



Examinations Policy and Procedures

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St Neots Learning Partnership

Examinations Policy and Procedures

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ST NEOTS LEARNING PARTNERSHIP

Examinations Policy and Procedures

Examinations, assessments and testing are an integral part of the current educational scene at all levels, from baseline testing in Early Years settings through to advanced studies at Higher Education institutions. The final outcomes have significant impacts on both the life chances and future careers of the students and on the long-term success of the institutions themselves. It is therefore important that the administration of the examinations and testing systems runs smoothly and effectively, causing as little stress as possible to students, teachers, parents and other stakeholders, in supporting our core purpose of *securing the best possible experience, learning and outcomes for each young person for whom we have responsibility*.

Exams are currently taken at Longsands, Ernulf and Prospect House, with provision for students from Stageworks and the St Neots Football Club. External candidates are also accepted, subject to certain conditions outlined in the Entries section.

Roles and Responsibilities

The CEO and Trust Board

Have overall strategic responsibility for all schools within the St Neots Learning Partnership;
Take responsibility for monitoring procedures, practice and outcomes and setting the direction in which the Partnership develops;

Headteachers

Currently Mrs Tracy Brogan at Ernulf and Mr Martin Paine at Longsands:

Awarding Bodies (exam boards) designate each Headteacher as Head of Centre, with ultimate responsibility for ensuring that all examinations and testing are conducted with due regard for the regulations of the JCQ and the individual Awarding Bodies. On an everyday basis this is delegated to the Partnership Examinations Manager.

Partnership Examinations Manager (Margaret Carpenter)

- has overall responsibility for the overview and implementation of internal and external testing and examinations across the Partnership, reporting to the respective Headteachers and to the CEO;
- has responsibility for recruitment, training and development of the Examinations team;
- liaises with all stakeholders – staff, students, parents, governors, Awarding bodies and external agencies involved in the delivery of examinations;
- ensures that Access Arrangements and Special Consideration requests are correctly applied;
- deals with issues arising due to malpractice, plagiarism, etc. in both Academies, under the direction of the Headteacher(s) and the CEO;
- is responsible for monitoring the examinations budget.

Examinations Officer, Ernulf Academy (Alison Black)

Assistant Examinations Officer, Longsands Academy (Sarah Arber)

Work with the Partnership Examinations Manager on a day to day basis to ensure the effective delivery of testing and examinations across the Partnership, in particular to:

- take responsibility for the allocation of invigilators to examination rooms, having regard to correct ratios of invigilators to student numbers;

- assist with the day to day running of the examinations, including the correct procedures for dealing with examination scripts before and after examinations;
- supervise examinations as required;
- ensure that students with Access Arrangements are suitably accommodated;
- deal with administrative tasks inherent in the examinations process;
- take responsibility for running examinations in the appropriate school in the absence of the Partnership Examinations Manager.

Examinations Invigilators

Work under the direction of the Partnership Examinations Manager and the Exams Officer/Assistant Exams Officer to:

- ensure that exams rooms are correctly supervised;
- assist in setting up and clearing away the examinations rooms;
- ensure that correct regulations are followed;
- assist candidates in finding their seats, etc. and deal with any issues which arise, reporting upwards as necessary.

SLT, Heads of subject and pastoral teams

Work with the Exams team:

- to ensure that decisions on choice of Awarding Bodies, specifications and courses are communicated to the Partnership Exams Manager;
- to ensure that correct information is given so that accurate entries can be made;
- to liaise with the Partnership Examinations Manager on timetabling of examinations and assessments;
- to ensure coursework and controlled assessments are completed according to the regulations and within internal and external deadlines;
- to highlight issues which may impact on the well-being and/or performance of exam candidates, including special needs, disabilities, illnesses or other individual circumstances.

SENDCo

The SENDCo tests students who are identified by teachers or support staff as in need of access arrangements such as extra time, a reader or a scribe, for example. Evidence is collected from teachers and stored in support of the request to the Awarding Body. The Partnership Examinations Manager works closely with the SENDCo to ensure all students are treated fairly and according to their needs.

Policy on Examination Entries and charging

Entries fees will be paid from the Examinations budget of each Academy for every student who has been following a timetabled course leading to a recognised Level 1, 2 or 3 qualification, including GCE, GCSE, Btec, Vcerts or equivalents. From time to time this will include other qualifications as the Head of Centre directs – for example students taking examinations in their home language.

Where **re-sits** are permitted during a course of study, for example in Btec subjects, entries can be made by subject leaders and paid for from the exams budget, having due regard to the potential chances of a successful outcome. Sixth form students who have not yet achieved a grade C (or the equivalent in the new 1 – 9 GCSEs) will also be entered at the Partnership's expense if they attend timetabled classes in the period preceding the re-sit examinations.

For **post-16 subjects**, the availability of re-sit opportunities will be limited as new linear courses are implemented. Currently, students wishing to re-sit an AS or A2 module are expected to pay the full cost of each unit as the course of study leading to that unit has been certificated. A student who repeats Year 12 or Year 13 or who takes up a new (taught) subject will be entered for that course and paid for as part of that cohort.

The Partnership reserves the right to seek reimbursement of fees for any examination which is missed without a good reason, or from students whose attendance and effort in the sixth form fall below acceptable standards.

External candidates

External candidates are accepted at the discretion of the Partnership Examinations Manager for examinations accommodated at Longsands. This is a valued service to the community and enhances the partnership's reputation. Acceptance of an external candidate request is subject to satisfactory receipt of photographic and other identification which will be kept securely. Some subjects cannot be accommodated, particularly those requiring practical assessments, coursework or controlled assessments, partly because we do not have the facilities available but also because we cannot validate the coursework and the awarding bodies do not offer these subjects to external candidates. The external candidate is responsible for choosing their own syllabus and ensuring that they are ready to take the examinations. The Partnership does not provide tuition or supporting materials.

All external candidates will be required to pay a fee which includes the actual cost of the examination plus an additional element for administration and, if necessary, invigilation (if the examination cannot be accommodated at the same time as our own candidates. This fee is to be paid directly to the Finance Office at Longsands.

Entries Procedures (see appendix 1)

It is important to gather information on changes to courses, exam boards, etc. at an early stage by liaising with heads of subject; it is also important to check for updates and changes at regular intervals. Check the courses new students are taking.

- July - heads of subject requested for information on external exams and courses for next year
- estimated entries are collated for budgeting purposes in Autumn term
- September-October entries for November re-sits (Maths and English) – by October 21st
- Vocational registrations should be made before 1st November.
- Entries for summer exams need to be collected and checked during January and entered on the SIMS exams module. It is important to keep checking for changes as errors and amendments are expensive.
- Once final entries have been made, timetables should be distributed to students for checking as fine-tuning can be done before February 21st deadline.
- Seating plans now need to be constructed and candidate timetables with seating information can be sent out to parents and students.
- Late entries are expensive and should be avoided. All entries should be checked for accuracy before submission to the Awarding bodies.

Procedure for the safe receipt and storage of examination materials.

Examination materials take many forms but experience and JCQ regulations have highlighted the need for safe receipt, storage and tracking of materials.

Both Longsands and Ernulf Academies are compliant with the JCQ requirements to have a "box within a box" with a high-security safe installed and limited key holder access (keys may be accessed by the head of Centre in case of emergency).

The Examinations Office should be kept locked at all times when unoccupied.

The established procedure followed at both Academies is as follows:

- All materials identified as being from an examination board are logged in by signature in a folder kept at the main Reception desk.

- Exams Officers/Manager notified immediately to come and collect the materials; if unavailable, the materials are stored securely out of sight by the Reception staff until they may be collected.
- Exams Manager/Officer signs for the packages and takes them immediately to secure storage.
- It is highly desirable that the package should be opened and the contents checked immediately against the contents list/dispatch note so that any discrepancies can be notified to the Awarding Body immediately; there should always be two people present when this is done, one of which should be a senior member of staff.
- Once checked, the materials should be locked away in a position where they may be immediately retrieved when needed; in the case of examination papers this should be in date and sessions order.
- Pre-release materials should be signed for by the member of staff to whom they are given and the person who handed it over should also sign and date the sheets; these are kept in the exams safe.
- The same procedure must be followed with materials for MFL speaking tests.
- Answer booklets and exam stationery must also be stored securely.

Procedure for dealing with examinations papers and scripts

- Exam papers should be signed for, checked and stored in the same way as other secure materials, then stored in date and session order in the Exams safe.
- Papers **may not** be opened until an hour before the examination and even then only if it is necessary to split the packets for a number of rooms; the envelopes must be resealed.
- If we have a candidate requiring enlarged papers or coloured papers, they may be opened up to 90 minutes before for this purpose only. There should be two people present when this is done.
- In practice, packets of exam papers should be double checked for date, tier, etc. and taken to the exams room **unopened** unless one of the above conditions applies.
- If there is a large exam e.g. whole year group with several different papers, these may be laid out prior to students entering the room but **must not be left unattended**.
- At the start of the exam, the Exams Manager/Officer must make sure the candidates have checked they have the correct paper. **This is especially important where several tiers and units are being taken in the same room.**
- **During the exam, no-one except the candidates should be looking at the paper, unless a problem is identified, when the exams manager/Officer must be contacted to deal with it.**
- At the end of the exam, all scripts must be collected before the candidates leave the room; invigilators should seek to make sure all candidates have written their name and candidate number on their script and any additional pages.
- Scripts must be taken to the secure Exams office for checking, collating and packing; this should always include two people.
- All script packages must be logged on the Parcel Force sheets and taken to reception at the time the driver is due. If the driver has already been, the scripts must be locked in the safe overnight.
- Coursework samples and controlled assessment materials must be treated in the same way in terms of security; all such materials must be recorded in the exams post book before posting.

Internal Appeals – Coursework and controlled assessments Policy

Context and Purpose

This policy deals with appeals arising from the internal marking of coursework and controlled assessment materials only; appeals arising as a result of post-examination EARS, issues of malpractice and curriculum appeals are dealt with by separate policies.

The purposes of this internal appeals policy are:

- to ensure a right of appeal by candidates against marks awarded via internal assessment, coursework and controlled assessment.
- to ensure the operation of an efficient appeals system with clear guidelines for all relevant staff and students.

It is the responsibility of everyone involved in the centre's exam processes, including candidates, to read and understand this policy.

The internal appeals policy will be reviewed annually by the Partnership Examinations Manager.

Roles and Responsibilities

Headteachers

As Heads of Centre, the Headteachers have final responsibility for the conduct of examinations processes at each Academy. On a day to day basis, this responsibility is delegated to the Partnership examinations Manager and the two Examinations Officers.

Partnership Examinations Manager

The Partnership Examinations Manager is responsible for the strategic oversight of the examinations process across the Partnership, working with the Examinations Officers at each Academy.

The Partnership Examinations Manager is responsible for

- dealing with internal and external appeals processes in the first instance, escalating these to the Head of Centre as necessary;
- keeping the Head of Centre and appropriate members of SLT informed of the progress of an appeal;
- liaising with Heads of subject, parents and students to resolve issues relating to internal appeals, escalating these to the Head of Centre if a resolution is not achieved;
- implementing the JCQ Appeals process
- liaising with the Examinations boards as necessary to resolve issues with external agencies.

Subject Teachers and Subject Leaders

- All coursework, controlled assessments and portfolio work should be completed by subject teachers in accordance with the regulations and procedures set out in the specification concerned and with regard to JCQ and Examining boards' regulations

with respect to drafting, the level of supervision required and the time allowances specified. This is covered by the *controlled assessments and coursework* policy sent out to each subject leader in September of each year.

- On completion of the work, the candidate must sign the declaration of authentication to confirm that the work is their own and that all references to external material have been correctly acknowledged.
- The work should then be moderated according to agreed criteria, following departmental policies and having regard to JCQ and other exam bodies' requirements. This should be a rigorous process, completed before any marks are given to the examinations Officer for processing. It is at this stage that anomalies in marking or incidences of plagiarism should be addressed (involving the partnership Examinations Manager if appropriate).
- Candidates may be informed of raw scores but should not at this stage be given actual grades as the final grade boundaries will be set by the examinations boards and may vary from those in use in previous years.

On occasion a candidate and/or his/her parent(s) may disagree with the marks awarded; at this point the formal process for internal appeals comes into operation. The process may be halted at any stage should a satisfactory resolution, accepted by all parties to the appeal, be reached.

The Appeals Process

Stage one

- The candidate or his/her parent(s) must raise any queries surrounding marks for coursework or controlled assessment at the earliest opportunity, to ensure no delay is caused in addressing problems prior to examination board deadlines. The initial concern should be raised with the subject leader (GCE/GCSE/IGCSE) or the Quality Assurance Manager (vocational courses).
- The subject leader or the Quality Assurance Manager should check with the subject teacher(s) in order to ascertain whether any errors have been made and to confirm that the marking and moderation processes have been correctly adhered to.
- The subject leader or Quality Assurance Manager should acknowledge any parental communications within 48 hours of receipt of the complaint, either to confirm that the issue is resolved satisfactorily or to inform them of the next stage in the process.

Stage Two

- If the issue cannot be resolved at stage one, a formal written appeal (which may be in the form of an email) should be addressed to the Partnership Examinations Officer by the candidate or his/her parent(s).
- This must be no later than 30 April in the year which final certification is to be made, for summer entries, October 25th for November examinations and December 18th for January examinations. These dates pre-date exam board deadlines for submission of coursework and controlled assessment marks for the majority of courses.
- The Partnership Examinations Manager will investigate the matter, in consultation with the subject leader and if appropriate with the subject teacher and the student, having regard to JCQ and examination board regulations.

- Wherever possible this enquiry should be completed within one week of receipt of the parental communication as marks and samples will need to be processed and forwarded to the examination boards by the official deadlines.
- Parents and the head of centre will be kept informed of the progress of the appeal.

Stage Three

On reaching this stage the candidate will have exhausted all options at Stage One and Stage Two.

Stage Three involves the convening of an Appeals Panel. It is the final stage in the appeals process and it is expected that it will only be used in exceptional circumstances.

Personal Hearings before an Appeals Panel

- The Appeals Panel will consist of the Partnership Examinations Manager and two of the following:
 - Head of Centre
 - SLT member
 - Head of Key Stage 4
 - Head of 16-19
- The request for the personal hearing must be made within two working days of receipt of the outcome of Stage Two of the appeal.
- The candidate will be given at least 24 hours' notice of the hearing date.
- A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- The candidate may bring a parent/guardian to the hearing.
- The Subject Teacher(s) involved may be present at the hearing.

Outcomes of Stage Three Appeals and the Appeals Panel

The Partnership Examinations Manager will convey the outcome of the appeal hearing and the reasons behind any decisions in writing to the candidate.

The Centre will maintain a written record of all appeals.

The Centre will inform the Awarding Body (or Examination Board) of any change to an internally assessed mark as a result of an appeal.

Appeals involving suspected malpractice including plagiarism

Internal appeals involving suspected malpractice can only be made prior to the candidate signing a statement that authenticates the coursework/work produced under controlled conditions as their own.

If the Subject Teacher marking the assessment suspects malpractice, including plagiarism and collusion, prior to the final marking process the candidate will be informed so that the candidate may choose to make amendments to their work. At this stage the matter should be dealt with internally: the Partnership Examinations Manager and or the Examinations Officer of the appropriate academy should be kept informed in case of further developments.

If the candidate has signed a statement that authenticates the work as their own and malpractice is suspected by the Subject Teacher, Subject Leader or Head of Centre

then the Centre will follow the Joint Council for Qualifications (JCQ) procedure for reporting suspected malpractice. In this instance the candidate will be given the opportunity to write a statement which will be sent to the Awarding Body (Examination Board) with the report of suspected malpractice. This will be actioned by the Partnership Examinations manager after appropriate investigation and consultation with the head of centre.

Complaints Procedures

The Partnership complaints procedures are set out in each Academy’s prospectus.

Appendix 1

The Exams Year - basic outline

September	<ul style="list-style-type: none"> Analysis of results Check syllabuses and exam boards being used Post-results requests: review of marking, returned papers. baseline testing, CATs etc. Collection of entry data for November re-sits Estimated entries for coming year
October	<ul style="list-style-type: none"> Preparation of candidate cards, etc. Invigilator debrief and training Science ISA tests Departments begin coursework and controlled assessments Btec and vocational registrations
November	<ul style="list-style-type: none"> English and maths re-sits University entry tests Maths Challenge papers Internal mock exams Basdata downloaded
December	<ul style="list-style-type: none"> Begin collecting summer entries data Certificate distribution
January	Checking entries data
	Initial entries entered, checked by departments
	Draft timetable published to staff
	January external exams
	First draft timetables to students
February	<ul style="list-style-type: none"> Final entries made Mock exams Start receiving pre-release material Check dates for practical exams - PE, Art, Drama, etc. Check clashes and access arrangements
March	<ul style="list-style-type: none"> Invigilator training Fine-tuning of entries and amendments Practical exams begin

	Discuss internal exams timetables with departments Information letter to parents
April	Maths Challenge papers Receive and store papers Practical exams begin
May	Written exams begin Coursework and speaking exams
June	Main exam period
July	Special considerations applications Follow-up admin matters Evaluate exams period Ask departments for information on next year's courses
August	Prepare for results days. Results days

Coursework and controlled assessments							Marks submitted		Sample requ'd		
Subject	Level	Board	Unit no.	Subject Leader	Marks due	Sample to Mod by	Marks rec'd	Post?	Other	by Board	Sample sent
Geography	GCSE	WJEC	424301	MGD	24/03/2015	27/03/2015	24/03/2015	x	website	yes	27/3/15 confirmed
Media Studies	GCSE	WJEC	439101	IMB	01/05/2015	05/05/15/					
Film	GCE	WJEC	FM1	IMB	10/05/2015	15/05/2015					
Film	GCE	WJEC	FM3	IMB	10/05/2015	15/05/2015					
Biology	GCE	AQA	Bi03X	AAL	10/05/2015	15/05/2015					
Biology	GCE	AQA	Bi06X	AAL	10/05/2015	15/05/2015					
English Lang & Lit	GCE	AQA	ELLB2	CC	10/05/2015	15/05/2015					
English Lang & Lit	GCE	AQA	ELLB4	CC	10/05/2015	15/05/2015					
English Literature	GCE	AQA	LITB2	CC	10/05/2015	15/05/2015					
English Literature	GCE	AQA	LitB4	CC	10/05/2015	15/05/2015					
Creative Writing	GCE	AQA	CREW2	HEV	10/05/2015	15/05/2015					
Creative Writing	GCE	AQA	CREW4	HEV	10/05/2015	15/05/2015					
Computing	GCE	AQA	COMP4	PGD	10/05/2015	15/05/2015					
Biology	GCSE	AQA	BL4P	AAL	01/05/2015	07/05/2015					
Chemistry	GCSE	AQA	CH4P	AAL	01/05/2015	07/05/2015					
Physics	GCSE	AQA	PH4P	AAL	01/05/2015	07/05/2015					
Science	GCSE	AQA	SCA4P	AAL	01/05/2015	07/05/2015					
Add Science	GCSE	AQA	AS4P	AAL	01/05/2015	07/05/2015					
Media Studies	GCE	AQA	MEST2	IMB	01/05/2015	07/05/2015					
Media Studies	GCE	AQA	MEST4	IMB	01/05/2015	07/05/2015					
English Literature	GCSE	AQA	97153	CC	01/05/2015	07/05/2015					
Dance	GCSE	AQA	42302	TWG	01/05/2015	07/05/2015					
D & T Food Tech	GCSE	AQA	45452	HCH	01/05/2015	07/05/2015					
D & T Product Design	GCSE	AQA	45552	HCH	01/05/2015	07/05/2015					
Business	GCSE	AQA	413003	MUS	01/05/2015	07/05/2015					
German	GCE	AQA	GERM2T	FMB	10/05/2015	15/05/2015					
German	GCE	AQA	GERM4T	FMB	10/05/2015	15/05/2015					
English as a First Lan	IGCSE	CIE	0522	CC	23/04/2015	30/04/2015					
English as a First Lan	IGCSE	CIE	0522	CC	23/04/2015	30/04/2015					
Physical Education	GCE	EDXL	6PE02	SSH/SAE	01/05/2015	07/05/2015					
Physical Education	GCE	EDXL	6PE04	SSH/SAE	10/05/2015	15/05/2015					
Physical Education	GCSE	EDXL	5PE02	SSH/SAE	10/05/2015	15/05/2015					
Astronomy	GCSE	EDXL	5AS02	external	10/05/2015	15/05/2015					
French	IGCSE	EDXL	4FR03	external	10/05/2015	15/05/2015					
French	GCSE	EDXL	5FR02	FMB	10/05/2015	15/05/2015					
German	GCSE	EDXL	5GM02	FMB	10/05/2015	15/05/2015					
Spanish	GCSE	EDXL	5SP02	FMB	10/05/2015	15/05/2015					
Music	GCSE	EDXL	5MU01	AJD	10/05/2015	15/05/2015					
Music	GCSE	EDXL	5MU02	AJD	10/05/2015	15/05/2015					
Statistics	GCSE	EDXL	5ST02	JRM	10/05/2015	15/05/2015					
English	IGCSE	EDXL	KEA03	PH	10/05/2015	15/05/2015					
Art	GCSE	OCR	A111	GES	10/05/2015	15/05/2015					
Art	GCE	OCR	F442	GES	10/05/2015	15/05/2015					
Graphics	GCSE	OCR	A112	GES	10/05/2015	15/05/2015					
Graphics	GCE	OCR	F443	GES	10/05/2015	15/05/2015					
Photography	GCSE	OCR	A113	GES	10/05/2015	15/05/2015					
Photography	GCE	OCR	F444	GES	10/05/2015	15/05/2015					
Home Ec: Child Dev	GCSE	OCR	B011	HCH	10/05/2015	15/05/2015					
Home Ec: Child Dev	GCSE	OCR	B012	HCH	10/05/2015	15/05/2015					
CAMNAT	GCSE	OCR	R002	PGD	10/05/2015	15/05/2015					
CAMNAT	GCSE	OCR	R005	PGD	10/05/2015	15/05/2015					
CAMNAT	GCSE	OCR	R006	PGD	10/05/2015	15/05/2015					
CAMNAT	GCSE	OCR	R007	PGD	10/05/2015	15/05/2015					
D & T Textiles	GCSE	OCR	A571	HCH	10/05/2015	15/05/2015					
D & T Textiles	GCSE	OCR	A573	HCH	10/05/2015	15/05/2015					
Drama	GCSE	OCR	A581	TWG	10/05/2015	15/05/2015					
Drama	GCSE	OCR	A582	TWG	10/05/2015	15/05/2015					
Drama	GCSE	OCR	A583	TWG	10/05/2015	15/05/2015					
History	GCSE	OCR	A010BA	ND0	10/05/2015	15/05/2015					
History	GCSE	OCR	AO10BC	ND0	10/05/2015	15/05/2015					
History	GCE	OCR	F965	ND0	10/05/2015	15/05/2015					
Applied Science	GCE	OCR	G620	AAL	10/05/2015	15/05/2015					
Applied Science	GCE	OCR	G621	AAL	10/05/2015	15/05/2015					
Applied Science	GCE	OCR	G627	AAL	10/05/2015	15/05/2015					
Applied Science	GCE	OCR	G633	AAL	10/05/2015	15/05/2015					
Chemistry	GCSE	OCR	F323	AAL	10/05/2015	15/05/2015					
Chemistry	GCE	OCR	F326	AAL	10/05/2015	15/05/2015					
Geology	GCE	OCR	F793	MGD	10/05/2015	15/05/2015					
Geology	GCE	OCR	F796	MGD	10/05/2015	15/05/2015					
Health & Social Care	GCE	OCR	F911	HCH	10/05/2015	15/05/2015					
Health & Social Care	GCE	OCR	F912	HCH	10/05/2015	15/05/2015					
Health & Social Care	GCE	OCR	F919	HCH	10/05/2015	15/05/2015					
Health & Social Care	GCE	OCR	F922	HCH	10/05/2015	15/05/2015					
Performing Arts	GCE	OCR	G380	TWG	10/05/2015	15/05/2015					
Performing Arts	GCE	OCR	G381	TWG	10/05/2015	15/05/2015					
Performing Arts	GCE	OCR	G382	TWG	10/05/2015	15/05/2015					
Performing Arts	GCE	OCR	G384	TWG	10/05/2015	15/05/2015					
Performing Arts	GCE	OCR	G385	TWG	10/05/2015	15/05/2015					
Performing Arts	GCE	OCR	G386	TWG	10/05/2015	15/05/2015					
Performing Arts	GCE	OCR	G387	TWG	10/05/2015	15/05/2015					
Physics	GCSE	OCR	G483	AAL	10/05/2015	15/05/2015					
Physics	GCE	OCR	G483	AAL	10/05/2015	15/05/2015					
Physics	GCE	OCR	G486	AAL	10/05/2015	15/05/2015					
Urdu	GCSE	EDXL	5UR01	N/A	10/05/2015	15/05/2015					