

Dear Student

Please read the following information carefully so you are fully prepared for the summer 2023 examination period.

GCSEs

Personal time tables will be issued, and information is also on the school website, on the school twitter account, and displayed around school. 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 and 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.

Contingency Day

The Joint Council for Qualifications (JCQ) have informed us that they need the option to postpone an exam in the event of a national incident and rearrange for a later date to allow all students an equal chance. The final date for contingency planning is **Wednesday 28th June 2023**. This means that candidates must be available to sit exams from the start of the exam season in May until Wednesday 28th June 2023. This decision is not a school decision and does apply to all candidates in all schools across the country. Please keep this in mind when booking a holiday.

Results and Certificate Information

Summer 2023 GCSE results can be collected from 10am on Thursday 24th August 2023.

Results will be given out in the main hall. We cannot give out results over the telephone or via email. If you are unable to attend, results can be collected from the school Reception after the above date.

If a candidate is unable to collect his/her results in person, a family member/friend can collect them; however, we require a signed letter of authority from the candidate and identification such as a Driver's Licence or Passport from the person collecting the results.

Appeals

You will be asked to provide up to date contact details before leaving school (telephone & email address for student and parent). On our return to school in September the Head Teacher and Heads of Department will review the results, and we will be requesting reviews of marking if they feel it is appropriate. If one or more of your GCSE scripts are on the list for a review we will contact you by telephone, and a consent form will be emailed to you. Please keep an eye on your email account throughout September. Signed consent forms should be emailed back to school as soon as possible, as we cannot proceed with the review of marking without it.

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 review 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. You will be expected to make a payment in advance, which can be done on Wise Pay. There is no guarantee that your marks will change, they could go up or down. If your overall grade goes up there will be no fee incurred, and you will have your payment refunded.

REVIEW OF MARKING – FEES – PER/PAPER	
AQA	£37.55
Edexcel	£40.40
OCR	£54.25
Eduqas	£37.50
<i>Fees correct as at January 2022</i>	

Summer 2023 GCSE Certificates

Details about collection/presentation of your certificates will be sent to you at a later date.

If a candidate is unable to collect his/her certificates in person on the specified date, a family member can collect them; however, we require a signed letter of authority from the candidate and identification such as a Driver's Licence or Passport from the person collecting the results.

Please note; certificates are only kept in school for 12 months after your date of leaving then they are destroyed. If you require certificates after this time (for college/university/job applications) you will need to contact the exam boards directly and purchase "Certified Statement of Results" at a cost of approx. £45 each. Exam boards no longer provide replacement certificates, so please keep them safe.

Mrs S Bagley

**Assistant Examinations Officer
Byrchall High School**