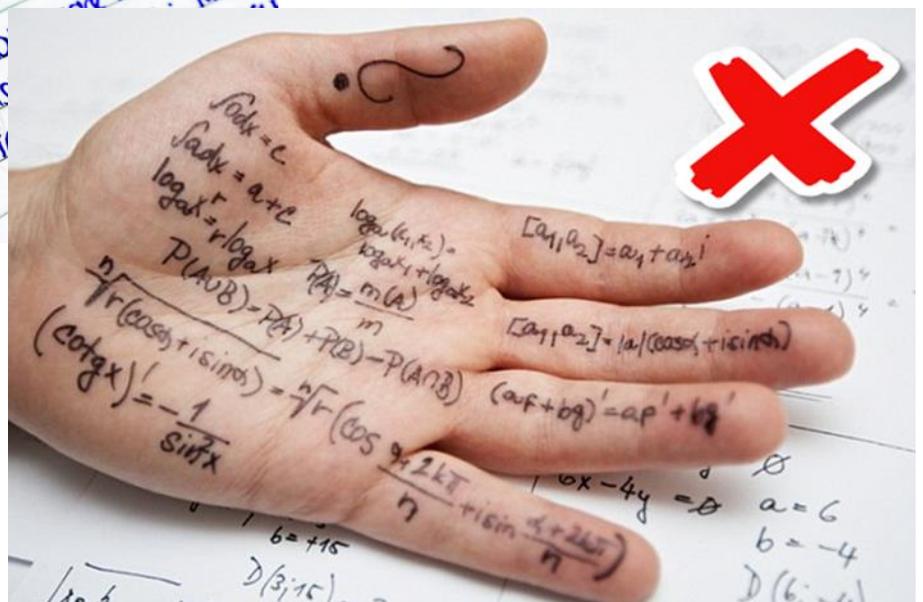
<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>○ of a size suitable for use on the desk;</li> <li>○ either battery or solar powered;</li> <li>○ free of lids, cases and covers which have printed instructions or formulas.</li> </ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: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

You are allowed to use a calculator for some exams. Please make sure you carry it with you so you have it just in case. If you do need a calculator you should leave the cover in your bag.

You should leave non-transparent pencil or equipment cases in your bag. If they are brought to the exam desk you will be asked to hand them in. You should not have anything on the floor underneath your exam desk.

DO NOT BRING tippex or other correction pens they are not allowed in the exam room.

### Bad Practice



## **What must I do with my mobile phone or MP3 player?**

**You must hand in any items such as mobile phones or MP3 players at the start of the exam. These items should be switched off.**

You should not have mobile phones, MP3 players or earphones with you, in your pocket or in your bag. If you have brought these items in to school they need to be handed in. On your desk, you will see a card with your name and exam details. There will also be a clear plastic bag in which you should put your mobile phone, calculator case or any other equipment not authorised by the exam bodies. An invigilator will come and collect those bags before the exam starts. If the label does not have your name on, please stay seated and put your hand up for assistance. At the end of the exam you should ensure you get your equipment back.

**You risk being disqualified from ALL your exams if you do not hand these items in switched off.**

All incidences with mobile phones must be reported by the Exams Officer to the exam board.

## **How are the exams started?**

Every exam at HA is started in the same way. Students will be admitted to the exam room and asked to put their coats and bags at the back of the room. Students will be asked to hand in any mobile phones or MP3 players. The SLT/Exams Officer or the Lead Invigilator will then remind students of the rules and regulations whilst they are filling in the personal details on the question paper or answer booklet. The exam will then start.

## **What do I do if I am late?**

You should make sure you leave home in enough time to arrive no later than 8.30am for a morning exam and 1pm for an afternoon exam.

If you are running late you should get to school as soon as possible, check where your exam is and go straight to the exam room.

If you are less than thirty minutes late you will be allowed into the exam room and if you have a valid reason for being late you will get any time you have missed. If you arrive more than thirty minutes late you will be asked to wait to speak with the Exams Officer before you enter the exam room. You will not be allowed to sit any exam if you are more than one hour late.

## **What happens if I miss an exam?**

You are expected to attend every exam you have been entered for.

A register is taken as soon as the exam has started, any student absent at this time will be telephoned on the contact number(s) provided.

Any student that does not sit the exam will be classed as absent and will be charged the entry fee for the examination.

## **What do I do if I have more than one exam at the same time?**

When you receive your exam timetable you should look through it very carefully to check you do not have a 'clash' (more than one exam at the same time). Sometimes the exam boards timetable exams from the same subject so they run after each other, this is okay. If you have more than three hours of exams in either the morning or the afternoon session, the Exams Officer will arrange for you to do the exam at a different time. The Exams Officer will decide what order you should do the exams. You will not be able to change this order.

If you have an exam clash you may have a supervised break of no more than 20 minutes between papers within a session.

This break must be conducted within the examination room, under formal examination conditions at all times.

## **What if I finish my exam early?**

If you finish your exam early you will not be allowed to leave the exam room. You should use all the available time to ensure you have done the best you can with your exam and check over all your answers. If you finish early you must sit quietly until the exam has ended. Failure to do this could result in you being disqualified from all your exams.

## **Am I allowed additional time?**

Some students are allowed up to 25% additional time to complete their exams. You will know if you have additional time if your name is highlighted on your exam desk label. Only certain students are granted this additional time, it is decided before your exams start. If it is not on your label you are not allowed it.

## **What do I do if I have a problem that is affecting my performance?**

If you are affected by illness or any other family or personal circumstances which may affect your examination performance (before or during your exams) you should speak to the Exams Officer as soon as possible. We may be able to make an application for Special Consideration (you should be aware that no feedback is provided and any adjustments made are very small).

## **What do I do after I have been dismissed from my exam?**

You may leave school after your exam, but you need to remember that the rest of the school is still running as normal, so please be quiet and considerate. If you wish to stay on and revise, please remember that the Sixth Form Centre is a quiet study space; do not come in and chat about the exam.

Normal lessons will be timetabled for Year 11 students. The Library also will be available for revision.

# 5 Top Revision Tips

## Make a plan

- If you don't write down what you've got to cover, you can't tell whether you're making good progress or if you've forgotten something.
  - using the index from your textbooks (works particularly well for sciences)
  - or listing the various modules that you've covered in your notes
  - or working through the exam board specification.
- Then **RAG** your topics (Red = really struggle with this aspect; Amber = I know something, but need to put some time in; Green = pretty confident, will need to check it over before exams).
- As you move towards your exams, you will be able to go through your **RAG** list and tick off topics once you've made notes or revised fully, or tested yourself thoroughly.

## Make a timetable

- Now look at the time you've got between now and exams – weekends, evenings, study periods – and allocate some sensible time from March to May.
- It's no use cramming it all in at the last moment, it just won't stick. Cognitive scientists talk about massed learning – when you learn and consolidate material in a short space of time – and spaced learning. People who do massed learning will be over-confident and guess that they've learnt better than they have.
- Divide your time into sensible blocks. At home at weekends, you might want to create a timetable that divides your morning and afternoon into 30 minute sessions, with five minutes break between each session, a longer 30 minute break mid-morning and an hour's break for lunch. The breaks are important; research has shown your capacity to learn peaks just after and just before a break, so timetable them sensibly and use them as a way to reward yourself for hard work.
- Then use your **RAG** topic plan to help you prioritise, to ensure that you give each subject enough revision time and to make sure that you are covering off every aspect of your course. Don't forget that you'll need to have some review and testing time planned in so that you can keep on coming back to the subjects you've revised to check your understanding and memory.

## Organise yourself

- Make sure you've got everything you need to revise. You are not going to be just reading through your notes or hopefully scanning a useful website – that's not revision. You need to *write* notes, distil down to key bullets and quotes and even build memory maps and pictures to help you remember it all.
- All of this requires pens, paper, highlighter pens etc. Some people like to use revision cards; others make detailed notes in an exercise book or summary sheets for each section of their file. It's up to you, but make sure that you've got what you need before you settle down for a revision session.

- And keep it all in good order. Don't let bits of paper pile up on your desk or bedroom floor; an ordered file is an ordered mind – or something like that. You are creating a resource to be able to use right up until the day of the exam, so you need to be able to find each topic with ease.

## Test yourself

- Once you've revised a subject, test yourself regularly. Try writing down everything about the subject that you've just revised on a blank bit of paper; memory experts say that this helps you test yourself on the whole unit and form it in your mind as a narrative. And you can compare it with your notes afterwards to find the bits you missed. Another useful thing to do is to set yourself an old essay title and write an essay plan to check whether you're remembering all the elements. You can also get family or friends to test you from your revision notes.
- Knowing the content of your course is one thing, being able to get the knowledge out of your head in a way that answers the question correctly is another. Make sure that you work through plenty of past papers; you'll be getting loads from your teachers, but you can also Google them. Ask your teachers if they'd be happy to mark any extras that you do in your own time. The more you practice, the more you'll get your head around the way the questions are phrased, the techniques required to get the marks, and you'll get a better sense of timings. It'll also help dispel nerves and that sense of panic that you can sometimes get when you turn over the exam paper; familiarity is a great reassurance.

## Turn it off

- However much you might tell yourself that you like to revise together in a group with your friends, or whilst listening to tunes on You Tube, or that your phone must be nearby just in case you need to Snapchat with your mates, you know that a quiet space without any disturbance from friends, family or technology is going to give you the best possible chance of learning well.
- Find yourself a regular study space – that might be your room or it might be the library. It could even be at a relative or neighbour's house, so that you don't have the distractions of your own home.
- Then put everything away that might distract you – phones, Facebook, Twitter, i-pads, television, magazines etc. We all know that technology is addictive and compelling, so you need to make sure that you turn it off and put it away, so that you're not tempted to allow yourself to be distracted (if necessary put your phone physically in a different space from you). And if you need to use the internet for your work, then restrain yourself from doing any other browsing until you've finished all your work at lunchtime or in the evening.

## Remember it's all about short term pain for long term gain

- There will be many moments when you feel as though you're missing out on everything and that you really want to go out with your mates rather than sit at a desk for hours on end; on other days you'll tell yourself that it's all too much and that you'd rather sleep in or slump in front of the TV.
- But you just need to remember that it's a relatively short amount of time in the general scheme of things and that by June it will all be over and the summer will stretch out ahead of you. Put in the work now and you will be smiling when it comes to results in August – it's your future and you owe it to yourself to revise well now.

## Exam Stress

A little bit of stress can be a good thing as it motivates us to knuckle down and work hard. But exams can make stress levels get out of hand, which can stop us from performing our best. So it's important to address it and get it back under control.

## Stress Symptoms

Look out for prolonged or extreme cases of the following if you feel the work's piling up:

- Difficulty getting to sleep or difficulty waking up in the morning
- Constant tiredness
- Forgetfulness
- Unexplained aches and pains
- Poor appetite
- Loss of interest in activities
- Increased anxiety and irritability
- Increased heart rate
- Migraines/headaches
- Blurred vision
- Dizziness

If you've noticed three or more of the above symptoms and you've experienced them for a few weeks you may need to do something about your stress levels.

## How to manage exam stress

- Learn to recognise when you're stressing out. A break or a chat with someone who knows the pressure you're under will get things into perspective.
- Avoid comparing your abilities with your mates. Those "Oh my God I've only read Macbeth 17 times" conversations are likely to wind you up. Everyone approaches revision in different ways, so just make sure you've chosen the method that works best for you. Make a realistic timetable. Stick to it.
- Eat right. Treat yourself like a well-honed machine - eat fresh fruit and veg and have a proper breakfast. Fuel your brain as well as your body - no one can think straight on coffee and chocolate.

- Sleep well. Wind down before bed and don't revise under the duvet - your bed is a sanctuary, not a desk. Get your eight hours.
- Exercise. Nothing de-stresses the mind faster than physical activity, so build it into your timetable. Being a sloth makes our mind sloppy too.
- Panic is often triggered by hyperventilating (quick, shallow breaths). So if you feel yourself losing it during the exam, sit back for a moment and control your breathing. Deep breath in and out through the nose, counting to five each way.
- Steer clear of any exam 'post-mortem'. It doesn't matter what your mate wrote for Question 3(b), it's too late to go back and change your answers, so it will just make you worry even more.
- Ultimately, don't lose sight of the fact that there is life after exams. Things might seem intense right now, but it won't last forever.
- If you need any further support or advice on dealing with stress, you can speak to your tutor, your subject teacher or any of the Sixth Form Team – we all want you to succeed (and we have all invariably suffered from exam stress in the past!)
- Childline also has a free counselling service (by phone, email or text) – follow the link: <https://www.childline.org.uk/Explore/SchoolCollege/Pages/exam-stress.aspx>

# Non-Examination Assessments

As you will be aware, some of your qualifications require Non-Examination Assessments (NEA) which are marked internally by teaching staff before being sent to the examination boards for moderation.

Your work is marked and standardised and you will be made aware of your marks for this part of the course. If you believe that the assessment criteria have not been correctly applied to your work, you will have a period of time from the publication of NEA results to request a review of the Academy's marking.

Students must apply in writing using the NEA appeals form (available from the exams office) before the subject appeals deadline, explaining fully on what grounds they wish to request a review of centre-assessed marking. All requests must focus solely on the quality of the work submitted, no other factors will be taken into consideration. All completed NEA appeals forms must be returned to the examinations officer (not the subject teachers). No appeals will be accepted after the specified deadline (see below). The cost per appeal will be charged at £35. This will be refundable should the mark(s) go up.

You will be made aware of the outcome of any appeals via your school email address.

**Please note that any review of marking can result in marks going down as well as up, and the reviewed marks are those which are sent to the examination boards with no exceptions.**

We would like to take this opportunity to remind parents and students that a significant proportion of non-examination assessments are sent to examination boards for moderation (this is normal practice and ensures centre marking is in line with national standards). Therefore any marks issued by the academy (reviewed or not) are subject to change by the examination boards and should be considered provisional.

The NEA policy is available on our website <http://www.hammersmithacademy.org/about-us/school-life/exam-information/>

If you have any concerns regarding these new regulations please do not hesitate to contact Ms Lucie Hrabankova at [datateam@hammersmithacademy.org](mailto:datateam@hammersmithacademy.org).

# Results

## Results Day

**GCE – Thursday 13 August 2020**

**&**

**GCSE – Thursday 20 August 2020**

The school will be open to students from 09:00am until 12:00pm to collect your examination results. Students should enter school by the reception entrance and then proceed to the Drama Studio, where results will be available to collect in a sealed envelope from staff who will be located at tables arranged in alphabetical order.

If you are unable to come to collect your results in person, a family member or a friend can pick them up on your behalf, but you **MUST** have signed written permission in order to receive the results. Alternatively you can contact the Exams Officer via email [datateam@hammersmithacademy.org](mailto:datateam@hammersmithacademy.org).

## Post Results Services – Information for Students and Parents

When you receive your examination results, you may be considering whether or not to apply for one or more of the Post Results services offered by the Examination Boards. Before you make your decision, it is imperative that you fully understand your results and which options you could consider. The following information is designed to aid your decision, so please read this carefully.

## Understanding Your Results

Examination grades are awarded based on UMS grade boundaries. A copy of all grade boundaries is on the school website and you should use this to see how close your overall grade is to the top of a boundary. If you are significantly below the next level going up, you should be aware that a remark may not be an option, as your result could go down. You should only be considering a remark if you are close to the next boundary going up. When making your decision, it is important that you are looking at your **overall UMS score** (and not just your individual unit scores).

**We strongly advise that you discuss your results with a member of SLT or Subject Leader before you make any applications for remarks.**

## Services Available

Please see the Post Results Services Information Sheet below for details of the services available. This outlines what each service is and has information regarding costs. Please be aware that different Examination Boards charge different fees.

## Applying for a Post Results Service

Once you have reviewed your results and decided which option is best for you, please complete the Post Results Service Application Form. You can get this form on results day or from the Exams Officer.

## Making Payment

You may bring cash or cheque (payable to Hammersmith Academy) into the Exams Office (second floor S36).

### An explanation of the post results services available:

#### **EAR Service 1 - Clerical re-check**

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks;

**If required, a copy of the re-checked script should be requested at the same time as the Service 1 clerical re-check**

#### **EAR Service 2 - Post-results review of marking**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;

**If required, a copy of the reviewed script should be requested at the same time as the Service 2 review.**

#### **EAR Priority Service 2 - Post-results review of marking**

This service is as Service 2. However, it is only available if a GCE A-level candidate or a Level 3 Principal Learning candidate's place in higher education is dependent on the outcome.

#### **ATS - Priority copy of script**

Request a copy of a GCE or Level 3 Principal Learning script to help decide if an EAR service 1 or 2 should be applied for; this service is not available if an EAR priority service 2 is applied for.

#### **ATS – original script (to support T&L)**

This service is to request the original script to be returned. This service is available to individual candidates or centre staff (subject to candidate permission).

## Certificates

Exam Certificates will be available for collection in November/early December. Further information will be provided to all candidates.

