



**ST BIRINUS SCHOOL**

*Inspiring Excellence  
through Care, Courtesy and Commitment*

# **EXAMS GUIDANCE BOOKLET**

## **2019 - 2020**

**Please read this booklet carefully and keep it safe.  
It applies to all examinations held at St Birinus School.**

# CONTENTS

<b>INTRODUCTION</b>	<b>2</b>
<b>KEY DATES</b>	<b>2</b>
<b>BEFORE THE EXAMINATIONS</b>	<b>3</b>
• Exam Boards	
• Personal Data	
• Statement of Entry	
• Access Arrangements	
• Candidate Identification Card	
• Examination Timetables	
• Contingency Day	
• Equipment	
• Calculators	
• Exam Regulations	
• Non-Examination Assessments and Coursework	
• Internal Appeals for Non-Examination Assessments	
<b>DURING THE EXAMINATIONS</b>	<b>6</b>
• Attendance	
• Seating Plans	
• Late Arrival	
• Absence from Exams	
• Special Consideration	
• Personal Belongings	
• Mobile Phones	
• Watches	
• Food and Drink	
• Malpractice	
• Instructions for Candidates during the Exam	
• Invigilators	
• Emergency Evacuation Procedure	
• Lock Down Procedure	
<b>AFTER THE EXAMINATIONS</b>	<b>10</b>
• Notification of Results	
• Post Results Services	
• Certificates	
Appendix 1: JCQ Information for candidates – coursework assessments	<b>12</b>
Appendix 2: JCQ Information for candidates – non-examination assessments	<b>14</b>
Appendix 3: JCQ Information for candidates – on-screen tests	<b>15</b>
Appendix 4: JCQ Information for candidates – written exams	<b>16</b>
Appendix 5: JCQ Information for candidates – Privacy Notice	<b>17</b>
Appendix 6: JCQ Information for candidates – social media	<b>20</b>
Appendix 7: JCQ No Mobile Phones poster	<b>22</b>
Appendix 8: JCQ Warning to Candidates poster	<b>23</b>

## INTRODUCTION

Public exams can be a stressful time for students and parents and it is important that all involved are as well informed as possible. Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The school will make every effort to ensure that candidates receive the best possible preparation for their exams, that the administrative arrangements run smoothly, and that the exams are conducted in a way that will cause as little stress as possible and help students to achieve their best.

This booklet is intended to provide information about exam procedures in order to help guide and support students and parents through the exam process.

If you have any other questions please feel free to ask the Exams Office.

## Contact details

St Birinus School, Mereland Road, Didcot, Oxon, OX11 8AZ

Telephone: 01235 814 444

Exams Office

Ms Caroline Fitzgerald, Exams & Data Manager

Mrs Jennifer Hughes, Exams & Data Administrator

Email: [exams@st-birinus.oxon.sch.uk](mailto:exams@st-birinus.oxon.sch.uk)

Telephone: 01235 514 719

On exam days it is best to ring the Exams Office with any exam related queries or absences. Please leave a message on the answer phone if you do not get an immediate answer.

## KEY DATES

Summer exams

**Monday 11<sup>th</sup> May – Wednesday 24<sup>th</sup> June 2020**

**Wednesday 24<sup>th</sup> June has been designated as an Exam Contingency day by JCQ and the Exam Boards. Students must be available up to and including this date in case any Exam Papers are rescheduled due to national events.**

GCSE Results Day

**Thursday 20<sup>th</sup> August 2020 9:00am – 10:00am**

GCSE Certificate collection

**Monday 7<sup>th</sup> December 2020 4:30pm – 5:30pm**

**Wednesday 9<sup>th</sup> December 2020 8:00am – 10:00am**

## BEFORE THE EXAMINATIONS



### EXAM BOARDS

St Birinus School uses the following Exam Boards:

- |                  |   |
|------------------|---|
| •AQA             | <a href="http://www.aqa.org.uk">http://www.aqa.org.uk</a>   |
| •OCR             | <a href="http://ocr.org.uk">http://ocr.org.uk</a>   |
| •WJEC            | <a href="http://wjec.co.uk">http://wjec.co.uk</a>   |
| •Pearson Edexcel | <a href="https://qualifications.pearson.com/en/home/html">https://qualifications.pearson.com/en/home/html</a> |
| •ncfe            | <a href="https://www.ncfe.org.uk">https://www.ncfe.org.uk</a>   |

These websites are a useful source of information - you can access past exam papers, mark schemes and exam technique advice.

### PERSONAL DATA

Personal data relating to pupils including name, date of birth, gender, are sent to the Exam Boards when exam entries are processed. This information, along with your candidate number and UCI (unique candidate identifier), will enable the Exam Board to identify your exam entry. This data will be processed in accordance with Regulation (EU) 2016/679 (GDPR).

### STATEMENT OF ENTRY

You will receive an individual Statement of Entry in February 2020. This will list each exam you have been entered for. Please check your personal details and the exam entries (subject, level/tier), and inform the Exams Manager of any errors. We will use a student's legal name for this purpose. Please note that the name and date of birth shown on your Statement of Entry will be on your official certificates, and therefore, it is very important that this information is correct – you may be required to produce certificates for entry to Further Education, or to future employers, so it is important that the details match with official ID documents such as Birth Certificates or Passports. Once entries have been finalised with the Exam Boards, you will receive an updated Statement of Entry if any changes have been made.

### ACCESS ARRANGEMENTS

Students who qualify for access arrangements will have been issued with an Access Arrangement Candidate Notification. This form lists a student's access arrangements and how they will be applied during the examinations.

### CANDIDATE IDENTIFICATION CARD

You will be issued with a Candidate ID card in February 2020. It will be your responsibility to bring your ID card to each exam and place it on your desk. The ID card will provide your full legal name, candidate number, exam centre number, and your school photograph.

## **EXAMINATION TIMETABLES**

A copy of your individual examination timetable will be issued in March 2020. This will list the date and confirmed time for each of your written exams, the duration of each exam, the room and your desk reference.

There may be a timetable 'clash' (two exams timetabled for the same time). The Exams Office will make special arrangements for these students. If a student's timetable indicates a clash, they will need to visit the Exams Office to discuss this in more detail. Candidates with clashes will normally take the exams one after the other on the same day. These candidates will be supervised by an invigilator at all times between the two exams and will remain under exam conditions during clash supervision. Candidates will not be allowed to communicate with anyone else, and will not be allowed to use mobile phones or other electronic devices. On a rare occasion where the total length of the exam papers is greater than the JCQ regulations state, we may need to discuss overnight supervision regulations.

The Exams Team will discuss with individual students whether they are able to revise between exams, or whether they will need to bring snacks/lunch with them on the exam days.

## **CONTINGENCY DAY**

As part of the awarding bodies' standard contingency planning, Wednesday 24<sup>th</sup> June 2020 has been designated as a 'contingency day' for examinations. The designation of a contingency day within the common examination timetable is in the event of national or local disruption to examinations. As a last resort, the affected examinations will be rescheduled.

All candidates must remain available up to and including Wednesday 24<sup>th</sup> June 2020 should an awarding body need to invoke its contingency plan. If a candidate chooses not to be available for a rescheduled examination for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

## **EQUIPMENT**

It is your responsibility to bring the correct equipment to your exams. You are not allowed to borrow equipment from another student during the exam. All equipment must be stored in a transparent pencil case or bag. You are required to write your exams in black ink – blue ink, erasable pens and gel pens are not allowed. Please ensure that you also have spare black pens, HB pencils, a ruler (marked with millimetres), rubbers and a pencil sharpener in your pencil case. You must not use correcting pens, fluid or tape. Some students will find using highlighters to highlighting key points in the text of the questions a useful aid, but they should not use highlighters on their actual answers.

Some of your maths exams will require additional equipment (compasses, protractor, and tracing paper). Please place your maths equipment in your pencil case - do not bring maths equipment in a metal tin. You may also require colouring pencils (e.g. media studies, geography).

## **CALCULATORS**

Your subject teacher will advise you on which exams permit the use of calculators. If you require a calculator, you are responsible for ensuring the calculator:

- is of a size suitable for the desk
- is in good working condition (including power supply, either battery or solar)
- has been properly cleared of any stored information (including databanks, dictionaries, mathematical formulas and text).

You must not bring lids, cases or covers, or operating instructions into the exam room. The calculator should not have any written instructions or formulas on it. You are not allowed to borrow a calculator from another student during the exam.

Calculators must not be designed or adapted for any of the following:

- language translation
- symbolic algebraic manipulation
- symbolic differentiation or integration
- communication with other machines or the internet.

## **EXAM REGULATIONS**

Exam notices, including those issued by the Exam Boards, can also be found on the school website. On the home page, please follow the link to *Support*, and then *Exams Office*. (<http://www.st-birinus-school.org.uk/294/exams-office>). There are six 2019-20 JCQ Information for Candidates notices that you must read and understand. They are: non-examination assessments, coursework assessments, on-screen tests, using social media, privacy notice, and written exams. These can be found in both on the school website and in the Appendix section of this booklet. Paper copies can be obtained by visiting the Exam Office.

## **NON-EXAMINATION ASSESSMENTS AND COURSEWORK**

Students may be required to produce coursework and non-examination assessments for some subjects taught at St Birinus School. This work must be completed, marked, assessed and the marks and work sent to the Exam Boards before formal exam sessions take place. Your class teacher will notify you of the deadline for completing this work. Students who fail to submit coursework/non-examination assessments on time will not be allocated a mark for this portion of a qualification. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the minimum required for the course.

## **INTERNAL APPEALS FOR NON-EXAMINATION ASSESSMENTS**

St Birinus School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents. Candidates will be informed of their centre assessed marks prior to submission to the Exam Boards. If a student feels that the way the marks have been awarded is not fair, consistent or in accordance with the awarding bodies' mark scheme then the students is are able to request a review of marking before the marks are submitted to the awarding body.

A copy of the Procedure and Accompanying form can be found on the school website. Reviews of Marking must be submitted on the form within 5 school days of marks being issued. Any requests after this time will not be investigated.

## **DURING THE EXAMINATIONS**

### **ATTENDANCE**

It is your responsibility to arrive at school on time and prepared for your examinations. You need to be in full school uniform to sit examinations at St Birinus School. Examinations will usually be held in the Hall and/or the Gym, however small rooms or offices may also be used. Please check your individual examination timetable for the location and time of your exams.

Morning exams will start at 9:15am and afternoon exams at 1:15pm. You are required to line up outside of Main Reception or the Gym no less than 20 minutes before the start of the exam. Please line up in row and seat number order.

### **SEATING PLANS**

We will display copies of seating plans in a visible location in school on each public exam day.



### **LATE ARRIVAL**

If you know you are going to be late for an exam, please contact the Exams Office (01235 514 719). If you arrive after the start time, please report to Student Services. The Exams team will then be contacted and you will be escorted to your exam room. Students arriving late will still receive the full allocated time to complete their paper.

Where a student arrives more than one hour after the Exam Board published start time for the exam they will be deemed a Very Late Arrival. Where the student has been under full supervision, and without access to Internet, Mobile, or any other candidate that has taken the exam, the school will facilitate the student taking the exam. The school will need to notify the Exam Board, and the student and parent/carer will need to complete a declaration. It is important in such circumstances that a student is fully supervised at all times and is not allowed internet or telephone access. It is important to note however that it is entirely at the Exam Board's discretion whether they accept the paper and go on to issue a grade.

### **ABSENCE FROM EXAMINATIONS**

Exam timetables are regulated by the Exam Boards. You must attend all of your timetabled examinations. If you miss an exam you cannot sit it at a later time or date.

If you are unable to attend your exam, due to illness or injury, or if you plan to attend the exam but are feeling unwell, please have your parent/guardian contact either school reception or the Exams Office immediately. It is important that the invigilators are aware that a student is not feeling well.

If you are feeling unwell, and would normally visit your doctor's surgery, please do so. Your doctor will be able to advise you on whether or not you are well enough to take the exam. If

you take the exam, your doctor can provide you with a letter, which the school will forward to the Exam Board asking for special consideration on the grounds of illness. The letter must include the dates for any missed exams. Retrospective information will not be accepted by the Exam Boards.

For any of the above circumstances, please collect (or download from the school website) Form 14: JCQ Self Certification to take to your GP's surgery. This form can be countersigned by your doctor, nurse or surgery receptionist. Letters from GPs, medical or other appropriate evidence and all forms must be received by the Exams Manager no later than 3 days after the exam.

If you are absent, and we have not heard from your parents/guardians, the Exams Manager will phone you. Oversleeping or misreading your individual exam timetable will not be accepted as an explanation of absence.

Parents should be aware that the school may seek to recover exam entry fees if a student misses an exam without satisfactory evidence.

### **SPECIAL CONSIDERATION**

Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness, bereavement or domestic crisis at the time of the examination or 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 normal level of attainment in an assessment. If you experience a temporary injury, illness, bereavement or domestic crisis during the examination season, please contact the Exams Office immediately.

### **PERSONAL BELONGINGS**

You must not bring personal belongings into the exam room. This includes bags, coats, phones, iPods or other electronic devices, watches, books, notes, papers, and calculator lids/cases/instructions. You will be able to store your personal belongings in a school designated bag store, which will be open 25 minutes before the start of your examination. Please keep valuable items at home, as the school accepts no responsibility for these items if they are left in your bag or coat.



### **MOBILE PHONES**

JCQ guidelines state that mobile phones, iPods, MP3/4 players or similar devices, smart watches, or other technological/web enabled sources of information are not allowed into the exam room. If you are found to be in possession of any of these unauthorised items, even if it is turned off, an invigilator will remove the item from you and the Exam Board will be notified. This is a serious offence that could result in disqualification from your examination and your overall qualification. All incidents of suspected Malpractice will be reported to the Exam Board.

## **WATCHES**

With the emergence of web enabled watches/smart watches, St Birinus School operates a no watch in exam room policy. There will always be a clearly visible clock provided in ALL exam rooms.

## **FOOD AND DRINK**

Students are not allowed to bring food, sweets or chewing gum into the exam room. A small bottle of water is permitted and encouraged. The bottle must be made of colourless, transparent plastic and be free from packaging, labels and writing. We do recommend a sports type lid to prevent spillages.

## **MALPRACTICE**

Malpractice is the term used by the Exam Boards for any irregularity or breach of regulations. The school must immediately report any alleged, suspected or actual incidents of malpractice to the awarding bodies. Penalties for malpractice range from loss of marks to disqualification from all subject examinations.

In order to avoid being reported to the Exam Boards for malpractice, please avoid the following:

- Plagiarism - copying another candidate's work.
- Communicating with, or disturbing, other candidates in any way (verbally or non-verbally).
- Being in possession of any unauthorised materials or equipment.
- Being in possession of electronic equipment (phones, smart watches, etc.)
- Sitting an exam in the name of another candidate.

## **INSTRUCTIONS FOR CANDIDATES DURING THE EXAMINATIONS**

- Arrive at your meeting point no less than 20 minutes before the start time.
- Line up in row and seat number order, and await further instructions from the Exams Manager or invigilators.
- If you have forgotten your Candidate ID card, please speak to an invigilator immediately. Identity checks will take place before you enter the examination room.
- Enter the examination room in a calm and quiet manner. Find your designated desk and sit down. Do not open your exam paper before you are instructed to.
- You are in formal exam conditions from the time you enter the exam room until you are permitted to leave.
- Check you have the correct question paper. Check the day, date, subject, paper number and tier of entry (Higher or Foundation). Please alert an invigilator immediately if you think you have been given the wrong question paper, or if the question paper is incomplete or has been printed badly.
- Please listen carefully to all instructions and notices read out by the invigilators.
- Correctly fill in all boxes on the front page of your question paper only after you are instructed to do so. Use your legal name only. All important information will be listed on a whiteboard at the front of the room. Please fill in these details on any additional sheets that you use.
- Please carefully read and follow the instructions on the question paper and/or answer booklet.

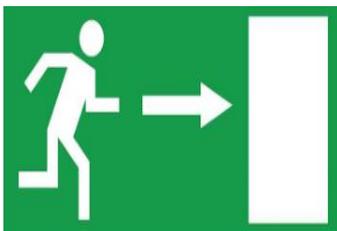
- Write only in the designated sections of the answer booklet. Do not draw pictures or write offensive or inappropriate comments on your examination papers. If you do so, the Exam Board may refuse to mark your paper.
- Raise your hand if you feel unwell, have a problem and are unsure what to do, or if you require more paper. Wait for an invigilator to come to your desk. Invigilators are not able to explain any of the questions to you.
- Do not write on the examination desks or desk reference cards. You may be asked to pay for cleaning or repairs if you vandalise school property.
- You will not be permitted to leave the exam room early. If you complete the examination early, use this time to review your answers and cross out any rough work. Please sit quietly until you are instructed to leave the exam room.
- If you have used more than one answer booklet or supplementary answer sheets, place them in correct order. Loose additional answer sheets must be placed inside your answer booklet. Ensure that you have added your name, candidate number and centre number to all answer sheets used.
- Invigilators will collect the exam papers before you are allowed to leave the room. You must not take any exam stationary with you. This includes question papers, answer booklets, rough work or any other materials provided for the exam.
- Once the exam is complete, you will be dismissed by row. Please leave the room in complete silence. You are under exam conditions until you are outside of the exam room. Remember that other students may still be writing their exams – some candidates have extra time, and there may be other exam papers, with different end times, being written in the same room. Please show consideration for all candidates.

## INVIGILATORS

Exams are supervised by external invigilators under direct management of the Exams Manager. Invigilators conduct exams following the rules of the examination boards. You are expected to follow all instructions given by the invigilators and to behave respectfully at all times.

## EMERGENCY EVACUATION PROCEDURE

In the event of an emergency, please follow the instructions below.



- Stop writing, close your answer booklet and leave everything on your desk.
- Wait for the invigilators to instruct you to leave the examination room. You are still under exam conditions in the event of an emergency. Remain calm, and leave in an orderly manner. Do not attempt to communicate with other candidates.
- Invigilators will lead you to the Evacuation Point (the tennis courts at the top of the playground). You will remain under full observation – attempts to communicate (verbally or non-verbally) with other candidates or students at the Evacuation Point will be reported to the Exam Board and may lead to disqualification.
- When you are escorted back to the examination room, please return to your desk and wait. Do not start writing until you have been instructed to by the invigilators. You will be allowed the full working time for the exam.

## **LOCK DOWN PROCEDURE**

In the event of a school lockdown, please follow the instructions below.

- Stop writing your exam, close your answer booklet and leave everything on your desk. Wait for instructions from the invigilators.
- During lockdown, you will remain in the examination room. If you are not in the exam room when you hear the lockdown alarm, please proceed to the nearest classroom or lockable space immediately.
- Please remain calm and quiet. Follow all instructions – you may be asked to help block access points.
- Please stay away from windows and doors. Keep out of sight and sit on the floor, under desks/tables or against a wall.
- Under no circumstances should invigilators or candidates leave the exam room until an all-clear has been given, or unless specifically requested to do so by a member of the SLT or emergency services. The all-clear is signalled by the lockdown alarm sounding again.

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

Provisional statements of results will be available on Thursday 20<sup>th</sup> August 2020 between 9:00am and 10:00am.

Results will not be given out over the phone, or via email or text message. Uncollected results will be posted via Royal Mail at the end of the day.

If you are unable to collect your results or Certificates, a nominated person (friend, parent or relative) may collect the results on your behalf. You will need to print and complete the 'Collection of Results/Certificate Permission Form' (available on the school website) for your nominated person to hand over to the school. The nominated person will need to bring photo ID.

### **POST RESULTS SERVICES**

If your exams results are not what you are expecting, you must speak to your Head of Year/subject teacher, who will advise you on grade boundaries to help you decide whether or not to pursue a Reviews of Results (RoRs). Details about review procedures, fees and deadlines will be available on Results Day, and can also be found on the school website in the summer term (on the home page, please follow the link to *Support*, and then *Exams Office*). Information is also available on the Exam Board websites, and will be made readily available on the school website.

The Exams Office must receive a signed candidate consent form and fee payment before we can proceed with any RoRs service. It is very important that this process is started as soon as possible, as the deadline for applications to be received by the school is Wednesday 16<sup>th</sup> September 2020.

**Please be aware that your grade may go up/down or stay the same as a result of a Review of Results.**

The post exam results offered are:

- Clerical Check: This service ensures that all pages were marked, all marks were counted and that the result matches the marks on the paper.
- Review of Marking: This service ensures that the agreed mark scheme has been correctly applied to the paper, and includes a clerical check.
- Access to Scripts: It is possible for the Exams Office to download or order copies of exam papers. This must be done at the same time as a Review of Results – you will not be able to request a Review of Results after having access to exam scripts.

## **CERTIFICATES**

GCSE Certificates will be available for collection from school on Monday 7<sup>th</sup> December and Wednesday 9<sup>th</sup> December, or by appointment with the exams office after this date. Due to the replacement costs of lost certificates, we will not be able to send certificates by post.

Please note that the school is only required to keep certificates for a period of one year. Uncollected certificates will be destroyed at the end of 2021. If you lose or damage your certificates, you may contact the Exam Boards for a Certified Statement of Results. Information about services and fees can be found on the Exam Board websites. Please keep your certificates in a safe place, as they may be requested by future employers.

# Good Luck!



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – coursework assessments

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**"the work which you submit for assessment must be your own";**

**"you must not copy from someone else or allow another candidate to copy from you".**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:  
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## **Preparing your coursework – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

## **REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

### Information for candidates: non-examination assessments

This document tells you about some things that you must and must not do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

#### Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

**Information for candidates  
For on-screen tests – effective from 1 September 2019**

**This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, ask your teacher.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You <b>must not</b> take into the exam room:  a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b>  Unless you are told otherwise, you <b>must not</b> have access to:  c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates.  <b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
<b>B</b>	<b>Information – Make sure you attend your on-screen test and bring what you need</b>
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator:  a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.  3 Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the on-screen test</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if:  a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.  3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if:  a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.  3 You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the on-screen test</b>
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

**Information for candidates  
For written examinations – effective from 1 September 2019**

**This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: a) <b>notes</b> ; b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	<b>When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.</b>
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



## Information for Candidates

### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://www.pearson.com/corporate/privacy-notice.html">https://www.pearson.com/corporate/privacy-notice.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what to the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



## Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.  
Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

### **You should be aware that the following might constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**  
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile  
phone, is a serious offence and could result in**

**DISQUALIFICATION**  
**from your examination and your overall  
qualification.**

**This poster must be displayed in a prominent place outside each examination room.**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

---

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material is **breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014