

Mock Exams/GCSEs

Mock exams will be taking place in December this year. Personal time tables will be issued, and information is also on the school website, on the school twitter account, and displayed around school. These mock exams need to be as realistic as possible. It is important that you attend all of your mock exams and do your best work. Awarding Bodies no longer collect estimated grades from schools/colleges, so if you miss an actual exam in summer we may have to refer back to mock results and the school tracking data.

If you arrive late on the day of an exam, you need to report directly to the exams office and hand in your coat/bag/phone etc. If you arrive before 10am for a morning exam, or 2.30pm for an afternoon exam, you will still get the full amount of time. If you arrive any later than this, your paper may be refused by the Awarding Body. If there are mitigating circumstances please provide as much proof as possible so that we can support your case.

If you are ill on the day of the exam and will be absent, you need to ring school to let us know, and go to the doctor and provide proof. We can provide a self-certification form which can be verified by your G.P. We can then apply for Special Consideration for an absent candidate, but we cannot apply without the doctor's note. The Awarding Body will look at other units, and possibly mock results to aggregate a score for you.

If you feel ill during the exam, please raise your hand and tell the invigilator. We can apply for Special Consideration for disadvantaged candidate, as you have not performed to the best of your ability. We cannot do this unless we are made aware of it at the time.

Please read your exam booklet carefully as it includes other relevant information about equipment and behaviour during exams.

Appeals

You will be given a consent form to sign before leaving school; this is to speed things up should a request be made for a script to be re-marked. You will be contacted by telephone if this is the case. All unused consent forms will be destroyed. You have the right to appeal against your result even if it is not supported by school. If your scripts are not chosen by school for re-marking but you would like to put in a request, you need to contact school no later than 18th September. This will enable us to meet the exam board deadline. There is no guarantee that your grade will change, it could go up or down. If your mark goes up there will be no fee incurred, but if it remains the same or goes down then you will be asked to pay the fee.

Mrs S Bagley

**Assistant Examinations Officer
Byrchall High School**