

Everything you need to know about the 2027 Exams

Re: GCSE EXAMS SUMMER 2027

Dear Parent/Carer

I am pleased to confirm that the final timetable for the summer GCSE examinations have been finalised by the exam boards. Attached to this letter you will find a version of this timetable.

Individual student timetables will be issued to students before Easter and will also be available to view via MCAS and the Bromcom Student app..

Also attached to this letter is the Student Handbook which outlines all of the information that we are required to share with students and parents/carers in advance of the examination season. I highly recommend that you review this handbook alongside your child to ensure a comprehensive understanding of the requirements established by the Joint Council for Qualifications (JCQ), the governing body for all qualifications in the UK.

While I understand that some families may be eager to plan activities during the extended summer period following the conclusion of the examinations, I would like to emphasise that **all students must remain available on the contingency date of Wednesday 23rd June.** These dates are reserved in the event of emergencies or late rescheduling of exams.

Any questions, please direct them to me via email exams@sta-worthing.com.

Yours faithfully

Miss Briony Seymour
Examinations Officer
St Andrew's C of E High School

Introduction

Public examinations can be a stressful time for pupils and parents and it is important that all those involved are as well informed as possible on the examination and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

Well-informed pupils will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The centre will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help pupils to achieve their potential. Mock exams operate with the same standards and rules in order to familiarise pupils with the process.

This booklet is intended to provide information about examination procedures, to answer some of the most frequently asked questions and to help guide and support pupils and parents through the examination process.

It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any questions, please feel free to contact Miss Seymour, the Exams Officer:

Telephone: 01903 820676

Email: exams@sta-worthing.com

If you have a query on the day of an exam, please contact the main reception on 01903 820 676 and leave a message with the receptionist or on the answer machine.



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Important Points to Remember

- Make sure you check your exam entries, name, and date of birth very carefully and report any errors to the exams officer straight away.
- Make sure you hand in your controlled assessments on time.
- Make sure you know when your exams are and that you have an accurate, up to date timetable.
- Arrive at your exams at least 45 minutes before the timetabled start time.
- If you are going to be late, inform the school.
- It is the candidate's responsibility to bring everything they will need in order to complete the examination.
- Do not bring any unauthorised materials into the examination room.
- If you sit an exam when you are ill, or if you are too unwell to sit an exam, make sure that you get a note from your doctor (see p10).
- not dressed in full school uniform is not permitted to sit exams



Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice – this is located on the St Andrew's High School website, under 'Learning' then 'Examinations'.

Copyright

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free license to use their assessment materials (referred to as an Assessment License). If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the Centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Coursework assessments / non-examination assessments

St Andrew's High School will notify candidates through the Centre, of their examination entries and the dates and times of their examinations / assessments.

The relevant JCQ information for candidate's documents – coursework, non-examination assessments, social media are provided electronically on St Andrew's High School's website under 'Learning' then 'Examinations'.

Candidates must also be familiar with the JCQ unauthorized items and Warning to candidate's posters.

What information will pupils receive about their examination entries?

When the entries have been entered on the Centre's management system, pupils will receive a pupil entry summary detailing the subjects and tiers for which they been entered. This should be checked, and you are asked to inform the Exams Officer if you believe there are any errors or problems.

This document serves two purposes:

- I. **to check that all entries have been made and are correct and that all personal details (name, date of birth) are correct. If any errors are identified, the Exams Officer must be informed immediately.**
- II. **to inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.**

Where will the examinations be held?

The main location for written papers is the sports hall. **Candidates are asked to arrive 45 minutes before the advertised start time** to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are then asked to wait in the gym until invited to enter the examination room. Where a candidate sits will be determined by their candidate number. The candidate will sit at the desk bearing a candidate label with their name and candidate number. Desks will be arranged in candidate number order. This arrangement follows the Joint Council for Qualifications (JCQ) rules and the centre cannot change it. When not in exams, candidates are expected to attend lessons. Once formal teaching has ceased, students will be provided with an allocated study room if they wish to remain on the school site.

How do I know when exams take place?

For this year exams will be taking place from 5th May to 23rd June 2027 but some oral examinations and practical examinations will take place earlier. All candidates will receive individual timetables which will provide them with the dates and sessions (am or pm) of the papers they are taking. Nearer exam time they will receive a second timetable which will include the exact start times and the location of the examinations. Candidates must make sure that they refer to this final version of the timetable for start times of exams rather than the original version which only shows sessions (9.00 for am and 13.00 for pm). It is helpful if parents make sure a copy of this timetable is available to them at home. Practical and oral examinations will not appear on a candidate's timetable. Subject teachers will inform candidates of the date and time of these exams.

At what times do the exam sessions begin?

The exam boards dictate the permissible start times for exams. Candidates are asked to report no later than 45 minutes before the start time indicated on the final timetable. Morning sessions will normally start at 9.00 and afternoon sessions at 13.00 but timings for some papers may deviate from this pattern and this will be shown on the final timetable. It is the candidates' responsibility to be aware of the start time of each exam. Please ensure your son/daughter checks his/her exam commitments for each day on the previous evening.

The length of examination papers varies. **Pupils will not be allowed out of an exam early for any reason.** Some pupils may receive an allowance of extra time for the examinations and so their finishing times will be later.

What happens if a pupil has more than one exam at the same time?

If a candidate is timetabled to sit two or more exams at the same time this is known as a clash. If these are for the same subject, this is intentional on the part of the board and the exams should run one after another. If not, then this should be picked up during the checking process and notified immediately to the exams officer who can grant permission for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers without communication with any other person. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink. Even attempting to communicate with any other candidate will invariably result in the loss of all those exams for all the candidates involved.

How are pupils supervised?

Adult external Invigilators will supervise pupils under the direct management of the Centre Exams Officer. Once candidates enter the exam room, they must remain supervised and always follow the Invigilators instructions. The Invigilators are experienced in exams procedures and subject to strict regulation, references, and DBS checking. They usually work in teams and can contact the Exams Officer by telephone to resolve any issues. Papers will already be on exam desks; these must not be opened until candidates are advised to do so.

What happens if a pupil cannot find his/her place in the exam room?

Occasionally problems arise because a pupil's number card is not where he/she thinks it should be. There are several possible reasons for this, and the situation has to be investigated. Your child will be asked to wait at the front for a few moments whilst the Invigilator on duty checks the entry and sorts the problem out with the Centre Exams Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any pupil's chance of taking an examination for which he/she has been entered.

What happens if a pupil is late?

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the Centre immediately and get a message to the Centre Exams Officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted. However, we are bound by examination board regulations on this matter. Normally candidates will be granted access to the room to complete the written paper.

Candidates who arrive more than one hour after the awarding body's published starting time for an examination or after the awarding body's published finishing time for an examination that lasts less than one hour will be considered very late. This will need to be reported to the awarding body. They may decide not to accept the exam paper. This decision is beyond the Centre's control.

What should pupils bring to the examinations?

Candidates should bring writing equipment (black pens only), coloured pencils, erasers, ruler, calculator etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room.

Candidates must write in pen not pencil apart from drawings. Pens must be black and no gel pens or erasable ink pens are allowed.

Some subject papers will require the use of set texts. Candidates will be advised by their subject teachers about this, and these will be provided by the school.

Candidates are responsible for ensuring that they bring everything they need to the examination.

What should candidates not bring with them?

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat mere possession of these items as an infringement. These items can be handed to an invigilator before the start of an exam, but the Centre cannot be responsible for their security.

- **Mobile phones**
- **Watches of any kind**
- **Ear Buds**
- **Headphones**
- **Smart Glasses**
- **Any device that can be connected to a mobile internet network e.g., Fitbit.**
- **Textbooks are only allowed in certain exams and candidates will be informed by the subject teachers in advance.**
- **Candidates should not bring lucky mascots etc. into the examination room.**

- **No food items or chewing gum are allowed.**
- **The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked.**

Please refer to the JCQ unauthorised items poster at the end of this booklet, which is also displayed outside each exam room.

May pupils bring a drink?

Candidates may bring a drink with them into the exam room. However, only water may be brought in a clear bottle with no label (preferably a sport cap bottle). No fizzy drinks, cans or pouches will be allowed due to the risk of spillage. Drinking too much is not advisable as candidates may not be allowed to use toilet facilities during short exams due to issues of supervision.

Regulations governing the use of calculators.

Some subject papers, especially Math's Paper One, explicitly prohibit the use of calculators. In such cases, candidates must neither have one in their possession nor attempt to use any form of calculator during the exam.

In cases where calculators are permitted, please note that calculators must be:

- Of a size suitable for use on the desk
- Either battery or solar power
- Free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- 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
 - Be borrowed from another candidate during an examination for any reason.
 - Have retrievable information stored in them. This includes:
 - Databanks
 - Dictionaries
 - Mathematical formulae
 - Text

The candidate is responsible for the following:

- The calculator's power supply
- The calculators working condition.
- Clearing anything stored in the calculator.

What are the regulations regarding mobile phones?

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances. This applies to all public and Centre mock examinations. They cause disturbance to other candidates and can present opportunities for malpractice. Any pupil found to have a phone in the exam room will be reported to the appropriate examination board. Should this happen candidates are likely to be disqualified from that paper and possibly from the entire examinations in that series.

What is meant by Malpractice?

Malpractice is the term that the exam boards use for any irregularity, or breach of the regulations. The Exams Officer is required to, and will, report all infringements to the

appropriate body and they will decide on the action to take, based on the nature of the infringement.

There is a tariff system of actions that can be taken, and some infringements carry automatic loss of marks as a minimum penalty. The exam boards take the integrity of exams very seriously and it is important that candidates heed the Centre Exam Officer's instructions carefully.

As detailed in the Information for candidate's

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 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 about exam information being shared

What happens if a pupil does not turn up for an examination?

A pupil who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the Centre will seek to recover the exam fees if a child does not turn up for an examination and parents will be asked for a payment of up to £90 per GCSE subject depending on the examining board in the event of non-attendance.

How are exams started?

The Exams Officer or Invigilator will usually announce the exam formally, and candidates will be cautioned that they are subject to the regulations. Any instructions, board notices or changes to papers will be read out and the candidates asked to complete their details on the answer papers.

What standards of behaviour are expected during examinations?

At the back of this booklet is the 'notice to candidates' produced by JCQ, which gives general guidelines for conduct.

The Centre and the examination boards regard breaches of examination regulations very seriously. Parents should please impress on their child/ren the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The Senior Leadership Team and Centre Exams Officer have the power to remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and helps to maintain a calm atmosphere.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room, will be asked to leave, and the circumstances will be

reported to the Awarding Body. This may result in the candidate not receiving a grade for the whole of the examinations in the series.

What should pupils wear for examinations?

Examinations are a school activity, and all pupils must therefore wear full school uniform. We ask for the co-operation of parents in ensuring candidates are correctly dressed. All pupils are aware of the requirements of the school uniform and must ensure they are observed. Pupils not dressed appropriately will not be permitted to sit exams.

No clothing is to be left on the backs of the candidate's chairs.

Watches must not be taken into the examination room.

Items of jewelry, such as rings or bracelets, should not be worn as they make a noise on the desk and would be deemed a disruption to other candidates.

Emergency Evacuations/Lockdown Procedure

The school has a very well-rehearsed evacuation and lockdown procedure. In the event of an emergency evacuation, students will be directed to leave the building by the senior invigilator. Students should remain silent throughout and stand in their mentor line. Once the 'all clear' has been given, students will be directed back to the examination room in an orderly way.

If the lockdown alarm is activated, students should hide under their desks and not come out until instructed to by a member of the leadership team.

What do I do if I am unwell at the time of one of the examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise as to whether your son/daughter is fit to sit the examination. If the candidate is unwell but able to take the examination, your doctor should provide a letter providing details of the illness which may be sent to the examination board to request special consideration on the grounds of illness. If the candidate is too unwell to take the examination, the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on the day of the examination at the very latest. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the exams officer without delay.

Please telephone St Andrew's High School if your son/daughter will not be attending an examination or if he/she will be present but is unwell (it is often helpful for the invigilator to be aware that a candidate is not well).

What do pupils do if they finish early?

Pupils should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other candidates.

What happens about the return of Centre books and equipment at the end of the examination period?

Pupils will have been informed by their subject teachers about the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly.

When and how are the results distributed?

GCSE results will be distributed on Thursday 19th August 2027. Results will be available for collection from 10.00am until 12.00pm from The Well. Pupils wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector. Results will not be given over the telephone under any circumstances. In order to receive results by post, candidates should provide a stamped addressed envelope (also bearing their candidate number) with the Centre Exams Officer or at the school reception. GCSE result slips which have not been collected or posted on results day will be retained in Centre for collection at the start of term, again with the necessary authority.

What can I do if results are substantially different from what is anticipated?

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. It is advisable to obtain a copy of the script and mark scheme before proceeding to a ROM (review of marking), which can be costly. If there are serious grounds for concern about a result, then the Centre can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are available from the Centre Exams Officer and the process should commence as soon as possible after consultation with the relevant curriculum leader. The final date for submission to the board is usually around four weeks after the results are first issued.

How do I obtain copies of marked examination scripts?

It is possible to access marked scripts. You will be required to speak to the Centre Exams Officer and pay a fee for each subject paper. You should be aware that copies of marked scripts must be ordered within two school weeks of the issue of results. You will also need a copy of the mark scheme. All requests must be made by the candidate.

When do pupils receive certificates?

The examining boards issue certificates quite some time after the examinations have taken place. We will allocate an evening in late November 2027 for students and parents to attend an awards Evening when the certificates will be available to collect. This evening will commence at 5.30 pm until 7pm. A friend or family member may collect them but only if they have a letter/email of request signed by the candidate and some ID. Certificates which have not been collected within one year are destroyed. They can be replaced as a consequence of a direct application to the exam board by the candidate and will require proof of identity (such as an original birth certificate) and will incur a substantial fee.

Internal appeals procedure

Appeals may be made to the school regarding the procedures used in internal assessment.

A student wishing to appeal should contact the Examinations officer as soon as possible to discuss the appeal. The Exams officer will advise them of the most appropriate grounds for appeal and a written appeal should be submitted. This must be received by the school within 2 school days of the exam, the assessment exercise or the disputed mark being notified to the student.

For further information, please refer to the St Andrew's High School website under 'Learning' then 'Examinations' for the school's Internal appeals procedure.

Complaints and appeals procedure.

Information regarding complaints and appeals can be found on our website under 'Learning' then 'Examinations',

APPENDIX 1 – JCQ notices

JCQ Information for candidates - coursework

You must read this information if you are undertaking qualifications that contain elements of coursework assessment.

[Information for Candidates – Coursework 2026-2027](#)

JCQ Information for candidates – non-examination assessments

You must read this information if you are undertaking qualifications that contain components of non-examination assessment.

[Information for Candidates – Non-Examination Assessments 2026-2027](#)

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

[Information for Candidates - Written Examinations 2026-2027](#)

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains "*Information About You and How We Use It*"

[Information for candidates – Privacy Notice](#)

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.

[JCQ Social Media Infographic v4](#)

APPENDIX 2 – Unauthorised items



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

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.

This poster must be displayed in a prominent place outside each examination room.

APPENDIX 3 – Warning to candidates

GCSE EXAM TIMETABLE 2027

Date	Time	Exam	Duration
Wednesday 5 th May	08:40	BTec Health & Social Care	120 mins
Thursday 6 th May	08:40	BTEC Sport	90 mins
Monday 10 th May	08:40	Computer Science Paper 1	90 mins
	12:40	German Listening and Reading	80/105 mins
Tuesday 11 th May	08:40	Biology	75/105 mins
Wednesday 12 th May	08:40	English Literature Paper 1	105 mins
	12:40	Business Paper 1	105 mins
Thursday 13 th May	08:40	Religious Studies Paper 1	105 mins
	12:40	GCSE PE Paper 1	60 mins
Friday 14 th May	08:40	Maths Paper 1 Non-Calculator	90 mins
Monday 17 th May	08:40	Chemistry Paper 1	75/105mins
	12:40	Media Studies Paper 1	90 mins
Tuesday 18 th May	08:40	Geography paper 1	90 mins
	12:40	German Writing	70/75mins
Wednesday 19 th May	08:40	English Literature Paper 2	135 mins
	12:40	Computer Science Paper 2	90 mins
Thursday 20 th May	08:40	History Paper 1	120 mins

	12:40	GCSE PE Paper 2	60 mins
Friday 21 st May	08:40	Religious Studies Paper 2	105 mins
	12:40	Business Paper 2	105 mins
Monday 24 th May	08:40	English Language Paper 1	105 mins
	12:40	Food & Nutrition	105 mins
Tuesday 25 th May	08:40	Physics Paper 1	75/105 mins
	12:40	Media Studies Paper 2	90 mins
Wednesday 26 th May	12:40	Geography Paper 2	90 mins
Thursday 27 th May	08:40	Maths – Paper 2 Calculator	90 mins
	12:40	Music	75 mins
Friday 28 th May	08:40	History Paper 2	120 mins
HALF TERM			
Tuesday 8 th June	08:40	English Language Paper 2	105 mins
Wednesday 9 th June	08:40	Spanish Listening & Reading	80/105 mins
Thursday 10 th June	08:40	Biology Paper 2	75/105 mins
	12:40	Geography Paper 3	90 mins
Friday 11 th June	08:40	Further Maths Paper 1	105 mins
Monday 14 th June	08:40	Maths Paper 3 Calculator	90 mins
Tuesday 15 th June	08:40	Chemistry Paper 2	75/105 mins
	12:40	Design Technology	120 mins
Wednesday 16 th June	12:40	Spanish Writing	70/75 mins
Thursday 17 th June	08:40	Further Maths Paper 2	105 mins
Friday 18 th June	08:40	Physics	75/105 mins
Exam Contingency Date - Wednesday 23rd June			



St Andrew's CE High School

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e: office@sta-worthing.com w: www.sta-worthing.com
@sta_worthing



RESULTS DAY !!!!! **THURSDAY 19th AUGUST 2027**

School will be open between 10.00am and 12.00pm for Results Day. Please come to The Well and staff will be ready to welcome you and issue you your Exam Results.

If you are unable to collect your results in person because you are on holiday, or for any other reason, such as illness or being unable to travel to school, you can arrange in advance for your school to send your results to you via e-mail or post. (If you require them to be posted, please provide a stamped addressed envelope as there is no postal service from the school in the holidays).

Please contact the Examinations Officer if you need further help or would like to arrange postal/emailed results at exams@sta-worthing.com

RE: Exam Certificates Collection – TBC

Dear parents/carers and former students

In late November, we would be delighted to invite you to collect your certificates from The Well, from 18:00-19:30. Light refreshments will be served. If you are unable to collect your certificates on this day, these can be collected from Reception from the proceeding Monday.

These certificates should be collected and kept safe as employers may ask to see your original certificates when you apply for jobs. If any of your certificates are lost/mislaid in the future, replacement of these would need to be sought from the exam boards directly. To replace these certificates, it is a cost of approximately £40.00 to £60.00 per certificate, therefore we recommend that these are kept in a secure place.

If you are unable to collect in person and wish someone else to collect on your behalf please could you email us at exams@STA-worthing.com and detail who will be collecting on your behalf and please advise them that they need to bring their own identification with them, or fill in the following form for collection in person.

If you are unable to collect on these dates, we will hold them here for you, however, we are only required to hold certificates for a period of 12 months, after this time they may be destroyed and you would need to contact the Boards for copies.

Looking forward to seeing you on an evening in late November.

Yours faithfully,

Briony Seymour
Exams Officer



To The Exams Officer of St Andrews C of E High School.

I am unable to collect my Exam Certificates in person, I hereby authorise the below named person to collect them on my behalf. I will advise the Authorised Person to bring Identification with them.

Name of Student:

Signature:

Date:

Named Authorised Person:

Signature

Date

RE: Post Results Service

Dear parents/carers,

Following the release of examination results, a candidate has the right to apply to the exam board through the school, for a review of their results if they are unhappy with their grades. This can take the form of a clerical check or a full review of an examination paper or papers.

This review is termed as a Review of Results and is applied for by the school on behalf of the candidate. This procedure has a short deadline however and therefore any requests must be carried out quickly and within the deadline stated.

There are three possible outcomes of a Review of Marking (RoR):

1. The original mark is confirmed as correct, and there is no change to the grade.
2. The original mark is raised, so your final grade may be higher than the original grade received.
3. The original mark is **lowered**, so your final grade may be **lower** than the original grade received.

We advise that any candidate who has concerns about a grade awarded for a subject talk their concerns through with the relevant subject Head of Department and/or the Examinations Officer as soon as possible before the deadline of the **24th September 2027**.

Two services are available to candidates. These are summarised below:

- **RoR Service 1 : A clerical re-check of the marks awarded.**
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;
- **RoR Service 2 : A review of the marking, in accordance with the agreed mark scheme.**
- 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-checked detailed in Service 1;
 - A review of marking as described above.

In order to proceed with an RoR application, you must complete and sign the attached request form. (The form **must** be signed by the candidate). This tells the Headteacher that you have understood what the outcome might be and that you give your consent to the review being made. This form, along with full payment must be received by the **24th September**. These requests can take up to 30 days to be completed by the exam board. You will receive a letter detailing the outcome once it has been received by the school.

Access to Scripts (ATS) Service

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). Original or an electronic image of the script will be returned within six weeks of the request. In order to proceed with an ATS application, you must complete and sign the attached request form. (The form **must** be signed by the candidate). This form, along with full payment (if applicable) must be received by the **22nd September 2027**.

FEES

Please note, fees are per paper/unit.

	AQA	Edexcel	OCR	WJEC
ROR Service 1 (Clerical Check)	TBC	TBC	TBC	TBC
ROR Service 2 (Review of Marking)	TBC	TBC	TBC	TBC
Access to Script Service	Free	Free	Free	Free

Yours faithfully,

Miss Briony Seymour
Exams Officer

*Please fully complete, sign and return with full payment to The Exams Officer.
(Cheques to be made payable to St Andrews C of E High School)*

Candidate Name : _____

Candidate Number: _____

Contact No: _____

Email: _____

Exam Board	Subject	Paper/Unit Number	Service Required	Fee
			Total Cost	

I give my consent to the Head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject/grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Tick ONE of the following:

- ☐ If any of my scripts are used in the classroom, I do not wish anyone to know it is mine. My name and candidate number must be removed.
- ☐ If any of my scripts are used in the classroom I have no objection to other people knowing if they are mine.

Candidate signature :

Consent/permission statement taken from JCQ post-results services guidance.

Payment received £	Outcome received date:	Enquiry Completion date:
Service applied for date:	Candidate notified date:	

**WE WILL MISS YOU YEAR 11
GOOD LUCK WITH
EVERYTHING
YOU DO!**