

# EXAMINATION POLICY STUDENT HANDBOOK 2022/23



**CENTRE NUMBER 66554**

## Introduction

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

Great Western Academy (GWA) will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best.

This booklet intends to provide information about examination procedures, to answer some of the most frequently asked questions and to help, guide and support students and parents through the examination process.

Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examinations boards) set down strict criteria which must be followed by the conduct of examinations and GWA is required to follow them precisely. You should therefore, pay particular attention to the JCQ Notice to Candidates and the Warning to Candidates.

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 ASK.**

If you have any queries or need help or advice at any time before, during or after the examinations please contact the Exams Office:-

|   |                       |
|---|-----------------------|
| Head of Centre:                           | Mr G Davis, Principal |
| Examinations Officer:                     | Mr I Kenna            |
| Assistant Principal (Head of Sixth Form): | Mr D Smith            |

Tel: 01793 209700

E-mail: [exams@gwacademy.co.uk](mailto:exams@gwacademy.co.uk)

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## Students Must....



- Read and fully understand the JCQ Notices to Candidates included in this booklet – please refer to the appendices section of this booklet. GWA has a duty to report any breach of regulations to the awarding bodies which can result in disqualification from the all subjects.
- Check all the details on your Individual Candidate Timetable (issued prior to written exams) and report any errors to the Exams Office.
- Inform the school, via the Exams Office, of any event for which special consideration might be sought from the Awarding Bodies (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam).
- Read and fully understand the Information for Candidates NEA and NEA appeals process.
- Read the instructions of each exam paper very carefully.

## Before the Examinations

### Examination Boards

The school uses the following Examination Boards

- AQA (<http://www.aqa.org.uk>)
- Eduqas (<http://www.eduqas.co.uk>)
- OCR (<http://www.ocr.org.uk>)
- Pearson (<https://qualifications.pearson.com/en/home.html>)

### Candidate Number

Each candidate has a four-digit candidate number. This is the number you will need to enter on every examination paper you write. **PLEASE LEARN IT.**

### Timetables

- You will receive an individual timetable showing examinations that you have been entered for with details of date, time, room, candidate number and duration of exam. Please check it carefully. If you think something is wrong see the Exams Office immediately.
- It is sometimes necessary to change the venue for an exam. Please check the seating plan outside the sports hall on the day of the exam for confirmation.
- Sometimes candidates have an exam clash where two exams are timetabled at the same time. The school will make special timetable arrangements for these candidates only. If you think there is a clash on your timetable please see Mr Kenna immediately.

### Equipment

Ensure that you have the correct equipment before your examinations, including spare pens, a ruler, rubber, calculator and spare battery etc. These should be held in a transparent pencil case or plastic bag. Check the regulations in the Information for Candidates. The Exams Office/School will **NOT** supply you with any equipment

### Exam Regulations

All candidates must familiarise themselves with the relevant information to candidates notices which are issued by Joint Council for Qualifications (JCQ). These documents are annexed to this booklet and can also be found on the school's website. Please note that infringement of these examination rules and regulations could lead to disqualification from all subjects. The school must report any breach of regulation to the awarding body concerned.

## Key Dates



| Date                   | Year Group | Description                        |
|------------------------|------------|------------------------------------|
| 18 – 24 November 2022  | 11         | Mock Exams                         |
| 6 – 12 January 2023    | 13         | Mock Exams                         |
| 10 - 12 January 2023   | 12         | Mock Exams                         |
| 23 – 26 January 2023   | 11         | Food Preparation and Nutrition NEA |
| 5 – 11 May 2023        | 10         | Mock Exams                         |
| 15 May – 26 June 2023  | 11-13      | Summer 2023 Public Exams           |
| 26 June – 30 June 2023 | 12         | Mock Exams                         |
| 17 August 2023         | 12-13      | AS / A Level Results Day           |
| 24 August 2023         | 11         | GCSE Results Day                   |

## During the Examinations



### EXAMS

#### Attendance at Examinations

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time. You must be properly dressed in full uniform, including blazer and tie, and fully equipped. All candidates must arrive **20** minutes prior to the start time of their examination. Seating plans will be placed outside the entrance to the sports hall and the exams notice board prior to your exam. These will indicate where your exam will take place. Please go to your exam venue and queue in an orderly fashion. Please make sure you do not have any watches, mobile phones, data sticks, earphones, iPod or any electronic equipment in your possession.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time. Please be aware that the exam board may not accept your script.
- **It is very important that you sit in the place allocated to you.**
- The invigilator will place a photographic ID card on each desk in the exam hall/room. These cards will be used to verify the identity of all candidates at the time of the examination or assessment. Do not deface or remove the cards – they will be collected at the end of the exam/assessment and stored for your next exam.
- All items of equipment, pens, pencils, mathematical instruments, etc should be visible to all invigilators at all times. Pens should be **black ink** or ballpoint. No corrector pens or tippex are allowed. For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. You must remove your calculator cover and place it face down on the floor under your desk. Make sure your batteries are new. Place all glasses cases under your desk, opened.
- Do not attempt to communicate with or distract any other candidates. Examination regulations are very strict regarding items that may be taken into the examination room. Again, your attention is drawn to the JCQ Information for Candidates. If you break these rules you may be disqualified from the examination.
- Drinking water is allowed in a clear bottle with no label.
- Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage, as well as having the duty of cleaning the desk. If you are seen writing on the desks you will be reported to the Exams Office and Head of Year. Do not draw graffiti, write offensive comments, or anything apart from answers on your examination papers – if you do the examination board may refuse to accept your paper or may penalise you.
- Listen carefully to instructions and notices read out by the invigilators - there may be amendments to the exam paper that you need to know about. Check you have the correct question paper – check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room. You will not be allowed to leave an examination room once you have entered, or before the end of the exam duration. If you have finished the paper use any time remaining to check over your answers and ensure that you have completed your details correctly and signed your signature where necessary.

- It is expected that candidates will be able to go through a morning or afternoon session without the need of a toilet break. Continual coming and going in an examination room is very disruptive for students during an exam. For this reason breaks are only allowed when a letter stating medical need has been received.
- At the end of the examination all work must be handed in – remember to cross out any rough work that you do not wish to be marked. If you have used additional sheets please make sure you have filled in all your details at the top and affix it with a treasury tag in the correct place.
- Invigilators will collect your exam paper before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room. Remain seated in silence until you are told you can leave the examination room. When you leave the room please remain quiet and show consideration to other candidates who may still be working.
- If the fire alarm sounds during an examination, the invigilator in charge will tell you what to do. See the attached Fire Evacuation Procedures for Examination Candidates. Remember, do not panic. On return to the exam room do not start writing until the invigilator tells you to do so. You will be allowed the full time for the examination and a report will be sent to the examination board detailing the incident.



## Using Calculators



- 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.
- The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

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

- **Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.**

## Non-Examined Assessments



- **Non-examined assessments** measure subject-specific knowledge and skills that cannot be tested by timed written papers.
- There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:
  - task setting;
  - task taking;
  - task marking.
- GWA is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject specific associated documents.
- GWA ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCE and GCSE non-examination assessments).
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. GWA is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- On being informed of their centre assessed marks (verbally), if a candidate believes that procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure to consider whether to request a review of the centre's marking.
- Further information regarding the Internal Appeals Procedure can be found later in this document.

## Absence from Examinations



- If you experience difficulties during the examination period (eg illness, injury or personal problems) please inform a member of the Exams Office at the earliest possible point so that they can help or advise you.
- The school will require payment of entry fees should a candidate fail to attend an examination without producing medical or other evidence.

### Action

If it is absolutely impossible for you to attend one of your exams your absence must be reported to:-

The **Exams Office by 8.00 am** on the day of your exam

**01793 209700** or email [exams@gwacademy.co.uk](mailto:exams@gwacademy.co.uk)



**EVIDENCE**

Provide medical or other evidence. Only in exceptional circumstances are candidates allowed Special Consideration for absence from any part of an examination. The school will require payment of entry fees should a candidate fail to attend an examination without producing medical or other evidence.

- If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.
- Please note that misreading or not checking your timetable will not be accepted as a satisfactory explanation of absence.

## Special consideration



- A candidate's examination performance can sometimes be affected by circumstances out of their control.
- Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.
- Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.
- All examinations are measuring what a candidate knows and can do. **The overall grades awarded must reflect the level of attainment demonstrated in the examination(s).** The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.
- Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

### Which candidates will be eligible for special consideration?

- Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. These include:-
  - temporary illness or accident/injury **at the time of the assessment**;
  - bereavement **at the time of the assessment** (where whole groups are affected, normally only those most closely involved will be eligible);
  - domestic crisis arising **at the time of the assessment**;
  - serious disturbance **during an examination**, particularly where recorded material is being used;
  - accidental events **at the time of the assessment** such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
  - participation in **sporting events, training camps or other competitions at an international level at the time of the assessment**, e.g. representing their country at an international level in football or hockey;
  - failure by the centre to implement **previously approved access arrangements for that specific examination series**.
- **Candidates will not be eligible for special consideration if affected by:-**
  - long term illness or other difficulties during the course affecting revision time, **unless the illness or circumstances manifest themselves at the time of the assessment**;

- bereavement occurring more than six months before the assessment, **unless an anniversary has been reached at the time of the assessment or there are ongoing implications** such as an inquest or court case;
  - domestic inconvenience, such as moving house, lack of facilities, taking holidays (**including school/exchange visits and field trips**) at the time of the assessment;
  - minor disturbance in the examination room caused by another candidate, such as momentary bad behaviour or a mobile phone ringing;
  - the consequences of committing a crime, where formally charged or found guilty; (However, a retrospective application for special consideration may be considered where the charge is later dropped or the candidate is found not guilty.)
  - the consequences of taking alcohol or recreational drugs;
  - the consequences of disobeying the centre's internal regulations;
  - the failure of the centre to prepare candidates properly for the examination for whatever reason;
  - staff shortages, building work or lack of facilities;
  - misreading the timetable and/or failing to attend at the right time and in the right place;
  - misreading the instructions of the question paper and answering the wrong questions;
  - making personal arrangements such as a wedding or holiday arrangements which
  - conflict with the examination timetable;
  - submitting no controlled assessment/coursework/non-examination assessment at all, unless controlled assessment/coursework/non-examination assessment is scheduled for a restricted period of time, rather than during the course;
  - missing all examinations and internally assessed components/units;
  - failure to cover the course as a consequence of joining the class part way through;
  - a disability or learning difficulties (diagnosed or undiagnosed) unless illness affects the candidate **at the time of the assessment** or where the disability exacerbates what would otherwise be a minor issue - (**difficulties over and above those that previously approved access arrangements would have alleviated**);
  - failure by the centre to process access arrangements by the published deadline.
- 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 examination or in the production of coursework is affected by adverse circumstances beyond their control.

### GWA procedure to request special consideration

1. Candidates or their parents / carers should, in the first instance, discuss the application for special consideration with the exams officer/head of department.
2. If considered eligible, you will be required to complete a form detailing your reasons for special consideration. You will be required to provide evidence for your application. Please ensure that both you and the exams officer signs the form.
3. The exams team who will process the application with the awarding body.

## Evacuation Procedures for Examination Candidates



In the event of a fire alarm ringing, candidates **must**:

- Stop writing and put all pens and materials down on the desk. Close the exam paper and leave on the desk.
- **Maintain complete silence** and wait for further instructions from the Invigilator, who will be informed as to whether it is a false alarm or a real emergency.
- In the case of a false alarm the exam will be resumed when the alarm has ceased to ring. Lost minutes will be added on to the end of the exam.
- In the case of a real emergency follow the Invigilator to the examination assembly point for registration. This is on the field next to the MUGA. Line up in the examination group in candidate order. This will be as per seating plan. **Maintain complete silence.**
- When it has been ascertained that it is safe to return to the building, follow the Invigilator back to the examination room **in silence.**
- The exam will resume and the time lost added on to the end.

**Examination conditions will apply throughout this process. Any candidate found to be speaking or communicating during this time will be reported to the JCQ for malpractice. They will then decide whether or not to accept that candidate's script.**

## Invigilators



The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Any disruptive behaviour, or any pupil who behaves in an unacceptable manner, will be reported to the Exams Office. Depending on the nature of the complaint this will then either be reported to the Head of centre, the Assistant Head i/c exams or the awarding body.

Invigilators are employed to ensure that exams run smoothly and that JCQ regulations are upheld. They are not allowed to explain any questions to you. If, however, you feel there may be an error on an exam paper then please raise your hand to alert a member of the invigilation team.

## Exam results



| Qualification | Exam Series | Description             |
|---------------|-------------|-------------------------|
| AS / A Level  | Summer 2023 | Thursday 17 August 2023 |
| GCSE          | Summer 2023 | Thursday 24 August 2023 |

Students are expected to collect their results in person. However, if you are unable to collect in person you can either:-

- Nominate a third party to collect your results; you will be required to complete, sign and return a permission form to the exams office, stating the name of the person who will be collecting on your behalf. The form has to be signed by the student, **not** the parent/guardian. The nominated person, will need to provide photographic identification when collecting your results.

**OR**

- Provide an **A4** stamped addressed envelope (with the correct postage), if you would like your results posted to you.

**No results will be given out by telephone or via email under any circumstances.  
Results not collected will be held in the Exams Office.**

Please see your subject tutor for GCE / GCSE grade boundary enquiries.



## Post-Results Services

In accordance with the procedures laid down by the examination boards, GWA provides staff and students with the facility to request particular services following the publication of results. Such requests must be made through the school's Exams Office; individuals will not be able to request this service directly from the examinations boards. The school is charged for these services and so the costs are passed onto the student or department requesting them. The costs vary from board to board and details of the fees applicable will be found on the school's website and on the reverse of the "Post-results; enquiry, consent and payment form" found in your results envelope.



There are a range of post results services available

| Post results service   | Details of the service  |
|--|---|
| Clerical check   | <p>This is a re-check all clerical procedures leading to the issue of a result. This service will include the following checks</p> <ul style="list-style-type: none"> <li>• That all parts of the script have been marked</li> <li>• The totalling of marks</li> <li>• The recording of the marks</li> </ul>  |
| Reviewing of marking (externally assessed components)            | <p>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. A marking error can occur as a result of</p> <ul style="list-style-type: none"> <li>• An administrative error</li> <li>• A failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer</li> <li>• An unreasonable exercise of academic judgement</li> </ul> <p>The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. <b>Reviewers will not re-mark the script.</b> They will only act to correct any errors identified in the original script marking.</p>  |
| Priority review of marking (externally assessed components only) | <p><b>Students continuing to university may wish to request this service to ensure any changes are received by the universities in good time.</b></p> <p>This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. A marking error can occur as a result of</p> <ul style="list-style-type: none"> <li>• An administrative error</li> <li>• A failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer</li> <li>• An unreasonable exercise of academic judgement</li> </ul> <p>The awarding body will train its reviewers to conduct reviews of marking accurately and consistently. <b>Reviewers will not re-mark the script.</b> They will only act to correct any errors identified in the original script marking.</p> |
| Priority access to scripts                                       | <p>This is a priority service that ensures copies of scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for.</p>  |

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| Access to scripts    | This is a non-priority service enabling centres to request copies of scripts to support teaching and learning. Once this has been requested there will be no opportunity to request a clerical check of review of marking of this script.   |
| Review of moderation | <p>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied, <b>It is not a re-moderation of candidates' work</b>. The awarding body will have trained its reviewers to conduct review of moderation accurately and consistently.</p> <p><b>Please note that if the centre's internally assessed marks (coursework or non-examination assessment) have been accepted without change by an awarding body, this service is not available.</b></p> |

## Review of marking- What to do next

- Prior to publication of results, the exams team will be looking at all results received by the school. If a student is a few marks away from the next grade boundary, in addition to the student's 'Statement of Results', there will be a **yellow slip** detailing the subject/s that you may wish to consider submitting an application to review the marking of exam script/s. All requests must be approved by the exams office and all should be accompanied by a completed consent form and appropriate payment for the post results service that is required.
- Before deciding to request a review of marking you should speak to either your subject teacher or a member of staff within the subject department. They may have additional information on how you performed during the assessment and be able to provide guidance on what paper/s you should consider having reviewed as the exams team are unable to provide such advice.
- Once you have discussed your options and you wish to proceed with a post results enquiry, see a member of the exams team who will process your application once in receipt of the completed consent form **signed by you** and relevant payment (which can be made via the Parent Pay shop). Please be mindful of the exams office deadlines to receive any post results requests.

## Outcome of enquiries

- The outcome of each enquiry will be confirmed by the respective awarding body.

The awarding body will provide a reason for the decision of a review of marking. If the mark has changed the reason will either be that an administrative error has occurred or there was a marking error. A marking error would occur where an examiner has not correctly applied the mark scheme or any other relevant procedure, that is:-

- if the 'right' mark was not given in a task where there is a 'right' or 'wrong' mark;
- if there has been an unreasonable exercise of academic judgement.
- There are three possible outcomes for review of markings:
  - The original mark is lowered so that the final grade may be lower than the original grade received;
  - The original mark is confirmed as correct and there is no change to the grade;
  - The original mark is raised so that the final grade may be higher than the original grade received.
- **Where there has been a reduction in marks or a downgrade following a review of marking, the request cannot be revoked and the original mark or grade will not be reinstated.**

## Exam certificates

Certificates arrive at GWA by



| Exam series | Certificates available |
|-------------|------------------------|
| November    | March                  |
| Summer      | November               |

- The Exams Office should receive certificates from the awarding bodies early November for the Summer exam series. Those students still attending the school will be asked to collect and sign for them some time during November. If you left the school prior to this then a charge of £5.00 will apply to have certificates posted home via Recorded Delivery. This can either be paid directly to the Exams Office or through the parentpay system. Alternatively, you can come in to school and sign for them.
- Centres are only obliged to keep certificates for a period of one year after issue. This school tends to keep them for several years, but you should be aware that replacement statement of results / certificates will need to be applied for directly to the awarding body who place a cost on this service.



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| <p><b>Why do I need to check the details on my Statement of Entry?</b></p>  | <p>The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your exam certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.</p>   |
| <p><b>What do I do if there's a clash on my timetable?</b></p>              | <p>GWA will re-schedule exams (on the same day) where there is a clash of subjects. Candidates will normally sit one paper followed by a break during which they will be fully supervised and must have no communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch as you will have to remain in quarantine until both exams are completed.</p>  |
| <p><b>What do I do if I have an accident or am ill before the exam?</b></p> | <p>Inform the school as soon as possible so that we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers for you but we require as much notice as possible. You will have to obtain medical or other evidence if you wish the school to appeal for special consideration on your behalf. See also 'Student Absence'.</p>   |
| <p><b>What is an appeal for Special Consideration?</b></p>                  | <p>Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance of special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).</p> <p>Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have fully prepared and covered the whole course but performance in the examination or in the production of non-examined assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Office must be informed immediately, so that necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.</p> |
| <p><b>What do I do if I feel ill during the exam?</b></p>                   | <p>Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam who will draw this to the attention of the Exams Office.</p>   |
| <p><b>What happens if I arrive late for an exam?</b></p>                    | <p>You must report to Exams Office immediately. A member of staff will then escort you to the exam room. You must not enter an exam room unaccompanied once an exam has started. Please ensure that you allow enough time to get to school.</p> <p>You should also be aware that if you start the exam more than 1 hour after the published starting time, GWA must inform the awarding body and it is possible that the awarding body may decide not to accept your work. Please ensure that you allow enough time to get the school so that if you are delayed (e.g. through transport problems) you will still arrive on time.</p>  |

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|---|--|
| What happens if transport links are delayed?  | Phone GWA immediately  |
| If I miss the examination can I take it on another day?   | <b>No.</b> Timetables are published by the exam boards and you must attend on the stated date and time.  |
| Do I have to wear school uniform?   | <b>Yes.</b> Normal GWA regulations apply to uniform, hair, jewellery, make-up etc. You may remove your blazer once seated in the exam room.  |
| What equipment should I bring?  | <ul style="list-style-type: none"> <li>• For most exams you should bring a minimum of 2 pens (black ink only).</li> <li>• For some exams you will need a calculator, a ruler, pencil sharpener, rubber, compasses, protractor, coloured pencil crayons (not gel pens).</li> </ul> <p>You are responsible for providing your own equipment in a clear pencil case for examinations. You must not attempt to borrow equipment from another candidate during the examination.</p> |
| What items are not allowed into the examination room?   | Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate awarding body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.   |
| Why can't I bring my mobile telephone / electronic devices (included watches) into the exam room? | Being in possession of a mobile telephone (or any other electronic device) is regarded as malpractice and is subject to severe penalty from the awarding bodies.   |
| What is meant by the term Malpractice?  | Malpractice is when a candidate fails to comply with the JCQ regulations   |
| How do I know how long the exam is?   | The length of the examination is shown on your individual timetable under the heading 'duration'. The invigilators will tell you when to start and finish your exam. They will display the finish time of the exam at the front of the exam room. There will be a clock in all examination rooms   |
| What do I do if I think I have the wrong paper?   | The invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.   |
| What do I do if I forget my Candidate Number?   | Your candidate number will appear on your exam timetable, on your ID card and also on the seating plan displayed outside the entrance to the sports hall.  |
| What do I do if I forget the school Centre Number?  | The Centre Number is <b>66554</b> . It will be clearly displayed in the examination room.  |
| Can I leave the exam early?   | <b>No.</b> It is a requirement of the awarding bodies that you stay in the examination room for at least one hour after the published start time of the exam. School policy dictates that candidates may not leave the exam room early as this is very disruptive to candidates who may still be working.  |

|   |   |
|---|---|
| <p><b>Can I leave the room to use the toilet during an exam?</b></p>                      | <p>Students are expected to complete a morning or afternoon session without a toilet break. If you feel that this may be a problem then please bring a letter from your GP stating medical need to the Exams Office before your first timetabled exam.</p>  |
| <p><b>I am entitled to extra time – how will this affect the way I take my exams?</b></p> | <p>Some students receive an allowance of up to 25% extra time and will be placed in an alternative location as indicated on the candidate's individual timetable and seating plans that are displayed. The invigilator will tell you when the 25% extra time has expired.</p>   |
| <p><b>What do I do if I don't get the grades I need?</b></p>                              | <p>Staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the subject tutor who will give their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or may even stay the same. Review of marking requests must be submitted to the Exams Office as soon as possible. The Exams Office will advise of the cost of this process. You must complete a consent form and provide payment to cover the cost of the enquiry prior to the submission of an exam review of marking request to the exam board (which is refunded if your grade changes).</p> |

## Appeals against Internal & external Assessments of Work (GWA Policy)

As part of any course it is extremely likely students will have some part of their complete course grade assessed through a coursework mark and not just external public exams. These coursework units are either assessed:

**INTERNALLY** - By the subject teacher and department, (centre assessed work). Even after the subject teacher has marked the work internally, the work will be sent to an external Exam Board moderator who will check the quality of the Departments Marking procedures. At this point the Exam Board can still over-ride the departmental Marking and adjust marks up or down.

Or

**EXTERNALLY** - By an Exam Board appointed moderator. In this case their subject teacher will play no part in assessing the work. It is important that students understand how each unit will be assessed and what the procedures are. If students are unhappy with the way in which their work has been assessed they will need to contact the Exams Officer ASAP.

### Internal Policy for Moderation of Centre Assessed Work

- Subject teachers will advise students of internally set dates that they must have completed and handed in their coursework for marking by. Students should be aware that failure to comply with this date may mean that their work will not be marked and that they will lose all marks for this component. Extensions to the set deadline must be made to the subject teacher in person not less than 4 school days before the deadline. Extensions to this deadline are at the sole discretion of the subject teacher and their decision is final.
- All subject teachers will ensure that Centre assessed work is subject to internal moderation. This means your subject teacher will discuss the work with a colleague who may also re-mark a sample of the work to ensure consistent marking standards are applied.
- At this point the Exam Board will ask the Centre to send all or a sample of the marked work for further moderation. In this way a student's work may be marked three times to ensure all the marking is accurate, fair and consistent.
- For GCSE and GCE subjects taught solely on one site, internal departmental moderation will take place on agreed moderation days.
- Marks will be released to students once moderation has taken place. This is the first possible stage where a student can formally appeal against the marking of their work. (STAGE 1) and then only on the basis that when marks are released the student is aware that these are subject to external moderation and still may as a result be confirmed, raised or lowered.

### Externally Assessed Units

- Actual final marks will be known on results day. This is (STAGE2).
- Students have two points at which they can raise concerns which may or may not result in an appeal: at stage (1) and stage (2) shown above. At stage (1) they should follow procedures A below and stage (2) the concern will be treated as an Enquiry about Results, and they should follow procedures B.
- Students may also want to raise an enquiry about the results of ANY mark awarded following release of results on results day. Procedure B should be followed in these cases, however, see your Head of Department first in such cases. If students are in any doubt or have any questions on these matters, please contact their teacher or the Exams Officer.

### PROCEDURE A

#### **APPEALS PROCEDURE FOR STUDENTS FOLLOWING RELEASE OF CENTRE ASSESSED MARKS**

Any student that is unhappy with a mark awarded from an internal assessment should follow the following procedure.

- Contact subject teacher IMMEDIATELY in person to discuss mark and raise concerns (this discussion does not form part of the formal appeals procedure.)
- Following above discussion if concerns cannot be resolved, the student should lodge an appeal in writing (within 1 week of issue of marks) to the subject Head of Department (HOD) or subject teacher's Line Manager (LM) (if the subject teacher is the HOD). The appeal should be in writing and state the full details of the complaint and the reasons for the appeal. It should be signed and dated by the student.
- Upon receipt of a written appeal the HoD or LM will provide a copy of the appeal to the subject teacher who made the assessment and request a written response from them to the appeal. A copy of which will be sent to the student.
- The HOD will carry out a review of the assessment and respond in writing to the student. Response to be issued within 1 week of receipt of written appeal.
- If the student is not happy with the written response received, the appeal will be subject to a personal hearing. The student will be informed of the hearing date; at least 3 days' notice will be given. The student will be provided with a copy of all relevant documents (e.g. the marks given, the assessments made). The student may present their own case and will be allowed to be accompanied by a (single) carer/friend. The subject teacher and student will have the opportunity to hear each other's submission to the panel at the hearing. The panel will comprise of a member of the school's Leadership Group and a Governor who have not previously been involved with the appeal.
- The decision from the hearing will be made in writing to the candidate within 2 days of the date of the hearing. This decision will be final. A written record of all appeal will be kept by the school and maintained by the Exams Officer. The Exams Officer will inform the Awarding Examination Body if there is any change to an internally assessed mark as a result of an appeal.

**PROCEDURE B**  
**APPEALS PROCEDURE FOR STUDENTS FOLLOWING RELEASE OF MARKS FROM THE**  
**AWARDING BODIES "EAR"**

Any student that is unhappy with a mark awarded from an awarding body upon issue of results should follow the following procedure:

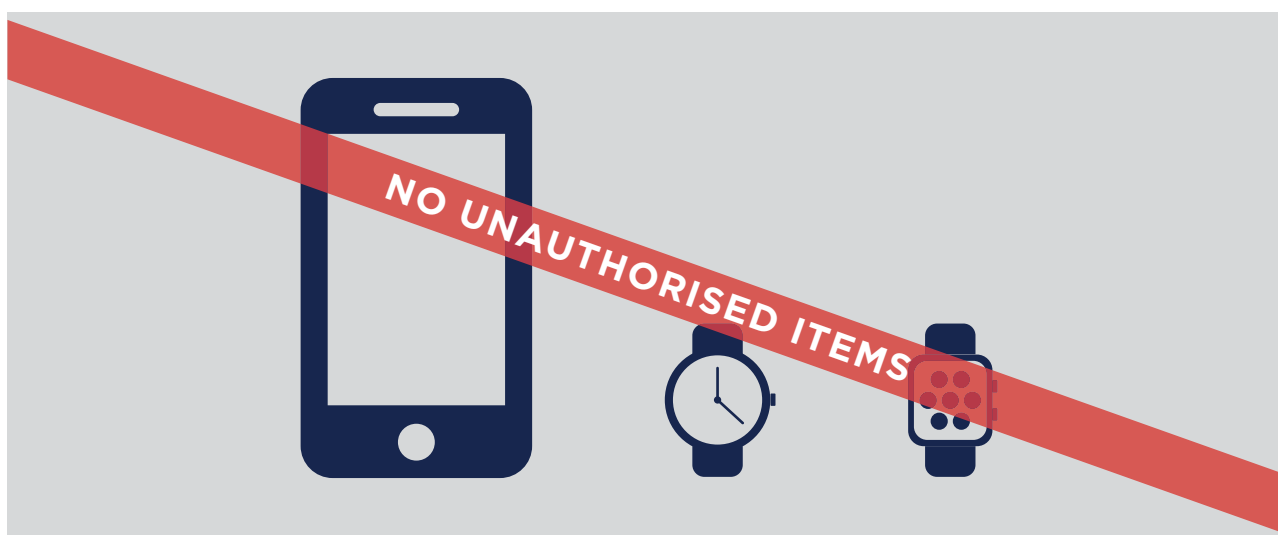
- Contact the subject teacher as soon as possible (but no later than 3 days before the published deadline for Enquiries about Results) in person to discuss mark, raise concerns and discuss the best way forward. The Exams Officer will advise on what options are available to query the mark and the costs involved.
- Students should be aware that Enquiries about Results (EAR) can result in marks being raised, confirmed or lowered. Students should sign a consent form to confirm that they understand the consequence of an enquiry.
- Subject teacher to review marks and discuss with HoD to agree the way forward taking into account the breakdown of marks and grade boundaries and the students predicted grades. If the Department agree to support the enquiry please follow (3) below. If not the subject teacher should advise the student as per (4) below.
- A student may appeal against a decision not to support an EAR's. Appeals should be made in writing to the Head Teacher (HT) no later than 5 working days before the published deadline for EARs. The appeal should be in writing and state the full details of the complaint and the reasons for the appeal, the appeal should be signed and dated and include a daytime contact telephone number of the student. This information will be reviewed by the HT or another member of the schools Leadership Group if the HT is unavailable and the outcome of the appeal will be communicated by telephone where possible or 1st class post within 24 hours of receipt. This decision is final.



- If the subject team agree that the school supports an enquiry, the request together with the students consent form should be made to the Exams Officer before the published deadline for EARs. The cost of the enquiry will be taken from the departmental budget. If the enquiry is successful, the fee will be refunded.
- If the school does not support the enquiry, the student may still proceed in some cases (please contact the Exams Officer to check) with the enquiry but all costs involved need to be paid by the student at the time the enquiry is made. No enquiry will be made unless the fees are paid. Requests should be made in person to the Exams Officer before the published deadline for EAR's. If the enquiry is successful, the fee will be refunded to the student.
- Outcomes following EARs will be made in writing by the Exams Officer to the student as soon as they have been received from the Awarding Bodies.

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



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

# DISQUALIFICATION

from your examination and your overall qualification.

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



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

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.**



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of:

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**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:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

**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.**

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 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:
  - (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 formulae;
  - (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. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used for rough work.



## 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:
  - (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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

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



Image by Patrice Jones

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

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

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 (if available). They will then report the matter to the awarding body and it will be investigated.

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



Image by Ben Wight

### You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### 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>





Joint Council for  
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## Information for candidates

On-screen tests

With effect from 1 September 2022

Produced on behalf of:

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**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 You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

**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.**

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

## **B. 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). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

## C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.



## 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 Put up your hand during the on-screen test if:
  - (a) you have a problem with your computer and are in doubt about what you should do;
  - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

## 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 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

Coursework assessments

Effective from 1 September 2022

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

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

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

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, 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, p29).

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

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

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

## Preparing your coursework – good practice

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

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

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

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

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

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

You **must not** write inappropriate, offensive or obscene material.

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for  
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## Information for candidates

Non-examination assessments

Effective from 1 September 2022



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

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

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

## Preparing your work – good practice

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

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

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

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

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

You **must not** write inappropriate, offensive or obscene material.

## Research and using references

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, 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’.

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, p29.

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## 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 work 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 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 component 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**



## Information for Candidates

### Information About You and How We Use It

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

|               |   |
|---------------|---|
| AQA           | <a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>   |
| CCEA          | <a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>   |
| City & Guilds | <a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>                     |
| NCFE          | <a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>   |
| OCR           | <a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>       |
| Pearson       | <a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a> |
| WJEC          | <a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>   |

### Who we are and how to contact us

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

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

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

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

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

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

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

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

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

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

## **Your rights**

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

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

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

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

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

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

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

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

### **Please note**

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