

Emerson Park Academy



Student Guide to Examinations and Assessments 2025-2026



Information contained in this guide can be found under the exams section of the Academy website www.emersonparkacademy.org

Exam Centre Number: 12821

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Introduction

This guide contains a lot of information, but Emerson Park Academy is committed to ensuring that candidates are fully briefed 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.

These rules are laid out by the Joint Council for Qualifications (JCQ), awarding bodies (AQA, Pearson, WJEC and OCR) and the Academy.

Examination and assessment rules are in place and designed to ensure fairness and to ensure that exams run smoothly.

This guide is intended to inform you about the procedures you must adhere to, answer any questions you may have and to provide support to parents/carers. Examinations can be a stressful time so we want to ensure that you receive the best possible preparation for your exams.

Please read this guide in full and share it with your parents/carers. You must know examination regulations and the procedures to follow in the event of a problem.

If you have any queries or need help or advice at any time before, during or after the examinations please see a member of staff in the Exams Office.

Academy telephone number: 01708 475285
Exams: 01708 475285 Extn. 279
Email: exams@emersonparkacademy.org

GOOD LUCK!

Remember – we are here to help.

Examinations Officer – **Mrs. Whiting**

The purpose of this guide



This guide is produced to:

- ✓ Support candidates in addition to assemblies regarding exams
- ✓ Inform you about malpractice in exams and assessments
- ✓ Inform you about you're the use of your personal data and copyright
- ✓ Ensure you are provided with all relevant information about your exams and assessments in advance of any exams/assessments being taken
- ✓ Ensure copies of relevant JCQ 'Information for candidate's' documents and exam room posters are provided in advance of any exams being taken
- ✓ Answer questions you may have
- ✓ Inform you and signpost you (and where relevant parents/carers) to any exams-related policies/procedures that you need to be made aware of



Students must.....

All students must:

- Read and fully understand the JCQ Information for Candidates. This can be found on the academy website: [Emerson Park Academy - Information for candidates](#).
- Emerson Park Academy has a duty to report any breach of regulations to the awarding bodies which can result in disqualification from all subjects
- Check all the details on your Individual Candidate Timetable (issued prior to written exams) and report any errors to the Exams Office immediately
- Inform the academy, via the Exams Office, of any event for which special consideration might be sought from the Awarding Bodies (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam)
- Check that you have been issued the correct exam paper for each exam
- Read the instructions of each exam paper very carefully



JCQ

(Joint Council for Qualifications)

JCQ – WHO ARE THEY? AND WHAT DO THEY DO

The Joint Council for Qualifications (JCQ) are the ruling body of qualifications taken in the UK. JCQ rules and regulations ensure that all examinations and courses are delivered in a fair manner allowing candidates to perform to their maximum potential.

For further information - [About JCQ - JCQ Joint Council for Qualifications](#)

JCQ DOCUMENTATION

JCQ provide the following information for candidates:

- Coursework assessments
- Non-examined assessments (NEA's)
- Onscreen tests
- Written examinations
- Preparing to sit your exams
- Social media

JCQ posters will be displayed out each exam room:

- Warning to candidates
- Unauthorised items

You should take the time to read these documents carefully and discuss them with your parents/carers. These are the rules and regulations you **must** follow during all examinations as well as non-exam assessments and practical exams.

Failure to follow any of the instructions provided in these documents could lead to an investigation of malpractice and a subsequent report to the awarding body. Outcomes of such an investigation include, but may not be limited to:

- Written warning
- Loss of marks
- Loss of whole grades

Do not put yourself at suspicion of malpractice. If you are ever unsure, ask your subject teacher or a member of the exams team.

Link to Emerson Park Academy website - [Emerson Park Academy - Information for candidates](#)

Contingency exam dates - Summer 2026



In recent years, The Joint Council for Qualifications (JCQ) have implemented 'contingency sessions'. These contingency sessions for examinations are put in place within the common examination timetable "*in the event of national or significant local disruption to examinations in the United Kingdom*". It is part of the awarding bodies' standard contingency planning for examinations.

The decision comes following the tragic events of past summers, namely the Manchester attacks and the Grenfell Tower fire. The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an exam (or exams) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance. The contingency sessions that have been set aside are all day on **Wednesday 24th June 2026**.

This means all exam candidates must be available to sit exams from the date of their first exam until Wednesday 24th June 2026. This decision is not an academy decision.

Please can all students/parents/carers make a note of the contingency exam sessions in the event that an awarding body needs to invoke their contingency plan.

PLEASE BE ADVISED THAT A CANDIDATE WILL NOT GET SPECIAL CONSIDERATION IF THEY CANNOT SIT AN EXAM DUE TO HOLIDAYS OR FOR ABSENCES THAT CANNOT BE EVIDENCED.

Written examinations at Emerson Park Academy start on 5th May and all students must be available up to and including 24th June 2026.

Access Arrangements and Reasonable Adjustments

Access Arrangements are pre-examination adjustments for a candidate based on evidence of need and normal way of working. Access arrangements allows candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment.

Access Arrangements are determined by Emerson Park Academy's Special Educational Needs Coordinator (SENCo), in conjunction with relevant teaching staff and exam office personnel.

They are agreed before an assessment/exam. They allow candidates with special education needs, disabilities or temporary injuries to:

- Access the assessment/exam
- Show what they know and can do without changing the demands of the assessment/exam

Emerson Park Academy will apply directly to the awarding bodies for access arrangements on a student's behalf. Access arrangements are applied for based on your usual way of working. In some cases, an assessment may be carried out with you by an external assessor who specialises in access arrangements.

Before we can apply for an arrangement or reasonable adjustment, you will be asked to sign a data consent form. This gives us permission to apply to the awarding bodies as we provide them with some personal data, such as your name, date of birth etc.

Candidates will be notified of any access arrangements and/or reasonable adjustments by the SENCo. You will be asked to sign a form to say that you understand what arrangements are in place and if any of these arrangements do not apply to specific examinations.

Non-Examination Assessments (NEA's)



NON-EXAMINATION ASSESSMENTS

These types of assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers. There are three assessment stages and rules which apply to each stage. These rules often vary across subjects.

The stages are:

- task setting
- task taking
- task marking

PLEASE ENSURE YOU DO THE FOLLOWING:

Make sure you have read the relevant JCQ information for candidate's documents on our website:

- AI in Assessments
- Coursework Assessments
- NEA Assessments
- On Screen Examinations
- Written Examinations
- Social Media Infographic
- Unauthorised items poster
- Warning to Candidates poster
- Preparing to sit your exams

Details of these documents are also available on the Examinations section of the website under [Emerson Park Academy - Information for candidates](#)

Ask your teacher to go through it with you

- Ask your teacher when the assessments will take place
- Ask your teacher when and where the assessments will be
- Make sure you know your deadlines
- Candidates' work will be marked in accordance with the marking criteria provided by the awarding body

Emerson Park Academy ensures that all centre staff follow a Non-examination assessment policy.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. Emerson Park Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Candidates will be informed of their assessment mark(s). If you believe that procedures were not followed in relation to the marking of your work, or that the assessor has not properly applied the mark scheme correctly, then you can make use of the appeals procedure to consider whether to request a review of the centre's marking. The appeals procedure policy will be published on the academy website.

Further information regarding the Internal Appeals Procedure can be found on the Academy website.

Malpractice



Attempted or actual malpractice activity will not be tolerated. All those involved in the public qualifications system have a role to play in supporting the appropriate delivery of assessments and upholding the integrity of qualifications. Emerson Park Academy will follow the JCQ procedures as described in JCQ's [Malpractice - JCQ Joint Council for Qualifications](#) document.

All candidates should be aware of what malpractice is and the possible consequences:

- To maintain the integrity of qualifications, strict Regulations are in place
- Malpractice means any act or practice which is in breach of the Regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies

NON-EXAMINATION ASSESSMENTS

The following are examples of malpractice by candidates with regard to non-examined assessments. This list is not exhaustive:

- Plagiarism: unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and artificial intelligence (AI) tools)
- Accessing the internet, online materials or AI tools during remote assessment
- The unauthorised use of alternative electronic devices or technology, where this is not permitted
- Making a false declaration of authenticity in relationship to the authorship of nonexamination assessment or the contents of a portfolio
- Collusion: working collaboratively with others beyond what is permitted
- Being in possession (whether used or not) of unauthorised material during an examination or assessment
- Failing to abide by the instructions of an assessor: this may refer to the use of resources which the candidates have specifically been told not to use
- The alteration or falsification of any results document

If a member of staff suspects a candidate of malpractice the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, she/he will be given the opportunity to repeat the assignment as long as the candidate has not already signed the authentication form. If found guilty of malpractice following an investigation, the member of staff may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

Should the candidate be found guilty of malpractice after having signed the authentication form then the matter is no longer subject to internal school discipline and must be reported to the relevant awarding body.

AI USE IN ASSESSMENTS

While the potential for student artificial intelligence (AI) misuse is new, most of the ways to prevent its misuse and mitigate the associated risks are not. Emerson Park Academy have established measures in place to ensure that students are aware of the importance of submitting their own independent work for assessment.

Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded. Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. The malpractice sanctions available for offences of '*making a false declaration of authenticity*' and '*plagiarism*' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment. Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments. If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. In addition, where a student uses AI, they must acknowledge its use and show clearly how they have used it.

WRITTEN EXAMINATIONS

The following are examples of malpractice by candidates in externally assessed examinations (this list is not exhaustive):

- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- Talking during an examination
- Taking a mobile phone into an examination – turned on or off – on purpose or accidentally
- Taking any item other than those accepted by the Awarding Body into an examination such as an earbuds, watch, mobile phone or any other electronic equipment, books or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes or papers from another candidate
- Communicating in any way with another candidate (this is from the moment a candidate enters the examination room)

If a member of staff or invigilator suspects a candidate of malpractice during an examination, the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give his/her side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

Please see Appendix 6 in the JCQ Suspected malpractice in exams and assessments [Malpractice Sep24 FINAL.pdf](#) guidance for levels of seriousness and appropriate ranges of penalties applied to candidates personal data The awarding bodies collect information about exam candidates.

Before the Examinations



EXAM REGULATIONS:

All candidates must familiarise themselves with the relevant information to candidates notices which are issued by Joint Council for Qualifications (JCQ). The following JCQ documents are available on [Emerson Park Academy - Information for candidates](#) website.

Please note that infringement of these examination rules and regulations could lead to disqualification from all subjects. The school must report any breach of regulation to the awarding body concerned

EXAMINATION BOARDS:

Emerson Park Academy use the following Examination Boards:

AQA	http://www.aqa.org.uk/
Eduqas	http://www.eduqas.co.uk/
OCR	http://www.ocr.org.uk/
Pearson	http://qualifications.pearson.com/en/home.html

CANDIDATE NUMBER, CENTRE NUMBER & NAME:

You will be issued with a four-digit exam candidate number which must be written on all exam papers, additional exam stationery which you may use and any non-assessment material which you submit. In addition, you are required to state the school's Centre Number: **12821**. You are required to write you full **LEGAL** names on all exam material. Known-as names, abbreviations and preferred names must not be used.

TIMETABLES:

Candidates should expect to receive, prior to February half-term a 'Statement of Entry' once they have been entered for their qualifications.

It is important that you:

- Check that your personal details
- Check that your exam entries are correct (including tier of entry) on the Statement of Entry
- If this information is incorrect, you must inform the exams office immediately (the name displayed on your statement of entry will be the name on your certificate so it must be your legal name)

Candidates will be issued closer to the start of the exam session with their personalised timetable. This will show where you will sit on the day of the exam and deal with any timetable exam clashes.

Upon receipt of your timetable, you must:

- Check your 'Candidate exam timetable' carefully to make sure you know the date and time of all your written exam and any relevant information regarding seating arrangements, exam rooms.

EQUIPMENT:

Ensure that you have the correct equipment before your examinations, including spare pens, a ruler, rubber and calculator. These should be held in a transparent pencilcase or plastic bag. Check the regulations in the Information for Candidates. The Exams Office/academy will NOT supply you with any equipment.

EXAM START TIMES SUMMER:

- **Morning** exams start at **08:50**
- **Afternoon** exams start at **13:10**
- During internal exam periods, the start time of exams may vary so it is important that you read and understand your personal exam timetable
- During public examinations, candidates are expected to **arrive at school at least 15 minutes before the start of the exam** – allowing candidates to take their seat and all relevant notices and instructions to be given prior to the start time
- Candidates are expected to stay for the duration of their examination without exception
- Exam times may vary in cases of clashes. Please always check the times and venues of your exams. Remember; your timetable is unique to you.

WHERE YOU WILL TAKE YOUR EXAMS:

The majority of your exams will take place in the Sports Hall. Exceptions will be those with certain access arrangements but this is at the discretion of the SENCo and the Examinations Officer.

Candidates will be issued with a timetable which displays the location and seat number for each examination. It is expected that candidates know their seat number before entering the examination room. Displayed outside each exam room will be a register (see exam display board behind the kitchen for exams taking place in the Sports Hall). Find your surname and your seat number will be to the righthand side.

Timetable Summer 2026

Date	Time	Board	Qualification	ExamCode	Title	Duration
05/05/2026	AM	Pearson	BTEC Tech Awards	BHS03/01	Health and Wellbeing	2h
05/05/2026	AM	Pearson	Edexcel Awards	ANM10 1A	Edexcel Level 1 Award in Number And Measure	1h 00m
05/05/2026	AM	Pearson	Edexcel Awards	ANM10 1B	Edexcel Level 1 Award in Number And Measure	0h 30m
05/05/2026	PM	Pearson	BTEC Tech Awards	BCB03/01	Construction Technology	1h 30m
07/05/2026	AM	AQA	GCSE	8182/1	Psychology Paper 1: Cognition and Behaviour	1h 45m
07/05/2026	PM	AQA	GCSE	8100/1	Citizenship Studies Paper 1	1h 45m
11/05/2026	AM	AQA	GCSE	8702/1	English Literature Paper 1: Shakespeare and the 19th century novel	1h 45m
11/05/2026	PM	OCR	GCSE	J204/01	Business 1: business activity, marketing and people - Written Paper	1h 30m
11/05/2026	PM	AQA	GCSE	8673/LH	Listening and understanding in Chinese Higher tier	45m
11/05/2026	PM	AQA	GCSE	8673/RH	Reading and understanding in Chinese Higher tier	1h
12/05/2026	PM	AQA	GCSE	8464/B/1F and 1H	Combined Science: Trilogy - Biology Paper 1 (both tiers)	1h 15m
12/05/2026	PM	AQA	GCSE	8461/1F and 1H	Biology Paper 1 (both tiers)	1h 45m
13/05/2026	AM	AQA	GCSE	8035/1	Geography Paper 1: Living with the physical environment	1h 30m
13/05/2026	PM	OCR	GCSE	J277/01	Computer Science: Computer Systems	1h 30m
14/05/2026	AM	Pearson	GCSE	1MA1 1F	Mathematics Paper 1 (Non-Calculator) Foundation Tier	1h 30m
14/05/2026	AM	Pearson	GCSE	1MA1 1H	Mathematics Paper 1 (Non-Calculator) Higher Tier	1h 30m
14/05/2026	PM	AQA	GCSE	8182/2	Psychology Paper 2: Social context and behaviour	1h 45m
14/05/2026	PM	AQA	GCSE	8100/2	Citizenship Studies Paper 2	1h 45m
15/05/2026	AM	Pearson	GCSE	1HI0 10-13	History Paper 1: Thematic study and historic environment	1h 20m
18/05/2026	AM	AQA	GCSE	8464/C/1F and 1H	Combined Science: Trilogy - Chemistry Paper 1 (both tiers)	1h 15m
18/05/2026	AM	AQA	GCSE	8462/1F and 1H	Chemistry Paper 1 (both tiers)	1h 45m
18/05/2026	PM	AQA	GCSE	8673/WH	Writing in Chinese Higher tier	1h 15m
19/05/2026	AM	AQA	GCSE	8702/2	English Literature Paper 2: Modern texts and poetry	2h 15m
19/05/2026	PM	OCR	GCSE	J277/02	Computer Science: Computational thinking, algorithms and programming	1h 30m
20/05/2026	AM	AQA	GCSE	8652/RH	French Paper 3: Reading Higher tier	1h
20/05/2026	AM	AQA	GCSE	8652/LF	French Paper 1: Listening Foundation tier	35m
20/05/2026	AM	AQA	GCSE	8652/LH	French Paper 1: Listening Higher tier	45m
20/05/2026	AM	AQA	GCSE	8652/RF	French Paper 3: Reading Foundation tier	45m
21/05/2026	AM	AQA	GCSE	8700/1	English Language Paper 1: Explorations in creative reading and writing	1h 45m
21/05/2026	PM	OCR	GCSE	J204/02	Business 2: operations, finance and influences on business - Written Paper	1h 30m
22/05/2026	AM	OCR	GCSE	J587/01	PE: Physical factors affecting performance - Written Paper	1h 00m
01/06/2026	AM	OCR	GCSE	J587/02	PE: Socio-cultural issues and sports psychology - Written Paper	1h 00m
02/06/2026	AM	AQA	GCSE	8464/P/1F and 1H	Combined Science: Trilogy - Physics Paper 1 (both tiers)	1h 15m
02/06/2026	AM	AQA	GCSE	8463/1F and 1H	Physics Paper 1 (both tiers)	1h 45m
03/06/2026	AM	Pearson	GCSE	1MA1 2F	Mathematics: Paper 2 (Calculator) Foundation Tier	1h 30m
03/06/2026	AM	Pearson	GCSE	1MA1 2H	Mathematics: Paper 2 (Calculator) Higher Tier	1h 30m
03/06/2026	PM	AQA	GCSE	8035/2	Geography Paper 2: Challenges in the human environment	1h 30m
04/06/2026	AM	Pearson	GCSE	1HI0 2A-2W	History Paper 2: Period study & British depth study	1h 50m
04/06/2026	PM	AQA	GCSE	8652/WF	French Paper 4: Writing Foundation tier	1h 10m
04/06/2026	PM	AQA	GCSE	8652/WH	French Paper 4: Writing Higher tier	1h 15m
05/06/2026	AM	AQA	GCSE	8700/2	English Language Paper 2: Writers' viewpoints and perspectives	1h 45m
05/06/2026	PM	OCR	GCSE	J536/05	Listening and appraising - Written Paper	1h 30m
08/06/2026	AM	AQA	GCSE	8464/B/2F and 2H	Combined Science: Trilogy - Biology Paper 2 (both tiers)	1h 15m
08/06/2026	AM	AQA	GCSE	8461/2F and 2H	Biology Paper 2 (both tiers)	1h 45m
08/06/2026	PM	OCR	Camb Nat	R093/01	Creative iMedia in the media industry:Written Paper	1h 30m
09/06/2026	AM	AQA	GCSE	8692/RH	Spanish Paper 3: Reading Higher tier	1h
09/06/2026	AM	AQA	GCSE	8692/LF	Spanish Paper 1: Listening Foundation tier	35m
09/06/2026	AM	AQA	GCSE	8692/LH	Spanish Paper 1: Listening Higher tier	45m
09/06/2026	AM	AQA	GCSE	8692/RF	Spanish Paper 3: Reading Foundation tier	45m
09/06/2026	PM	Pearson	GCSE	1HI0 30-33	History Paper 3: Modern depth study	1h 30m
10/06/2026	AM	Pearson	GCSE	1MA1 3F	Mathematics Paper 3 (Calculator) Foundation Tier	1h 30m
10/06/2026	AM	Pearson	GCSE	1MA1 3H	Mathematics Paper 3 (Calculator) Higher Tier	1h 30m
10/06/2026	PM	Pearson	GCSE	1DT0 1F	Component 1: Timbers	1h 45m
10/06/2026	PM	WJEC	GCSE	C600U10-1	Textiles Component 1 (Eduqas)	2h 00m
11/06/2026	AM	AQA	GCSE	8035/3	Geography Paper 3: Geographical applications	1h 30m
11/06/2026	PM	AQA	GCSE	8585/W	Food preparation and nutrition	1h 45m
11/06/2026	PM	Pearson	L2 Ext Math Cert	7M20 01	Extended Maths Paper 1: (Non-Calculator)	1h 15m
12/06/2026	AM	AQA	GCSE	8464/C/2F and 2H	Combined Science: Trilogy - Chemistry Paper 2 (both tiers)	1h 15m
12/06/2026	AM	AQA	GCSE	8462/2F and 2H	Chemistry Paper 2 (both tiers)	1h 45m
15/06/2026	AM	AQA	GCSE	8464/P/2F and 2H	Combined Science: Trilogy - Physics Paper 2 (both tiers)	1h 15m
15/06/2026	AM	AQA	GCSE	8463/2F and 2H	Physics Paper 2 (both tiers)	1h 45m
16/06/2026	AM	AQA	GCSE	8692/WH	Spanish Paper 4 Writing	1h 15m
16/06/2026	AM	AQA	GCSE	8692/WF	Spanish Paper 4 Writing	1h 10m
16/06/2026	PM	Pearson	L2 Ext Math Cert	7M20 02	Extended Maths Paper 2: (Calculator)	1h 15m
24/06/2026					Contingency exam day	

During Written Examinations



ATTENDANCE AT EXAMINATIONS:

Candidates are responsible for checking their own timetable and arriving on the correct day and time. You must be properly dressed in full uniform, including blazer and tie, and fully equipped. **All candidates must arrive at their exam room 10 minutes prior to the start time of their examination.** Seating plans will be placed on the notice board each AM and PM each day of the exams. These will indicate where your exam will take place. Please go to your exam venue and queue in an orderly fashion. Please make sure you do not have any watches, mobile phones, data sticks, earphones or any electronic equipment in your possession and labels are removed from water bottles.

It is very important that you sit in the place allocated to you.

HOW YOUR IDENTIFY IS CONFIRMED IN THE EXAM ROOM

- Members of staff will be outside your examination room to identify you
- There will be a card on your desk identifying who you are – do not deface or remove the card – they will be collected at the end of the exam/assessment and stored for your next exam
- A member of the Senior Leadership Team (SLT) will be present at the beginning and end of each exam.
- The Examinations Officer be present and will take a register at the beginning of each exam.
- If you do not turn up on time for your examination's the Attendance Officer will attempt to call your parent/carer

EQUIPMENT

All items of equipment, pens, pencils, mathematical instruments, etc should be visible to all invigilators at all times. **You are responsible for bringing all your own equipment to every exam.**

- Remember that you need to write in black ink (please bring spare pens).
- Do not use any of the following in your answers:
 - No corrector pens or tippex are allowed
 - Erasable pens
 - Highlighters (can only be used for highlighting text in printed questions)
 - Gel pens
- Your pencil case must be transparent/clear
- Your water bottle must be transparent/clear and have no label, writing or measurements on it
- Only water is permitted (no food, snacks or chewing gum)

You may use coloured pens or inks for diagrams, maps, charts etc., only if your exam allows them. The instructions at the front of your paper will tell if these are/not allowed. As a minimum, your clear pencil case must include:

- Black pens
- Pencil

Pencil sharpener

- Eraser
- Highlighter
- Ruler
- Protractor
- Compass
- Calculator (with lid removed and only if permitted for your exam). For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. You must remove your calculator cover and leave in a safe place as this cannot be taken into the exam venue. Make sure your batteries are new.
- Place all glasses cases under your desk, opened.
- Please do not write on the examination desks. You will be asked to clean it off. If you are seen writing on the desks, you will be reported to the Exams Officer.
- Do not draw graffiti, write offensive comments, or anything apart from answers on your examination papers – if you do the examination board may refuse to accept your paper or may penalise you.

WHAT YOU SHOULD **NOT** BRING INTO THE EXAM ROOM

- Mobile phones are **NOT** allowed in the exam room under any circumstances even if they are switched off. We recommend that you leave them at home on exam days. If you do have to bring your mobile phone you must leave it in your locker/bag.
- Watches are **NOT** permitted in the exam room.
- You are not allowed any electronic materials, earphones (including headphones or air pods) or watches in exams.
- You are not allowed to wear jewellery.
- Candidates should not be in possession of any notes. Candidates should thoroughly check their pockets prior to entering the exam room.
- Do not bring tissues to the exam. Put your hand up if you need a tissue.
- If you do bring in a forbidden item into the exam, you may be disqualified from that exam or from all exams in the series, depending on the offence.
- **YOU SHOULD HAVE NOTHING ABOUT YOUR PERSON WHEN YOU TAKE YOUR SEAT.**

WHAT IF YOU THINK YOU HAVE THE WRONG PAPER?

The Examinations Officer or Invigilator will ask you to check your paper before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately. **Do not** wait until the exam has started.

COMMUNICATION

- Do not attempt to communicate with or distract any other candidates. Examination regulations are very strict regarding items that may be taken into the examination room. Again, your attention is drawn to the JCQ Information for Candidates. If you break these rules, you may be disqualified from the examination. This applies before, during and after the exam takes place whilst in the exam venue.
- The invigilation team are there to support you. **If you need anything, raise your hand to attract their attention.**
- 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.

MEDICATION

- Inhalers are permitted in the exam; however, we must have knowledge of your condition. Inhalers are to be kept in a clear plastic bag and handed to an invigilator upon arrival. They will be kept at the front of the exam room and passed to you if needed.
- If you are prescribed with any other medication, or use any medical monitoring equipment (e.g. blood sugar monitoring) that may be required in the exam, please discuss with the Exams Officer and Medical Officer as soon as possible.

TOILET BREAKS

- Continual coming and going in an examination room is very disruptive for students during an exam. For this reason, toilet breaks are only allowed when a letter stating medical need has been received or it is an emergency. Should you need to use the toilet, time will **not** be added on to the end of your exam to accommodate this. The only exception is those who have a medical 'red card'.

FEELING UNWELL

- Should you start to feel unwell during the exam you must inform an invigilator as soon as possible so the appropriate action can be taken. If you have a medical condition which may require equipment (e.g. diabetes or asthma) you must bring this into the exam room, declare it to an invigilator and they will place it at the front of the room.

FOOD AND DRINK IN EXAM ROOMS

- Clear plastic bottles of water (no other type of drink) are allowed in the exam room, all labels must be removed before entering the room. There should be no writing or measurements on your bottle. These can be kept on the exam desk, but ensure the lid is secured.
- **NO** other drinks or food will be allowed in the exam room unless you have a medical need that has been discussed and agreed with the Exams Officer.

EMERGENCY ALARM

- If an alarm sounds during an examination, the invigilator in charge will tell you what to do. Please refer to the document 'Fire Evacuation Procedures for Examination Candidates'. Remember, do not panic.
- On return to the exam room do not start writing until the invigilator tells you to do so. You will be allowed the full time for the examination and a report will be sent to the awarding body detailing the incident

END OF THE EXAM

- At the end of the exam candidates must remain seated (under exam conditions) until all work has been collected. You must hand everything in. If you have used more than one answer booklet, check your name and candidate number is on each one and ask for a tag to fasten them in the correct order (if permitted). Remember to cross out any rough work that you do not wish to be marked.
- On leaving the examination room be aware there may be other candidates still working within the room. You should leave the exam room and surrounding area quickly and quietly to minimise disruption.

Invigilators



Emerson Park Academy employs invigilators to conduct our examinations.

Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Any disruptive behaviour, or any pupil who behaves in an unacceptable manner, will be reported to the Exams Officer. Depending on the nature of the complaint, this will then either be reported to the Senior teacher in charge of exams or the awarding body.

Invigilators are employed to ensure that exams run smoothly and that JCQ regulations are upheld. They are not allowed to explain any questions to you. If, however, you feel there may be an error on an exam paper then please raise your hand to alert a member of the invigilation team.

Using calculators



Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<p>Calculators must be:</p> <ul style="list-style-type: none"> ✓ of a size suitable for use on the desk ✓ either battery or solar powered ✓ free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> × 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: <ul style="list-style-type: none"> × databanks × dictionaries × mathematical formulas × text
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> • the calculator's power supply • the calculator's working condition • clearing anything stored in the calculator 	

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Please remember; do not bring a calculator to your desk (in your pocket or pencilcase) if you are not allowed to use it for that particular exam. You will not be allowed to leave it on the floor under your desk. You must put it in your bag/coat before you sit down.

You are allowed to bring more than one calculator into the exam.



Evacuation procedures for examination candidates

In the event of an emergency alarm ringing, candidates **must**:

- ⚠ Listen to instructions given by the invigilator/member of staff
- ⚠ Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- ⚠ Follow the Invigilator to the examination assembly point for registration. Line up in the seating plan order and **maintain complete silence**.
- ⚠ When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the examination room **in silence**.
- ⚠ The exam will resume and the time lost added on to the end.
- ⚠ Any candidate found talking about the exam will be reported to the awarding body.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.



Procedures for Examination Candidates in the event of a Lockdown

In the event of a lockdown alarm, candidates **must**:

- ⚠ Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- ⚠ **Maintain complete silence** and wait for further instructions from the Invigilator, who will be informed as to whether it is a false alarm or a real emergency.
- ⚠ In the case of a false alarm the exam will be resumed once the lead invigilator has received confirmation from SLT / member of the exams team.
- ⚠ In the case of a real emergency leave all examination materials on your desk and hide under the exam desk. **Maintain complete silence.** Staff will lock all windows, doors, close curtains/blinds and switch off lights.
- ⚠ When it has been ascertained that it is safe an alarm will sound and you will receive instructions from a member of staff.
- ⚠ The exam will resume and the time lost added on to the end.

Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.

Absence from Examinations



If you experience difficulties during the examination period (e.g. illness, injury etc.) please inform a member of the Exams Office as soon as possible so that they can help or advise you. If you are unable to get through to the Exam Officer, please advise the reception staff of the situation.

ACTION:

If it is absolutely impossible for you to attend one of your exams your absence must be reported to:



The **school office by 7.50 am** on the day of your exam, the telephone number to call is: -

- **01708 475285 and speak with reception who will pass on a message to the Exam Officer**

EVIDENCE

Provide medical or other evidence. Only in exceptional circumstances are candidates allowed 'Special Consideration' for absence from any part of an examination. The academy will require payment of entry fees should a candidate fail to attend an examination without producing medical or other evidence

Please note that misreading or not checking your timetable will not be accepted as a satisfactory explanation of absence.

Special Consideration



A candidate's examination performance can sometimes be affected by circumstances out of their control.

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

All examinations are measuring what a candidate knows and can do. **The overall grades awarded must reflect the level of attainment demonstrated in the examination(s)**. The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long-term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

Which candidates will be eligible for special consideration?

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of non-examination assessment, is materially affected by adverse circumstances beyond their control. These include: -

- temporary illness or accident/injury **at the time of the assessment**
- bereavement **at the time of the assessment** (where whole groups are affected, normally only those most closely involved will be eligible)
- domestic crisis arising **at the time of the assessment**
- serious disturbance **during an examination**, particularly where recorded material is being used;
- accidental events **at the time of the assessment** such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time

- participation in **sporting events, training camps or other competitions at an international level at the time of the assessment**, e.g. representing their country at an international level in football or hockey
- failure by the centre to implement **previously approved access arrangements for that specific examination series**

Candidates will not be eligible for special consideration is affected by: -

- long term illness or other difficulties during the course affecting revision time, **unless the illness or circumstances manifest themselves at the time of the assessment**;
- bereavement occurring more than six months before the assessment, **unless an anniversary has been reached at the time of the assessment or there are ongoing implications** such as an inquest or court case;
- domestic inconvenience, such as moving house, lack of facilities, taking holidays (including school/exchange visits and field trips) at the time of the assessment
- minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing;
- the consequences of committing a crime, where formally charged or found guilty; (however, a retrospective application for special consideration may be considered where the charge is later dropped or the candidate is found not guilty.)
- the consequences of taking alcohol or recreational drugs
- the consequences of disobeying the centre's internal regulations
- the failure of the centre to prepare candidates properly for the examination for whatever reason;
- staff shortages, building work or lack of facilities
- misreading the timetable and/or failing to attend at the right time and in the right place
- misreading the instructions of the question paper and answering the wrong questions
- making personal arrangements such as a wedding or holiday arrangements which conflict with the examination timetable
- submitting no controlled assessment/coursework/non-examination assessment at all, unless controlled assessment/coursework/non-examination assessment is scheduled for a restricted period of time, rather than during the course
- missing all examinations and internally assessed components/units
- failure to cover the course as a consequence of joining the class part way through
- a disability or learning difficulties (diagnosed or undiagnosed) unless illness affects the candidate **at the time of the assessment** or where the disability exacerbates what would otherwise be a minor issue - (**difficulties over and above those that previously approved access arrangements would have alleviated**)
- failure by the centre to process access arrangements by the published deadline

The range of allowance given is 1-5%. The maximum allowance that can be given is 5% and this is reserved for the most exceptional and serious cases such as terminal illness of the candidate/parent/carer, death of a member of the immediate family within three months of the examination. The most common category of allowance is 1%/2% for illness at the time of the assessment, broken limb, concussion, extreme distress (not exam related). Please note that exam boards only advise that 'special consideration' has been awarded when results are issued. We have no knowledge of the percentage awarded.

Furthermore, a missing mark can be estimated when a candidate is absent (for an acceptable reason) from a unit or a component in either a modular or linear specification. An example of how this would work can be found at the following link: [Other Documents - JCQ Joint Council for Qualifications](#)

In the event of student being absent on the day of an examination, we will require the student to complete a self-certification form which will assist us when applying for special consideration to the awarding body. We have to highlight that should a candidate be found to be falsifying absence this will constitute malpractice.

Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the examination or in the production of non-exam assessment(s) is affected by adverse circumstances beyond their control.

Procedure to request special consideration:

- Candidates or their parents / carers should, in the first instance, discuss the application for special consideration with their Head of Year or the Examinations Officer.
- If considered eligible, you will be required to complete a form detailing your reasons for special consideration. You will be required to provide evidence for your application to the Examinations Officer.
- The Exam Officer will process the application with the awarding body.

Results



Exam Series	Results Day
January 2026	Thursday 19 th March 2026
Summer 2026	Thursday 20 th August 2026

Students will be expected to collect their results in person. However, if you are unable come into school to collect your results, you can do the following:

- Nominate a third party to collect your results; you will be required to complete a form (which will be provided to students nearer the time of the summer 2026 exam series) stating the name of the person who will be collecting on your behalf. The form has to be completed by the student, **not** the parent/guardian. The nominated person, will need to provide photographic identification when collecting your results.

OR

- Provide an **A4** stamped addressed envelope (with the correct postage), if you would like your results posted to you. NB: Results will be posted on results day; 20th August 2026.

No results will be given out by telephone under any circumstances or given to third parties, such as sixth-form schools or colleges. This is the responsibility of the student.

Grade boundaries are released on all awarding body websites from 8am on Thursday 20th August 2026. Grade boundaries show the minimum number of marks you need for each grade. We suggest that you look at these before making any enquiries to Emerson Park Academy regarding your grade and the possibility of a review of result(s).

Post-Results Services



In accordance with the procedures laid down by the awarding bodies, Emerson Park Academy provides staff and students with the facility to request particular services following the publication of results.

Such requests **must** be made through the academy's Exams Office; individuals will not be able to request this service directly from the examination boards or teaching staff. The academy is charged for these services and so the costs are passed onto the student requesting them. The costs vary from board to board and details of the fees applicable will be provided to parent/carers in advance of Results day and also included in the envelope containing the candidates 'provisional results statement' on results day. In addition to this, post results services re also on the academy website from July.

All applications must be signed by the candidate, as requests cannot be processed without the candidate's written consent. Deadlines for these services will apply.

There are a range of post results services available:

SRN (service reference number)	Review of marking category
R1	SERVICE 1 (Clerical re-check)
	<p>This service included the following checks:</p> <ul style="list-style-type: none"> • That all parts of the script have been marked • The totalling of marks • The recording of marks <p>The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The deadline for completion is within 10 calendar days of the awarding body receiving the request.</p> <p>Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).</p>
R2	SERVICE 2 (Review of marking)
	<p>This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly.</p> <p>A marking error can occur because of: -</p> <ul style="list-style-type: none"> • An administrative error • A failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer • An unreasonable exercise of academic judgement <p>The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.</p> <p>The service is available for externally assessed components and GCSE specifications.</p> <p>This service will include:</p> <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1; • a review of marking as described above. <p>The deadline for completion is within 20 calendar days of the awarding body receiving the request.</p>

A1	ATS (Access to Script)
Review of moderation	<p>A 'script' refers to the written work of a candidate which has resulted from an externally assessed component.</p> <p>This is a review of the original moderation to ensure that the assessment criteria has been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work. The awarding body will have trained its reviewers to conduct reviews of moderation accurately and consistently.</p> <p>Please note that if your centre's internally assessed marks (coursework or nonexamination assessment) have been accepted without change by an awarding body, this service will not be available.</p> <p>This service cannot be requested for an individual candidate.</p>

Review of Marking - What to do next

Before deciding to request a review of marking you should look at the awarding body grade boundaries. These are published online from 8am on Results Day (20th August 2026). Speak to either your subject teacher or a member of staff within the subject department when you collect your results. They may have additional information on how you performed during the assessment and be able to provide guidance on what paper/s you should consider having reviewed as the exams team are unable to provide such advice.

Once you have discussed your options and you wish to proceed with a post results enquiry, complete the required form. Upon receipt of the form and payment of fees (exact cash or cheque), the exams team will process your application. Please be mindful of the exams office deadlines to receive any post results requests.

All post-results enquires will not be dealt with by the exams team until the start of the new term in September 2026 as the academy will be closed. Please note, members of teaching staff cannot process a post results service so you MUST always liaise with the Exams Officer.

Outcome of enquiries

The outcome of each enquiry will be confirmed by the respective awarding body. The awarding body will provide a reason for the decision of a review of marking. If the mark has changed, the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure, that is:

- if the 'right' mark was not given in a task where there is a 'right' or 'wrong' mark
- if there has been an unreasonable exercise of academic judgement

Grade protection does not apply to any of the post-review services.

This means that students' marks and subject grades may be: -

- **Lowered**, so your final grade may be lower than the original grade you received
- **Confirmed** as correct, so there is no change to your grade
- **Raised**, so your final grade may be higher than the original grade you received

Where there has been a reduction in marks or a downgrade following a review of marking, the request cannot be revoked and the original mark or grade will not be reinstated.



Exam Certificates

Certificates arrive at Emerson Park Academy:

Exam Series	Certificates available
Summer 2026	December 2026

Emerson Park Academy should receive certificates from the awarding bodies in November for the Summer exam series.

Parent/students will be notified via email regarding the date and time of collection.

A charge of £5.00 will apply to have certificates posted home via Special Delivery. Alternatively, you can come in to school and sign for them.

Emerson Park Academy are only obliged to keep certificates for a period of one year after issue. Please be advised that replacement statement of results/certificates will need to be applied for directly to the awarding body who place a cost on this service.

Frequently asked Questions



Why do I need to check the details on my Statement of Entry?

The details on your 'Statement of Entry' will be used when certificates are printed. If the name or date of birth on your exam certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

What do I do if there's a clash on my timetable?

Emerson Park Academy will re-schedule exams (on the same day) where there is a clash of subjects. Candidates will normally sit one paper followed by a break during which they will be fully supervised and must have no communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring lunch as you will have to remain in quarantine until both exams are completed.

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

Inform the academy as soon as possible so that 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 for you but we require as much notice as possible. You will have to obtain medical or other evidence if you wish the academy to appeal for special consideration on your behalf. See also 'Student Absence'.

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. See also 'special consideration'.

You need to 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 fully prepared and covered the whole course but performance in the examination or in the production of non-examined assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Office must be informed immediately, so that 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.

What do I do if I fell 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 who will draw this to the attention of the Exams Office.

What happens if I arrive late for an exam?

You must report to reception immediately. A member of staff will then escort you to the exam room. You must not enter an exam room unaccompanied once an exam has started.

Please ensure that you allow enough time to get to school.

You should also be aware that if you start the exam more than 1 hour after the published starting time, Emerson Park Academy **must** inform the awarding body and it is possible that

the awarding body may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

What happens if transport links are delayed?

Phone Emerson Park Academy immediately.

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

No. Timetables are published by the exam boards and you must attend on the stated date and time.

Do I have to wear school uniform?

Yes. Normal academy regulations apply to uniform, hair, jewellery, make-up etc. You may remove your blazer once seated in the exam room.

What equipment should I bring?

- For most exams you should bring a minimum of 2 pens (black ink only).
- For some exams you will need a calculator, a ruler, pencil sharpener, rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment in a clear pencil case for examinations. You must not attempt to borrow equipment from another candidate during the examination.

What items are not allowed into the examination room?

Only material that is listed on question papers is 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 awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Why can't I bring my mobile telephone / electronic devices (included watches) into the exam room?

Being in possession of a mobile telephone (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the awarding bodies.

What is meant by the term Malpractice?

Malpractice is when a candidate fails to comply with the JCQ regulations.

How do I know how long the exam is?

The length of the examination is shown on your individual timetable under the heading 'duration'. The invigilators will tell you when to start and finish your exam. They will display the finish time of the exam at the front of the exam room. There will be a clock in all examination rooms.

What do I do if I think I have the wrong paper?

The invigilator or Exam Officer will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

What do I do if I forget my Candidate Number?

Your candidate number will appear on your exam timetable, on your ID card (found on your exam desk) and also on the seating plan on the notice board outside your exam room.

What do I do if I forget the school Centre Number?

The Centre Number is **12821**. It will be clearly displayed in the examination room on the board and your ID card, along with your candidate number.

Can I leave the exam early?

No. It is a requirement of the awarding bodies that you stay in the examination room for at least one hour after the published start time of the exam. School policy dictates that candidates may not leave the exam room early as this is very disruptive to candidates who may still be working.

Can I leave the room to use the toilet during an exam?

Students are expected to complete a morning or afternoon session without a toilet break. If you feel that this may be a problem then please bring a letter from your GP stating medical need to the Exams Office before your first timetabled exam.

I am entitled to extra time – how will this affect the way I take my exams?

Some students receive an allowance of up to 25% extra time and will be placed in an alternative location as indicated on the candidate's individual timetable and seating plans that are displayed. The invigilator will tell you when the 25% extra time has expired.

What do I do if I don't get the grades I need?

Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the subject tutor who will give their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or may even stay the same. Review of marking requests must be submitted to the Exams Office as soon as possible, at the beginning of the new term. The Exams Office will advise of the cost of this process. You must complete a consent form and provide payment to cover the cost of the enquiry prior to the submission of an exam review of marking request to the exam board (which is refunded if your grade changes).