

Exams Guidance Handbook

For

Students & Parents / Carers / Guardians

Burnley High School

**CONTENTS**

Introduction

Pre-Examinations

* Statement of Entry
* Examination Boards
* Candidate Name
* Unique Candidate identifier
* Timetables
* Contact Details
* Equipment

During Examinations

* Examination Regulations
* Attendance at Examinations
* Invigilators
* Absence from Examinations

Post Examinations

* Notification of Results
* Post Results
* Collection of Certificates

Frequently Asked Questions

Appendices

Appendix 1 – JCQ Warning to Candidates

Appendix 2 – JCQ Unauthorised Items Poster

Appendix 3 – JCQ Information for Candidates – Written Exams

Appendix 4 – JCQ Social Media Information for Candidates

Appendix 5 – JCQ Information for Candidates Privacy Notice

Exam Boards

**Introduction**

It is the aim of Burnley High School to make the examination experience as stress-free and successful as possible for all students. Hopefully, this booklet will prove informative and helpful for you and your parents/carers.

Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and we are required to follow them precisely. Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

**Further Help**

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact:

The Examinations Officer

The exams officer can be contacted on: 01282 681950 or via email [Exams@burnleyhigh.com](mailto:Exams@burnleyhigh.com)

Remember – we are here to help.

***GOOD LUCK!***

**Pre-Examinations**

**STATEMENTS OF ENTRY**

* All Candidates receive a Statement of Entry from the School in April indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry and some have Foundation or High tiers.
* Check everything carefully. Particularly check that all personal details (date of birth, spelling of name) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

**EXAMINATION BOARDS**

* The School uses the following Examination Boards: AQA, Edexcel, OCR and WJEC.

**CANDIDATE NAME**

* Candidates are entered under the name format of (Legal) First Name and (Legal) Surname, e.g. Adam Smith

**CANDIDATE NUMBER**

* Each candidate has a four-digit candidate number. This is the number you will enter of examination papers. It will appear next to your name on the seating plans and examination registers. This will be printed on your ID card that will be placed on your exam desk for each examination.

**UCI**

* In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (37423) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

**TIMETABLES**

* You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam. Check it carefully. If you think something is wrong please come to the exams office immediately (located in Community Office). You can also contact the exams officer by email.
* If you have a clash where two subjects are timetabled at the same time the exams officer will make special timetable arrangements for you. You must check your individual timetable and see the exams office if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please come to the exams office immediately.

**CONTACT DETAILS**

* Please check that school has at least one up-to-date contact number for you and a valid email address.

**EQUIPMENT**

* Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following page

**DURING THE EXAMINATIONS**

**EXAMINATION REGULATIONS**

* A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is given to candidates. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body. Other Information for Candidates can be found on the school website <http://www.Burnleyhighschool.com>

**ATTENDANCE AT EXAMINATIONS**

* Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators. Candidates must arrive at the normal start of the school day.
* Your names will be called out in row order. Please listen carefully to the row that you have been allocated. If you are unsure, please ask one of the invigilators who will have copies of the seating plans. For reference, your timetable will indicate your row and seat number.
* Full school uniform must be worn by all Year 11 students attending school for examinations. No outdoor clothing is allowed to be worn in the examination room.
* We operate a clear wrist policy therefore students are not allowed to have any bobbles, bracelets, friendship bands or other items on their arms or wrists. We also do not allow student to have writing on their hands.
* You must bring your own equipment this should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
* Pens should be black ink or ballpoint and cannot be blue or gel pens. No erasers or correction pens are allowed.
* For Mathematics and Science exams, if bringing your own equipment, you must make sure calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new and that the memory has been cleared. NB: Calculators will be provided by school.
* Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination. Any and all malpractice within an examination will be reported to the examining bodies.
* As soon as you enter the bag store in the gym, or the main entrance in the sixth form, you are under exam conditions. Please do not attempt to communicate with anyone.
* Mobile telephones - MUST BE SWITCHED OFF AND LEFT IN YOUR BAG IN THE SECURE STORAGE AREA USED FOR EXAMINATIONS. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. Please note: If your mobile phone has an alarm set, this may activate even if the phone is switched off.
* No food is allowed in the examination rooms (with the exception of that required for medical reasons which must be approved by the exams officer) and only water in a clear plastic bottle may be brought in. Water must be kept on the floor next to your table and not on the top of the table.
* Please do not write on examination desks. This is regarded as vandalism.
* Please do not write or deface your ID cards. This is also regarded as vandalism.

* Do not draw graffiti or write offensive comments on examination papers – if you do the examination board will refuse to accept your paper and you will not receive a mark.
* At the start of every exam, 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.
* When asked to do so by an invigilator, check you have the correct question paper – check the subject, paper and tier of entry.
* Read all instructions carefully and number your answers clearly.
* You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
* At the end of the examination, remain seated in SILENCE and listen to the instructions being given by the invigilator. Remember to cross out any rough work with a single line. If you have used more than one answer book or loose sheets of paper, you should put all your work inside the first question paper and ensure your name, candidate number and the course/course code are written clearly at the top of every page/on the front of the answer booklet.
* Invigilators will collect your exam papers from you before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the bag store area. Question papers, answer booklets and additional paper must NOT be taken from the exam room.
* After invigilators have indicated you can leave the exam, please do so in silence and show consideration for other candidates who may still be working.
* If the fire alarm sounds during an examination, the invigilators will tell you what to do. Don’t 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. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

**INVIGILATORS**

* The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
* Invigilators are in the examination rooms to supervise the conduct and maintain the integrity of the examination. They will collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
* Please note that invigilators cannot discuss the examination paper with you or explain the questions.

**ABSENCE FROM EXAMINATIONS**

* If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest opportunity so we can help or advise you.
* Only in ‘exceptional circumstances’ are candidates allowed special consideration for absence from any part of an examination. It is essential that medical (or other appropriate) evidence is obtained on the day by the candidate and/or parent/carer and given to the Examinations Officer without delay in all cases where an application is to be made for special considerations. **Please note: misreading the timetable will not be accepted as a satisfactory explanation of absence.**

**AFTER THE EXAMINATIONS**

**NOTIFICATION OF RESULTS**

* Results will be available for collection on results day in August for the main summer exams. School will inform you of what time you are able to collect your results nearer the time and will appear on the school website..
* GCSE, BTEC and Cambridge National results will be released to students Thursday 24 August 2023.
* If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day. This can be emailed to [exams@burnleyhigh.com](mailto:exams@burnleyhigh.com). Anyone collecting results on your behalf must bring appropriate identification with them such as a birth certificate, driving licence or passport and match the name of the person you have provided.

Please Note: No results will be given out by telephone under any circumstances.

**POST RESULTS**

* If you need post-results advice, Senior Leaders and the Examinations Officer will be available on Results Day. A list of post-results services will be included with your results. Please note: Requests for access to scripts, reviews of marking etc cannot be made without permission from you.
* Some examining bodies will charge a fee for their post results services. Please speak to a member of SLT where charges may apply. If a charge is to be made full payment will be required ahead of any requests being made. All cheques should be made payable to the school and sent to the exams officer.
* All outcomes will be relayed to you once received from the examination boards. The post-results procedures for each examining body can be viewed on the school website: <http://www.burnleyhigh.com>

**COLLECTION OF CERTIFICATES**

* GCSE Students will be able notified by post when they will be able to collect their certificates.
* All certificates can be collected from the Exams Office, and must be signed for by students.
* Please Note: Certificates will not be given to anyone other than the candidate without the candidate’s written authorisation.
* If candidates lose their certificates they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates as soon as possible and to keep them safe.

**FREQUENTLY ASKED QUESTIONS**

**Q. What do I do if there’s a clash on my timetable?**

* The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Official start times will be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

**Q. What do I do if I think I have the wrong paper?**

* Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

**Q. What do I do if I forget the school Centre Number?**

* The Centre Number is 47324. It will be clearly displayed within all examination rooms and on your student ID cards too.

**Q. What do I do if I have an accident or I am ill before the exam?**

* Inform school at the earliest opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers or a laptop but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

**Q. What is an Appeal for Special Consideration?**

* Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 1% (minor cases) to 5% (most exceptional cases). Parents/Carers should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis etc. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

**Q. What do I do if I feel ill during the exam?**

* Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

**Q. If I am late, can I still sit the examination?**

* In all cases, you should aim to be on time for your exams. You should be outside your exam room at least 15 minutes prior to the start of every exam.
* If you are late, you should get to school as quickly as possible and report immediately to the Exam Officer (Community Office) or Mr Smith (Community Office). A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

**Q. If I miss the examination, can I take it on another day?**

* No. Timetables are regulated by the exam boards and you must attend on the given date and time.

**Q. Do I have to wear school uniform?**

* Yes - for Year 11 students normal school regulations apply to uniform, hair, jewellery, makeup. No outdoor clothing is permitted in any exams at Burnley High School.

**Q. What equipment should I bring for my exams?**

* It is your responsibility to bring the correct equipment for all exams (a clear pencil case to include - is will include black pens, pencils, ruler, protractor, compass, calculator., pencil sharpener, erasers)
* For specific exams such as Mathematics and Science, the school will provide tracing paper.

**Q. What items are not allowed into the examination room?**

* Only materials that are listed on question papers are permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
* Bags and coats and any other items not permitted under examination regulations must be left in the bag store area / or outside of the classoom. Do not bring any valuables into school with you when you attend for an examination.
* No food is allowed in the exam room (unless required for medical reasons and must firstly be approved by the Exam Officer).

**Q. Why can’t I bring my watch into the exam room?**

* JCQ regulations state that you must not take any kind of watch whatsoever into the exam room. All exam rooms are fully equipped with clocks. The school has a clear wrist policy so nothing should be worn on wrists during exams including bracelets, hair scrunches, hair bobbles, etc.

**Q. How do I know how long the exam is?**

* The length of the examination is shown in minutes on your individual timetable under the heading ‘duration’. Invigilators will tell you when to start and finish the exam. The start and finish times will be clearly displayed on a screen at the front of the exam room. There will also be a clock in all examination rooms.

**Q. Why can’t I bring my mobile phone into the exam room?**

* Being in possession of a mobile phone (or any other electronic communication device, e.g. Smartwatch, iPod, headphones) is regarded as malpractice and is subject to severe penalty from the awarding bodies:

The possible penalties are as follows:

|  |
| --- |
| * Device found on you and turned ON - disqualification for all papers for the subject (including any already taken). * Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time. * Phone rings during the exam wherever it is in the room the exam board must be informed and you may be disqualified from all papers for the subject (including any already taken). |

**Q. Can I leave the exam early?**

* No, it is not the school’s policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

* Remain seated and follow the instructions given by the invigilators. If you have to evacuate the room, follow the instructions given by your allocated invigilator, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

**Q. Can I go to the toilet during the exam?**

* Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Note, you will not be allowed out to use the toilet within the last 15 minutes of the exam.

**Q. Why do I need to check the details on the Statement of Entry?**

* The details on your Statement of Entry will be used when certificates are printed. It is important that you check your name and date of birth for any errors. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

**Q. What do I do if I have two exams timetabled at the same time?**

* The exams office will resolve any clash of exams by giving you special timetable arrangements. It may mean moving one of your exams to the morning or afternoon of that day. If this is the case, you will be kept under supervision between your morning and afternoon exams and will need to bring in a packed lunch. You will not be able to use mobile phones or the internet during this time.

**Appendix 1 – JCQ Warning to Candidates**



**Appendix 2 – JCQ Unauthorised Items Poster**



**Appendix 3 – JCQ Information for Candidates – Written Exams**

Published on: 1 September 2022

Revision one: 7 February 2023 Produced on behalf of:

**Information for candidates**

Written examinations

With effect from 1 September 2022

**REVISION ONE**



©JCQCIC 2022

**This document has been written to help you.**

**Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, the text is highlighted in yellow.

# A. Regulations – Make sure you understand the rules

1. Be on time for all your exams. If you are late, your work might not be accepted.
2. **Do not** become involved in any unfair or dishonest practice during the exam.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. You **must not** take into the exam room:
   1. notes;
   2. an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

1. If you have a watch, the invigilator will ask you to hand it to them.
2. **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
3. **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
4. You **must not** write or draw offensive or obscene material.
5. If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
6. **Do not** borrow anything from another candidate during the exam.

# B. Information – Make sure you attend your exams and bring what you need

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5. You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

# C. Calculators, dictionaries and computer spell-checkers

You may use a calculator unless you are told otherwise.

1. If you use a calculator:
   1. make sure it works properly; check that the batteries are working properly;
   2. clear anything stored in it;
   3. remove any parts such as cases, lids or covers which have printed instructions or formulae;
   4. **do not** bring into the exam room any operating instructions or prepared programs.
2. **Do not** use a dictionary or computer spell checker unless you are told otherwise.

# D. Instructions during the exam

Always listen to the invigilator. Always follow their instructions.

1. Tell the invigilator at once if:

(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed.

1. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
2. **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
3. Remember to write your answers within the designated sections of the answer booklet.
4. Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

# E. Advice and assistance

If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

1. Put up your hand during the exam if:
   1. you have a problem and are in doubt about what you should do;
   2. you do not feel well;
   3. you need more paper.
2. **You must** not ask for, and will not be given, any explanation of the questions.

# F. At the end of the exam

If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

1. **Do not** leave the exam room until told to do so by the invigilator.
2. **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

©JCQ 2022 – Effective from 1 September 2022

**Appendix 4 – JCQ Social Media Information for Candidates**

****

**Appendix 5 – JCQ Information for candidates – Information About You and How We use IT**



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). 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). The awarding bodies are regulated by Ofqual (https://www.gov.uk/government/organisations/ofqual) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (http://ccea.org.uk/regulation) in Northern Ireland.

**EXAM BOARDS**

GCSE

|  |  |
| --- | --- |
| Image result for OCR LOGO | Image result for AQA LOGO |

|  |  |
| --- | --- |
| Computer Science | English Language |
|  | English Literature |
|  | Combined Science |
|  | Biology GCSE |
|  | Chemistry GCSE |
|  | Physics GCSE |
|  | Geography |
|  | Spanish |
|  | Further Maths |
|  | Urdu |

|  |  |
| --- | --- |
|  | C:\Users\Julie.Della-Cuna\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\787369FF.tmp |

|  |  |  |
| --- | --- | --- |
| Mathematics | Hospitality and Catering | |
| Performing Arts - Btec |  | |
| Religious Studies |  | |
| Statistics |  | |
| History |  | |
| Arabic |  | |
|  |  | |
| Image result for OCR LOGO | |

|  |
| --- |
| Sports Science |