Please find the following documents for your reference on **RM UNIFY**: Students and parents can have instant access to them.

The documents can be found by accessing **RM UNIFY** and selecting the tile 'Exam Documentation'.

Folders contain the following

**EXAMINATION COURSE DATA:**

- AS & A LEVEL COURSE DATA for Years 12 & 13
- GCSE COURSE DATA for Years 10 & 11

**INFORMATION FOR CANDIDATES (JCQ)**

- JCQ Information for Candidates – On-Screen Tests
- JCQ Information for Candidates – Privacy Notice
- JCQ Information for Candidates – Written Examinations***
- JCQ Information for Candidates – NEA***
- JCQ Information for Candidates – Coursework 18-19***
- JCQ Social Media Final 2018-9***

**POLICIES AND GENERAL INFORMATION**

- JCQ A Guide to the special consideration process - 2018-19
- JCQ Access Arr Regs– 2018-2019
- JCQ Appeals Booklet 2018
- JCQ General Regulations– 2018-19
- JCQ ICE - Instructions for conducting exams – 2018-19
- JCQ Instructions for conducting coursework – 2018-19 (for EPQ)
- JCQ Instructions for conducting NEA – 2018-19
- JCQ MFL Listening exams.
- JCQ Suspected Malpractice 2018-2019

**SHSB GUIDES**

- Post Results Services Folder –
  - GCE information sheet (post results services)
  - GCSE information sheet (post results services)
  - Result Marks 2019 SHSB Parent and Student guide

GCE Summer 2018 Instructions for candidates
GCSE Summer 2018 Instructions for candidates
Malpractice – a Student Guide***
Malpractice – a Guide for Parents
Special Consideration – A Guide for Students and Parents**
SHSB Examination Guidance
Appeals against Assessment of Work for External Examinations
Special Consideration – a Guide for Students and Parents
External Examinations Candidates with Disability Policy†
Internal Procedure for appeals against internally assessed work†

TIMETABLES

SUMMER 2019 – PROVISIONAL TIMETABLE
SUMMER 2019 – FINAL (to be posted in summer term)

WARNING NOTICES FOR CANDIDATES

JCQ Social Media Final 2018-9 ***
No Mobile Phone Poster 2017***
Warning to Candidates 17/18***

KEY

**** These documents include general day-to-day information that you MUST know. Study them well.

*** These documents should be read carefully so that you avoid breaking any rules. Remember that ignorance is no defence.

** This document should be studied when you feel that your performance may have been affected by sudden illness or other external factors during an examination.

† Document is currently being revised.

The other documents are placed here for your information.

Post Results Services information will be updated before the examination results are published in August and should be used in conjunction with the guide to result marks.

All documents are up-dated at various times of the year and I would be happy to add any further documents that students and parents feel would be useful.

Mrs McNish
Examinations Officer
2018-2019