

Student Exam Handbook 2018/19

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Centre Number: 66633

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This handbook is reviewed and updated annually

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Date of next review	Nov-19

Student Exam Handbook (2018/19)

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Introduction

Melksham Oak Community School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

This booklet contains all the information you need to know regarding the examination regulations and procedures that students are required to follow for the school year 4th September 2018 – 25th July 2019. You will also find some frequently asked questions and answers. Please read this booklet carefully and show it to your Parents/Carers so that they are also aware of the examination regulations and procedures. I can be contacted during the school day in the Exams & Data Office in L41 or via email kinge@melkshamoak.wilts.sch.uk if you have any queries.



Miss E J King
Exam Officer

Purpose of the Candidate Exam Handbook

All Students Must:

- Read and fully understand the JCQ Notices to Candidates included in this booklet.
- Check all the details on your Individual Candidate Timetable (issued prior to exams) and report any errors to the Exam Office.
- Inform the school, via the Exam Officer, of any event for which special consideration might be sought from the Exam Boards (e.g. illness before an exam, bereavement or other trauma, disadvantage or disturbance during and exam).
- Read the instructions of each exam paper carefully

If you break any of the exam rules or regulations, you could be disqualified from all subjects. The school must report any breach of regulations to the Exam Board

Why are Mock exams run as if they were real GCSE/GCE exams?

- Mock exams are your opportunity to practice for the real exams, bring in the correct equipment and learn how to follow the JCQ regulations in full.

Coursework/Controlled Assessments/Non-Examination Assessments

- Please see **appendices 1,2 & 3** at the end of this booklet for the full JCQ notice

Written Exams

- You will receive an individual candidate timetable around Easter, which indicates: the date and time, subject title, exam level, room and seating arrangements for all your exams.
- Check the information is correct on your individual exam timetable, including your name (all exams are taken using your legal name), if you have any queries or questions please contact the Exam Officer at this time.
- Please ensure you have read the JCQ information for the candidate's documents – written/onscreen examinations, **appendix 4 & 5 social media appendix 7**
- Please read the Exam room posters – Warning to Candidates and Mobile Phone **appendices 8 & 9**

Exam Clashes

If you have an exam clash we will have informed you already to let you know how that clash will be resolved.

Your clash will either be a “Back to Back” clash, where you take one exam straight after the other or a “Proper Clash” where you will take one exam in the morning and one in the afternoon.

If you have a “Proper Clash” you will have been reminded that:

- you will be kept under supervision in between your two exams
- you **cannot** have your mobile phone until all clash exams are completed
- during this time you can revise, you **cannot** have any internet access
- during this time you **cannot** have contact with other pupils, except those pupils who are being supervised in the same room as you
- you must bring a packed lunch as **you will not be allowed** to go to the canteen

If you do not understand your clash instructions please speak to the Exam Officer

Where You Will Take Your Exams

- The majority of our exams take place in the Main Hall and Lecture Theatre
- Please ensure you read your timetable to confirm the room your exam is scheduled in.
- Refer to the seating plans on the **Examination Noticeboard**, displayed on a daily basis.

What Time Your Exams Will Start and Finish

- Morning exams start at 09:00am, afternoon exams start at 13:35pm, however sometimes these timings may be different, and you should refer to your individual timetable for accurate timings. NB you must register prior to a morning exam.
- Always check the exam notice board on the day of your exams for any changes.
- You **must** arrive 15 minutes before the start time and go to the canteen where you will be called to your exam room
- All mobiles phones, ipods, iwatches/fitbits must be handed into an invigilator and you will be issued a white numbered ticket. Keep the ticket safe! Phones **must not be left in bags** please refer to the JCQ regulations for more information.
- You must remain seated in the room until the end of normal time.
- If you are entitled to extra time you will be allowed to leave the room at the end of normal time if you wish to.

Supervision During Your Exams

- Exams are supervised by a team of invigilators employed by the school.
- Students are expected to **behave in a respectful manner** towards all invigilators and follow their instructions at all time.
- Invigilators are in the exam room to supervise the conduct of examinations and they must follow the strict rules and regulations when conducting exams as directed by JCQ exam boards.
- They will distribute and collect the exam papers
- Tell you when to start and finish the exam
- Hand out extra paper if required
- Deal with any problems that occur during the exam, eg a student feeling ill
- Invigilators **cannot** discuss the exam paper with you or explain the questions
- The Exam Officer and/or a member of Senior Leadership Team will remove any student who is disruptive or behaves in an unacceptable manner from the exam room.
- All acts of inappropriate behaviour will be dealt with in accordance with JCQ regulations and the School's Behaviour Policy.

Exam Conditions

- you are under exam conditions from the moment you enter the exam room (for full set of rules please read **appendix 5 Information for Candidates – Written exams**) until you are given permission to leave by the invigilator (this means until you are outside the exam hall)

You must not:

- Speak as you are entering the exam room
- Take any notes/mobile phones/iwatches/fitbits/ipods etc into the exam. If you are found to have anything with you **which is not allowed**, even if you did not intend to use it, this will be reported to the exam board. The normal procedure in these circumstances is to **disqualify the candidate** from the paper or subject.
- Distract or communicate with other students

You must:

- Listen and follow the instructions of the invigilator.
- Face the front at all times.
- Put your hand up if you need anything and wait for the invigilator to come to you.
- Only take in a clear plastic pencil case.

Where You Will Sit In the Exam Room

- The Majority of Exams will take place in the Main Hall & Lecture Theatre, the desks are labelled with seat numbers.
- Your seat number is on your exam timetable and on seating plans on the exam noticeboard, you must know this before you go in the exam.

How Your Identity Is Confirmed In the Exam Room

- Each Candidate has a four-digit number, which is used by all the exam boards to identify you. You must write it on all your exam papers and it is a good idea to remember it, however in every exam we place on the desk, a photo ID label with your name and exam number on it.
- You must write your Legal Name for exams do not use your preferred name
- Invigilators will take a register at just before the start of the exam and may ask you to confirm your name.

Length of Exams

- The length of an examination is shown on your individual candidate timetables and also under the heading duration on the question paper
- Invigilators will tell you when to start and finish the exam
- The start and finish times will be displayed on the whiteboard inside the exam room
- There is at least one clock in each exam room, tell an invigilator if you cannot see the clock
- You will **not be allowed** to leave an exam room early even if you have finished.
- Exams that run past 2.50pm will require alternative transport home
- If you are sure you have finished, use the remaining time to check over your answers. Check the exam instructions and check that you have completed everything correctly
- If you have finished early you must sit quietly facing the front and do not turn around or look about the room, make any noise or distract other students in any way

What Equipment You Need To Bring To Your Exams

You are responsible for providing your own equipment for examinations

- You must not lend equipment or attempt to borrow from another student in the exam room
- Only material listed on the question paper is allowed in the exam room
- You must not have on or near you any other material. This means nothing should be in your pockets. You should not bring any journals, bags, coats, books or notes into the exam room.
- If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk

You will need:-

- Transparent pencil case or clear plastic bag
- **Black ball point pens** – **NO** blue pens and **No** gel pens as scanners may not be able to read blue/gel ink.
- Pencil, sharpener and rubber – **No** correction fluid or pens
- Ruler with cm and mm
- Highlighters **must not** be used in your answers but can be used on question papers if they are not being sent to the examiner.
- Calculators may be allowed for some Maths, Science, Business and Economics exams. **No instructions or lid**, make sure you have new batteries and that they are reset (please see section below on using calculators)
- Clear water bottle (if desired) with water **only** and with the label removed

Using Calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams
- Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;*• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

[Taken from ***JCQ Instructions for conducting examinations 2018-2019, Section 3,***]

What You Should **Not** Bring Into the Exam Room

You **must not** take into the exam room:

- Notes
- Mobile Phone, an iPod, MP3/4 player, smartwatch or a wrist watch which has a storage device

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.

Food and Drink in Exam Rooms

In accordance with JCQ guidelines you **are not allowed** any food or drink in the exam room other than as previously mentioned a CLEAR plastic water bottle (if desired) with water only and the label removed.

What You Should Wear For Your Exams

- If you are in Year 10 & 11, you must wear full school uniform.
- 6th form students can wear their everyday clothes but **must not** wear hoodies or coats/jackets with pockets and hoods. You will be asked to remove your coat when you enter the exam room.

Where Your Personal Belongings Will Be Stored During Your Exam

We strongly advise that you bring as little personal belongings as possible to an exam. If you have a bag it will be placed at the back of the Main Hall, in the lobby outside of the Lecture Theatre or stored in the bag storage area any other exam room.

Phones and other technological items are kept securely in the Exams Office during all exams.

What To Do If You Arrive Late For An Exam

- You should get to school as quickly as possible and report to reception. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room
- You **must not** enter an exam room without permission after an exam has begun. It may not be possible to allow you the full time for the exam.
- If you arrive very late, the school **must** inform the Exam Boards, giving the reason and evidence for your lateness. The Exam Board may decide **not** to accept your work.

What to Do If You Are Unwell On the Day Of An Exam

- Inform the school immediately so that we can help or advise you. **For example**, if you have an injury which makes you unable to write it may be possible to provide you with a scribe or laptop. You must obtain medical evidence (from GP or Hospital) if you wish the school to make an appeal for Special Consideration on your behalf.
- If you feel ill during the exam put your hand up and an invigilator will assist you. You should always inform an invigilator if you feel ill before or during an exam. If you think this may have affected your performance you *may* be eligible for Special Consideration. If you feel unwell before the exam please let the Exam Officer know.

What Happens If You Have an Unauthorised Absence from an Exam

- If you miss the examination, you **CANNOT** take it on another day. Timetables are regulated by the Exam Boards and you must attend on the given date and time.
- If you **miss an exam without good reason**, you will be **charged the entry fee**. You also risk not gaining your final GCSE and GCE

What Happens In The Event Of an Emergency in the Exam Room

- If the Fire Alarm sounds during an examination, the invigilators will tell you what to do
- Do not panic
- Close your paper and leave it on the desk
- If you have to evacuate the room, you will remain silent and leave by the nearest fire exit with your designated invigilator
- The Exam Assembly point is lined up along the fence nearest the bike shed.

- You must remain silent at all times and not attempt to communicate with any other students and it is very important you recognise that you are still under exam conditions and the rules still apply..
- Do not stop to collect personal belongings
- When you return to the exam room do not start writing until the invigilator tells you to.
- You will be allowed the full time for the exam and a report will be sent to the Exam Board with details of the incident (**see Appendix 10**)

What if I think I have the wrong paper?

The invigilator will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately

Can I go to the toilet during the exam?

Only if it is necessary. You will be escorted by an Invigilator and will not be allowed any extra time.

At the end of the Exam

- The Invigilator will announce when you have 5minutes left and tell you when to stop.
- You must stop writing **immediately and remain silent, facing the front**. Remember that you are still under **exam conditions** until you have left the room.
- Leave the room in silence, **show consideration for other students** who may still be working. Other students may be doing a different paper, which is longer, or have extra time and the exam room must remain silent

Cont. on next page

- Invigilators will collect all question papers, answer booklets and any additional paper.
- If you have used more than one answer book or loose sheets of paper, ensure your name is written on them all and insert them inside your answer booklet.
- Remain seated in silence until told to leave the examination room.

Candidates With Access Arrangements

- Some students are entitled to various access arrangements and all invigilators are aware of what they are
- If you have not got in place the access arrangements you should have, please speak to the invigilator who will investigate further with the Exam Officer. Any missed time will be made up.
- Students with extra time will be advised by the invigilator

Special Consideration

- Special Consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis etc.
- The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really exceptional cases)
- You should be aware that any adjustment is likely to be small and no feedback is provided
- Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the exam or production of coursework is affected by adverse circumstances beyond their control.
- The Exam Officer must be informed immediately so that the necessary paperwork can be completed.
- You will be required to provide evidence for your application.

Alleged, Suspected or Actual Incidents of Malpractice

'Candidate Malpractice' means malpractice by a student in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Examples of Candidate Malpractice include:

- A breach of instructions or advice of an invigilator, supervisor, or the exam board in relation to the examination or assessment rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security of the examination assessments.
- Collusion: working collaboratively with other candidates, beyond what is permitted
- Allowing work to be copied eg posting work on social networking sites prior to an exam/assessment.
- Disruptive behaviour in the exam room or during an assessment session (including the use of offensive language).
- Exchanging, obtaining, receiving, passing on information (or attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment.
- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing.
- **Bringing into the exam room or assessment situation unauthorised material, for example: mobile phones, iPods, MP3/4 players, pagers, smartwatches or similar electronic devices. notes, study guides and journals, your own blank paper, calculators (when prohibited),**

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dictionaries (when prohibited), translators, wordlists, glossaries,

- The unauthorised use of a memory stick or similar device when a candidate is using a word processor.
- Behaving in a manner so as to undermine the integrity of the exam.
- The alteration or falsification of any results documents, including certificates.

Penalties for Malpractice

- If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she may be removed from the exam room
- The candidate will also be warned that the Exam Board will be informed and may decide to **disqualify** the candidate

Malpractice covers a range of possible actions for example having any unauthorised materials (such as those listed in the above examples) The possible sanctions include:

1 Warning

2 Loss of marks for a section

3 Loss of marks for a component

4 Loss of all marks for a unit

5 Disqualification from a unit

6 Disqualification from all units in one or more qualifications

7 Disqualification from a whole qualification

8 Disqualification from all qualifications taken in that series

9 Candidate being barred from taking any exams in the future.

Results

Results information can be found on the school website

GCE results can be collected **from 10am on Thursday 16th August 2018**

GCSE results can be collected **from 10am on Thursday 23rd August 2018**

If you wish any other person to collect your results on your behalf, you must give your written and signed permission to school before results day. That nominated person must have photo ID with them.

Results will **NOT** be given out over the telephone or via email

Any results not collected from school will be posted to the address held on the school's system unless you tell us in writing beforehand.

Post-results services

Post-Results information can be found on the school website.

On results day if you have not got the grades you need for 6th form/college/university

- Speak with either the Head of Sixth Form or other members of staff who will be available for advice.
- If you feel strongly that it is necessary to make an enquiry about your result, you should first speak to your subject teacher.
- You should be aware that if you apply for a review of marking that marks could go down as well as up or stay the same.
- If wish to go ahead with a review of marking after speaking to your teacher, you must see the Exam Officer for the relevant forms and fees. All students have to sign a consent form before a review of marking can be submitted.

Please note that there is a deadline with the Review of Marking and Access to Scripts services

Certificates

- Certificates arrive in school at the start of November and are usually ready for collection by the start of December.
- If you are leaving school and would like your certificates collected by someone else, you must give your written and signed permission to the nominated person, who must have photo ID with them.
- The school only needs to keep certificates for 12 months after receipt; we currently keep them for 18months and then destroy them.
- If you need replacement certificates you will have to go directly to the Exam Boards to request a replacement at a substantial cost.

JCQ Information For Candidates – CONTROLLED ASSESSMENTS

You must read this information if you are undertaking any legacy (outgoing) GCSE qualifications that contain elements of controlled assessment.

**This notice has been produced on behalf of:
AQA, CCEA, OCR, Pearson and WJEC
Information for candidates – GCSE Controlled Assessments**



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

When 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, encyclopaedias, 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.**

When producing a piece of work, 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.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

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, 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 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.**

Do not think you will not 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.

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

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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.

When producing a piece of work, 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.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

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 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.

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.

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- 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.

The awarding body will decide which penalty is appropriate.

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

©2017 – Effective from 1 September 2017

JCQ Information For Candidates – Non-Examination Assessments

You must read this information if you are undertaking any legacy (outgoing) GCSE qualifications that contain elements of controlled assessment.

**This notice has been produced on behalf of:
AQA, CCEA, 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 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.

In some subjects you will have 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, encyclopaedias, 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.

When producing a piece of work, 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.geocases2.co.uk/rurall.htm> downloaded 5 February 2019.

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, 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 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.**

Do not think you will not 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.

The 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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Appendix 4

JCQ Information for candidates – on-screen tests



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2018

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"> a) notes; 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. <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	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 must not 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	Information – Make sure you attend your exams and bring what you need
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 must 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.
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"> 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.
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"> 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	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"> 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.
F	At the end of the exam
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.



JCQ Information for candidates – written exams

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2018

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
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2	Do not become involved in any unfair or dishonest practice during the exams.
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"> a) notes; 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. <p>Any pencil cases taken into the exam rooms 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>
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3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
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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"> 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.
F	At the end of the exam
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.

JCQ Information for candidates – Privacy Notice

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

**Information for candidates – Privacy Notice
General and Vocational qualifications
Effective from 1 September 2017**

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

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) or 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. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims. Such data collected will not be used by an awarding body

Student Exam Handbook (2018/19)

other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Multi Academy Trust of which the centre is a member.

2. 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.
 - a. 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.
3. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, 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.
4. 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.
 - a. 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/>

5. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, 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.
 - a. Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.
6. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will 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.

JCQ Information for candidates – social media





Image by iStockphoto.com



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

**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 Witt

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>



JCQ 2017 – Effective from 1 September 2017

JCQ No Mobile Phones poster



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.

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Student Exam Handbook (2018/19)

JCQ *Warning to Candidates* poster



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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

EXAMS EVACUATION PROCEDURES

In the case of emergency, such as the fire alarm or a bomb alert, invigilators should follow these procedures. Examinations office staff will attend as soon as possible.

Once established that the alarm has not been rung in error, please:

Ask students to stop writing and REMAIN CALM, silent and seated

- Note the time of the interruption. **Always write the time down**
- Instruct candidates to close their scripts and leave the room in silence and walk to line up against the fence near the bike sheds, away from the main school assembly point.
- All question papers and scripts must be left in the examination room.
- Collect the attendance register and instruct the candidates
- In the main hall, delegate one invigilator to ensure all students have left the building.
- Do not collect personal belongings. Check the attendance register as soon as possible and notify any absentees to the Examinations Officer immediately.
- Once all students have been accounted for, await further instructions. Do not return to the building until authorised to do so by the Examinations Officer.
- All candidates should remain in groups with the invigilator(s). To ensure there is no collusion, candidates should not discuss the examination with each other whilst they are out of the examination room. The Examinations Officer must be notified of the name/candidate number of any student who does not comply with this instruction.
- When candidates are permitted to return to the examination room they should continue with their examination. Invigilators should make a note of the time and duration of the interruption and record it in the log. No notes should be made on examination scripts or attendance registers that an interruption has occurred.
- Candidates should be allowed the full working time stated for the examination.

September 2017