



H e s t o n

COMMUNITYSCHOOL

'A PASSION FOR LEARNING - CHANGING LIVES'

Examinations

CENTRE NUMBER: 13130

Parents' and Students' Guide 2015-16

This Guidance will be relevant for all students for the duration of their education at Heston Community School.

This booklet will be available to download from the School Website.

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INTRODUCTION

It is the aim of Heston Community School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you. Please read it carefully together with your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Heston Community School is required to follow them precisely.

You should therefore, pay particular attention to the Notice to Candidates that accompany this booklet.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE CONTACT the Examinations Officer.**

If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact us on the number below

The school telephone number is:
020 8572 1931

School e-mail: info@hestoncs.org

Remember – we are here to help.

GOOD LUCK!

PERSONAL EXAM INFORMATION

Prior to your exams you will receive a letter containing important exam regulations and your individual exam timetable. You must check all the details on your timetable very carefully. Check that all personal details (date of birth, spelling of names) are correct as these will appear on certificates and charges will be incurred to change them once certificates are awarded.

Check you have been entered for the exams you think you should be taking. Check details of date, time, and duration of exam. If you think something is wrong, speak to the Examinations Officer at school.

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates. If you think you have a clash you must see the Examinations Officer to clarify these arrangements.

CANDIDATE NUMBER

Each candidate has a four digit candidate number. This is the number you will enter on examination papers. It will appear underneath your name on your candidate card (which will be provided for each examination) and examinations registers.

UCI

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of the statements of entry. This number will usually begin with the Centre Number (13130) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

EXAMINATIONS BOARDS

The school uses the following Examinations Boards: AQA, Edexcel, OCR, ASDAN, CIE, BCS, NCFE and WEJEC.

CONTACT NUMBERS

Please check that the school has at least one up-to-date contact number for you.

WHO IS RESPONSIBLE FOR THE EXAMS?

It is the responsibility of the Examinations Officer to administer all public exam arrangements and to oversee the students during their exams. During every exam there will be a team of invigilators present at all times. There will also be at least one senior invigilator in the exam room. All invigilators are under the guidance of the Exams Officer.

The awarding bodies set out strict criteria which must be followed at all times during the examinations. These rules apply to all persons entering the exam room. The school has a legal responsibility to follow these rules and to inform the awarding bodies of any irregularities during exams.

WHO IS ENTERED FOR EXAMS?

It is the policy of the school to enter every student for the most appropriate level of exam for the subjects that they are taught. After consultation with students, curriculum leaders and the senior leadership team, we have the right to withdraw students from examinations if they feel it is appropriate. This will always be done in collaboration with parents/carers.

WHO COMPLETES EXAM ENTRIES?

It is the responsibility of the Examinations Officer, curriculum leaders and head of centre to ensure that students are entered for the correct exam. The Examinations Officer will make the entries via the system used by the school.

These entries will then be submitted to the awarding bodies using a secure website. You will receive a statement of entry which must be checked carefully and shown to your parents/carer(s).

Any problems should be addressed to the subject teacher for clarification in the first instance.

Any alterations should be given to the Examinations Officer. The statement of entry needs to be signed by you and your parents/carers and returned to the Exams Office. This document serves two purposes:

1. To check that all entries have been made correctly.

2. To inform parents/carers of the exams their child has been entered for.

COURSEWORK / CONTROLLED ASSESSMENT DEADLINES

Many subjects will have an element of coursework or controlled assessment within the syllabus which needs to be completed, marked and assessed by your subject teachers. These marks are then sent to the moderators and the exam boards several weeks before the formal written exam takes place. The moderator will then send for a “sample” of work to check that the marking is consistent and in line with the guidelines set out by the awarding bodies. The school is set strict deadlines for the submission of coursework and you will need to complete work by the internal dates set. If a student does not complete a piece of coursework in time they cannot be allocated a mark for that section of the subject and therefore, the overall grade for the subject will be lower.

A copy of the notice to candidates for coursework can be found at the end of the back of the booklet.

WHERE DO I GO FOR AN EXAM?

The main location for all exams is the Gym and the Hall. To ensure that you arrive promptly and are correctly seated. Students must be at the venue 15 minutes before the published start time. Please wait quietly outside the exam room until you are asked to take your seat. Once you enter the room you are officially in exam conditions - in silence – as stated in the exam regulations.

Before the exam you will be allocated a seat number. It is important that you sit in the correct seat to ensure that you receive the correct exam paper. This seat number is indicated on your exam timetable.

Seating plans will be displayed on the exams notice board near the school reception at least 2 hours before the exam, for you to access. The Examinations Officer will also have a copy in the Exam Office.

HOW WILL I KNOW WHEN I HAVE AN EXAM?

A schedule will be published in the Autumn Term detailing Examination sessions and Controlled Assessment deadline for all Year Groups.

The main period for public examinations is from mid May until the end of June. However, some oral and practical exams will take place earlier. All candidates will receive a copy of their individual exam timetable at the beginning of the exam season. This timetable will state the date and time of the exam they will sit. This timetable is dictated by the exam boards.

You will need to be at the exam venue at 8.45am for morning exams and 1.15pm for afternoon exams.

The length of exams varies. Some may not finish until after the end of the school day. You and your parents/carers should be advised that you will need to make appropriate arrangements for getting home. **You cannot leave an exam early for any reason.**

WHO INVIGILATES THE EXAMS?

The school employs a team of invigilators; the invigilators are there to supervise candidates under the guidance of the Examinations Officer.

Once you enter the exam room you must be supervised at all times and respond quickly to any requests made of you. Failure to do so can result in you being removed from the room and disqualified from sitting the exam.

WHAT HAPPENS IF I ARRIVE LATE FOR AN EXAM?

If your parents/carers are aware that you are going to be late for an exam they should telephone the school immediately and ask for a message to be passed to the Examinations Officer. If the exam has started and you have missed the start by just a few minutes it may be possible to admit you. However, exam regulations state that if you are more than 30 minutes late, the awarding bodies will need to be informed and they will decide whether to accept the exam paper.

If you arrive after half the time for any exam that has lapsed you will not be able to enter the exam room and sit the exam. Under no circumstances will a candidate be allowed to sit the exam if it has finished.

WHAT MATERIALS AND EQUIPMENT DO I NEED?

ALL Sixth Form must wear their I.D cards for examinations.

Please bring with you a clear pencil case containing the following essential items:

- 2 black pens
- 2 pencils
- A ruler
- A protractor
- A compass
- An eraser
- A pencil sharpener.

You will need to bring your own calculator. Blue pens **cannot** be used.

You may have a drink of water but it will need to be in a clear plastic bottle with the label removed.

ARE THERE ANY PROHIBITED ITEMS?

There are some items that cannot be taken into exam rooms. The awarding bodies treat the possession of these items as a serious breach of exam regulations and can lead to disqualification from one or all exams:

- Mobile phones
- No potential technological/web enabled sources of information such as; Electronic devices, ipods and MP3/4 players, iwatches
- Tippex
- Correction pens
- Highlighters
- Food items

WHAT ARE THE REGULATIONS REGARDING MOBILE PHONES?

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances. Any student found to have a phone in the exam room will be

reported to the appropriate examination board. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that the phone should not be brought to school.

School Rules state:

Students not allowed to use personal stereos or mobile telephones on the school site.

Mobile Phones are not allowed into Examination Rooms. Anyone with a phone will have their papers cancelled.

Examination Board. They may be disqualified from the exam and also any other exams.

INAPPROPRIATE ITEMS, BANNED ITEMS AND MIS-USED ITEMS ARE ALL LIABLE TO BE CONFISCATED BY STAFF. ANY CONFISCATED ITEM IS LOGGED AND MARKED AND CAN BE COLLECTED BY A PARENT ONLY FROM MAIN RECEPTION THE DAY AFTER THE CONFISCATION.

We cannot stress enough how important it is NOT TO BRING IN MOBILE PHONES. Anyone caught with a mobile phone or MP3 player, whether it is turned off or not will be severely reprimanded by the appropriate Exam Board.

WHAT HAPPENS IF YOU CANNOT FIND YOUR SEAT IN THE EXAM ROOM?

Occasionally problems arise because a student's seat is not where he/she thinks it should be.

You should ask an invigilator for assistance. Every effort is made to keep these problems to a minimum therefore it is important to check timetable details when you receive them.

WHAT SHOULD I DO WHEN I FINISH EARLY?

Students should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other students.

WHAT IS MALPRACTICE?

Malpractice is the term that the awarding bodies use for any irregularity or breach of the regulations in any way. The Examinations Officer is required to inform the awarding bodies of any suspected irregularities or infringements during exams, such as when a student has a mobile phone. The awarding bodies will decide if any action is needed. They operate a system whereby the minimum penalty is loss of marks and the maximum penalty which is disqualification from the subject, all exams or in extreme cases being able to sit any form of examination for a period of time.

WHAT HAPPENS IF A STUDENT HAS MORE THAN 1 EXAM AT THE SAME TIME?

Sometimes there is an exam timetable clash when two or more exams start at the same time. If these are for the same subject this is intentional on the part of the board and the exams are meant to run one after another. If not, then this should be picked up during the checking process and notified immediately to the Examinations Officer who can grant permission for one of the papers to be taken at a different time on the same day if they run over three hours. The candidate will have to remain under supervision between the two papers, in rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is moved from a morning to an afternoon session because of an exam clash, the candidate will be supervised over lunchtime. They should bring to school that day, revision material, their lunch and a drink. They are not allowed to communicate with any other students.

If you cannot attend an exam then a doctor's note will be needed to enable us to request special consideration. If you do not attend an exam and don't have a doctor's note you will not be eligible for a special consideration request and will therefore be awarded a mark based on the components you have completed and that have been marked.

Parents/carers should be aware that if a student does not sit an exam for which they have been entered without having a very good reason for being absent, they will be Invoiced for the entrance fee for the exam.

BEHAVIOUR DURING EXAMS

The Joint Council for Qualifications (JCQ) issue several different notices for candidates and these are also displayed inside and outside the exam room. Copies of these can be found in the back of this booklet.

The Examinations Officer and the head of centre are legally obliged to remove any student who is disruptive from the exam to prevent other students from being disadvantaged or compromised. Anyone who tries to communicate with another candidate in any way inside the exam room will be asked to leave and the incident will be reported to the awarding body, which may result in disqualification from the subject. Communication is a breach of examination conditions and constitutes malpractice.

DRESS CODE

Exams are still a school activity and with this in mind all students are required to wear full school uniform for all exams. Students who are inappropriately dressed will not be permitted to sit the exam. Items of jewelry such as bracelets should not be worn as they may cause a disturbance during the exam and would be deemed as a disruption to other students.

WHAT SHOULD I DO IF I AM ILL DURING THE EXAM PERIOD

If you become ill in the weeks leading up to the exam series, thus your revision time or attendance is affected, then a doctor's note must be produced immediately, together with an accompanying letter. This is the same for illness during the exams. If hospital admission is required then a letter from the hospital is essential. If the Examinations Officer has this information they may be able to ask the awarding bodies to make special consideration for the affected exams. It should be noted that the awarding bodies will only give a maximum of 3% extra marks for special consideration.

If you are unable to attend an exam because of other circumstances (e.g. family circumstances or bereavement) the Examinations Officer must be informed on the day of the exam and medical certification or other proof will be required within 72 hours if an application for special consideration is to be made to the awarding bodies. Parents/carers and students should be advised that any adjustment in marks will be small and no feedback is given by the awarding bodies. On the first day of illness or difficulty please notify the Examinations Officer on the number on the front of the book. They will be able to give clear guidance on the best course of action.

CAN I TAKE HOLIDAYS DURING THE EXAMS?

The dates for exams including module tests are rigidly fixed by the awarding bodies and are subject to change right up until the first exam starts. These cannot be changed in any way to suit the needs of the school. Under no circumstances will holiday leave be permitted during the exam period.

DO I GET STUDY LEAVE?

Study leave will be decided by the school. There will be revision sessions organised by subject teachers in conjunction with the curriculum leaders and learning co-ordinator. Students will only be expected to attend school for their exams once these revision sessions have finished.

HOW DO I GET MY RESULTS?

Examination Session	Results published	Distributed by
Summer (April, May and June) GCSE	August	Exams Team
<i>GCSE Results - Any results that have not been collected on Results Day will be posted out to students</i>		
Summer (April, May and June) AS A level	August	Exams Team
<i>AS & A Level Results - Any results that have not been collected on Results Day will be posted to students.</i>		

Any students who wish someone else to pick their results up for them must write a letter of authority for the person collecting them. The person collecting the results must bring with them proof of ID. Results are not given out over the telephone under any circumstances.

Module exam results are distributed by subject curriculum leaders.

WHAT CAN I DO IF RESULTS ARE SUBSTANTIALLY DIFFERENT FROM WHAT IS ANTICIPATED?

It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. It is advisable to discuss your results with a member of staff as soon as possible, preferably on results day. You may decide to obtain a copy of the script and mark scheme before proceeding to an EAR (Enquiry About Result). If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate board.

Details of the procedures and the fees involved are available from the Exams Officer and the process should be started as soon as possible after consultation with the relevant member of staff.

HOW DO I GO ABOUT OBTAINING COPIES OF MARKED EXAMINATION SCRIPTS?

It is possible to have access to marked scripts. You will need to complete a form available from the Examinations Officer and pay a fee for each subject/paper. You should be aware that copies of marked scripts prior to an enquiry on results must be ordered within one week of the issue of results.

HOW DO I COLLECT MY EXAM CERTIFICATES?

Exam certificates are sent to the school during the autumn term. These will be handed out to you in November. Any certificates that are not collected will be posted out by recorded delivery or retained by the school for a period of 12 months. In accordance with exam regulations after this date all certificates will be confidentially destroyed. The fee for a replacement certificate is £35-£40 depending on the awarding body fee.

GCSE CONTROLLED ASSESSMENT EXPLAINED

Controlled assessment is internal assessment and replaces coursework in GCSEs. It is used for those aspects of a subject which cannot be readily assessed by an external examination, for example:

- undertaking research and gathering, selecting and organizing materials and information
- planning investigations
- extracting and interpreting information from a range of different sources
- working with others and devising creative approaches
- taking informed and responsible action
- selecting and applying tactics, strategies and compositional ideas
- presenting ideas and arguments supported by evidence

All GCSE subjects are in one of three categories:

Subjects with 60 per cent controlled assessment
Subjects with 25 per cent controlled assessment
Subjects with no controlled assessment

Subjects with no controlled assessment are assessed entirely by external examination.

60% controlled assessment	25% controlled assessment	0% controlled assessment
40% external examination	75% external assessment	100% external examination
Applied Business	Additional Science	Mathematics
Art and Design	Biology	Religious Studies
Design and Technology	Business Studies	
Drama	Chemistry	
English	English Literature	
English Language	Geography	
Information and Communication Technology	History	
Media Studies	Physics	
Modern Foreign Languages	Science	
Music	Statistics	
Physical Education		

All students are expected to meet deadlines set by their subject teachers. Heston Community School will ensure that controlled assessment is managed effectively and operates smoothly to benefit students and comply with the regulations.

APPENDICES

1. GCSE controlled assessment procedure
2. No electronic devices notice
3. Information for candidates
4. Warning to candidates
5. Coursework & Plagiarism
6. Heston Community School internal appeals procedure

GCSE CONTROLLED ASSESSMENT PROCEDURE

The examination boards have advised that it is good practice to inform parent/carers and students about controlled assessment procedures. I hope you find the explanation below useful when discussing your child's progress and planning of this important component of their examinations.

1. **Students/parents/carers must read the Notice to Candidates from the Joint Council for Qualifications about GCSE Controlled Assessment Regulations (attached) and the regulations concerning plagiarism and collusion.**
2. Students will be given further advice about controlled assessment by their subject teachers.
3. Irregularities in controlled assessment discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but will be dealt with as an internal disciplinary matter. The work will not gain any credit.
4. An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the awarding body which may lead to disqualification from the subject.
5. For each subject, all students will be given sufficient time to complete the work.
6. Students will be given clear instructions as to the time and place for handing in the work.
7. Controlled assessment must be handed in by the agreed published Curriculum Area deadline (attached).
8. The work must be handed in by the student to the designated teacher and not given to another student in school to hand in.
9. If the student is absent from school on the deadline day, a parent/carer or friend should bring the work to school to be handed in to the main school office in a sealed A4 envelope addressed to the teacher to meet the deadline.
10. If it is impossible to deliver the work to school, the Curriculum Leader, must be contacted by phone on the deadline day for advice.
11. If the controlled assessment has not been completed by the deadline date, the **incompleted work** must be handed in on the deadline day to receive a mark. It is unlikely there will be further opportunity to complete this work for an improved mark unless this has been agreed by the curriculum leader who deems the reason to be unforeseen and exceptional.
12. Normally there will be no extension of a controlled assessment deadline if a student is absent for a day or two during the period that the controlled assessment is being completed.

CONTROLLED ASSESSMENT APPEALS PROCEDURES

INTERNAL ASSESSMENT APPEAL PROCESS

Heston Community School is committed to ensuring that all students' work that is submitted for assessment for an external qualification is assessed fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should always be conducted by staff who have the appropriate knowledge, understanding and skills of the subject being assessed. All students' work should be produced and authenticated according to the requirement of the examination board. Where a set of work is divided between staff, consistency should be assured by means of internal moderation and standardisation.

If a student and/or parent/carer feel that this may not have happened they may make use of this appeals procedure. Please note that this appeals procedure may only be used against the process that led to the assessment and not against the mark or grade.

This policy details the procedure regarding appeals relating to internal assessment decisions conducted by this centre (13130) and submitted to the awarding bodies to contribute towards GCSE, GCE, Diploma, Vocational and BTEC awards.

Policy on Internal Assessments for Qualifications with English Awarding Bodies

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, 'Heston Community School' is committed to ensuring that:

- Staff that have the appropriate knowledge, understanding and skills to conduct internal assessments.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attends any compulsory training sessions.

Statement for Students:

"If at any stage during your exam courses you have concerns about procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Manager, as soon as possible".

Heston Community School Policy for Assessment Decisions at GCSE, AS and A Level

Under Section 2, paragraph 19 (ix) of the **Joint Council Code of Practice**, the awarding bodies require school centre's offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions
- make this document available and accessible to candidates

Appeals Procedure

1. The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do **not apply** to the marking judgments themselves.

2. The appeal must be made in writing to the **school's Exams Officer by 31 May** of the year that the coursework was assessed. The grounds for the appeal must be clearly stated.

The appeals procedure includes:

- 1) formally recording the appeal
- 2) promptly responding with clear stated times
- 3) three stages that give both staff and students an opportunity to submit complaints
- 4) constructive feedback to the candidate.

The Stages of the Appeals Process

- 1) If an assessment decision is disputed, the candidate must give a reason within one week of the work being returned. The Teacher will consider the reasons given and an immediate response which must be:
 - a) a clear explanation in writing of the assessment decision relating to the assessment criteria
 - b) a new decision or confirmation of the original decision
- 2) If the candidate is still dissatisfied then the assessor will use an agreed internal verifier who will:
 - a) assess the candidate's work against the assessment criteria
 - b) provide a written explanation and a new assessment decision, which may or may not confirm the original decision. This will take into account 1) the candidates reasons for appeal; 2) the candidate's evidence and assessment records; 3) the assessor's reasons for the decision. The internal verifier will give a reconsidered decision within five working days, in writing.
- 3) If the candidate is still dissatisfied after Stage 2, they have the right to appeal to the Deputy Headteacher (Data & Assessment) or the Curriculum Manager. The independent verifier who acted at Stage 2 will pass on the details should the case reach this stage. The Deputy Headteacher will respond to the candidate within 24 hours of the matter reaching Stage 3. His/Her response will include a) a written explanation and confirmation of the assessment and decision; b) the assessment record sheet; c) any written comments from the internal verifier; d) the final decision based on the evidence and assessment criteria. The decision at this stage will be final.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, IWATCHES,
MOBILE PHONES,
MP3/4 PLAYERS**

**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
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**Information for candidates
For written examinations – effective from 1 September 2015**

**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.**

A	Regulations – Make sure you understand the rules
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 must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write 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.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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	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.
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.
E	Advice and assistance
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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. 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: Guidelines when referring to examinations/assessments through the Internet



This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- 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 material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

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

You must familiarise yourself with the rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Take care to avoid possible malpractice and the application of a penalty.

Information for candidates

For on-screen tests – effective from 1 September 2014

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.

A Regulations – Make sure you understand the rules	
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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>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.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	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.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> • if you have been entered for the wrong on-screen test; • if the on-screen test is in another candidate's name; • if 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.
E Advice and assistance	
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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC



Information for candidates – Privacy Notice

General and Vocational qualifications

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the qualification regulators of England, Wales and Northern Ireland.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college,

Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data are to/may be disclosed, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998 in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC



Information for candidates - controlled assessments

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

Before you submit any work 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 or lecturer.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may 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 assignment 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 12 February 2015.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

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

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, 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 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 don't need.

Don't be tempted to use essays from on-line essay banks — 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 the examination series in question;
- 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.

Your awarding body will decide which penalty is appropriate.

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

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Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

Before 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 or lecturer.

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 12 February 2015.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

If you copy the words or ideas of others and don’t 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, 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, 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 don't need.

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- 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.

Your awarding body will decide which penalty is appropriate.

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