



**WESTBOURNE
ACADEMY**

Centre Name: Westbourne Academy Centre Number:

19251

**Examinations Handbook
for Students and Parents**

Examination Session: 2017 -2018

Examinations Officer: Mrs C Wastell Telephone No: 01473

466108

INTRODUCTION

It is the aim of Westbourne Academy to make the examination experience as stress-free and successful as possible for all students.

This handbook has been designed to help you to understand the format of the examinations. Please read it carefully and show it to your parents/guardians so that they are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Joint Council for Qualifications (JCQ) have very strict rules and regulations for the conduct of examinations, which we are required to follow precisely. You should therefore pay particular attention to the JCQ documents included in this Handbook.

In accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland, examination boards are required to inform a candidate how their personal information may be used for exams and this is detailed in the "Information for candidates – Privacy Notice" contained in this Handbook.

Some of the questions that you may have are answered at the back of this handbook. If there is anything you do not understand or any questions that have not been addressed, please ask.

If you or your parents/guardians need any more information, please contact:

**Mrs C Wastell, Examinations
Officer**

**The Exams Office phone number is: 01473 466108 or mobile number 0771 3088
482.**

KEY DATES

Dates and start times of Examinations can be found on the Exams Noticeboard and our website.

These examinations play **an important role** in the preparation of your examinations for the rest of the year. You should revise thoroughly for these as well as for the final examinations. The results of these PREs provide a good indication of likely performance in your final exams..

Please note that should a student be unable to sit the final examination the Boards may ask for a copy of the PRE paper and/or the marks awarded. These may then be taken into consideration when a grade is awarded.

. Individual Timetables will be issued detailing where and when the Exams will be held.

You should be outside of the designated Exam Room/Hall 15 minutes before the start of the Exam.

If you are sitting the examinations in the Sports Hall you are requested to wait behind your House symbol before being called forward to place all unauthorised and personal items in the secure container. You should then line up in candidate number order 15 minutes before the published start time against the letter of your row, outside of the Sports Hall. You will be called in by seating plan order.

If you are not sitting examinations in the Sports Hall you must arrive 15 minutes prior to the published start time and wait outside the room, as detailed on your timetable, to be called in.

If you are late, go straight to the Room detailed on your timetable and report to the staff on duty.

You are strongly advised to read the official “Information for candidates” and “Warning to Candidates” pages, which have been included with this handbook.

Full details of exams and venues will be on the Examination Noticeboard outside the Main Hall

Year 10 & 11 iGCSE, Cambridge Nationals, BTEC, V Cert and GCSE Examinations will be taking place throughout the academic year. Dates and times can be found on our website and on the Examination Noticeboard outside the Main Hall.

Individual Candidate Timetables will be issued to you at the beginning of each Exam series. You **must check** all the details on these timetables and contact the Exams Officer in the event of any queries.

General Information

The date set for public examinations cannot be moved. If anyone is away on holiday or absent for any reason **they will be unable to re-sit the examination**. Failure to attend an examination may mean that the award of a grade for that subject is forfeited. If a student is unable to sit the exam for medical reasons the Examinations Officer should be advised as soon as possible.

Certificates will be issued in the name shown on the timetable which has to be your legal name.

PRACTICAL / ORAL / CONTROLLED ASSESSMENT EXAMINATIONS

Controlled assessments may take place at any time during the year. It is most important that students are present at all times for these exams.

RESULTS DAYS

Years 10 & 11 January results:

Results are due on 8th March and will be distributed to you via your relevant subject teacher(s).

Year 11 Summer results:

Results are due on Thursday 23rd August. You will be able to collect your results at school from 10.00am until 12.00pm.

- If you are unable to collect your results in person, you may nominate someone to collect them on your behalf but only if you sign a letter giving permission and the nominated person must bring I.D. – THIS ARRANGEMENT INCLUDES PARENTS/CARERS.
- If you will be away on holiday, you may provide us with authority which permits us to send your results to a different address or email the results to you.
- This letter is available from the Exams Office.

Members of the Teaching Staff will be available to offer support and advice.

POST RESULTS SERVICES

The Examination Boards offer a range of post results services including review requests and return of papers.

For further information on the services offered please contact Mrs Wastell, Examinations Officer.

All requests for Post Result Services have strict deadlines. These dates must be double-checked with the Exams Officer as requests received by Awarding Bodies after the closing dates **will not be accepted**.

Candidates will be requested to sign a consent form for all post result services prior to the exam series to ensure the strict deadlines are met.

If Westbourne Academy decides to use the Post Results Service the student will be advised and the cost of the request the cost will be met.

If a student requests to use the Post Results Service they will be expected to pay for the enquiries.

Prices and further details are available from the Examinations Officer or on the Joint Council for Qualifications website. (www.jcq.org.uk)

CERTIFICATES

Examination certificates will be available for collection in November at the Graduation Evening. The exact date will be advised.

Certificates will not be given to anyone other than the student without their written authorisation.

Certificates are only printed once and replacement certificates are not issued by the Awarding Bodies. Please keep all certificates safe, you will need them in the future. In the unlikely event that you do lose or mislay your certificates, you will need to request a "Statement of Results" from the exam boards; a downloadable form is available on each of the following websites:

www.aqa.org.uk

www.edexcel.org.uk

www.ocr.org.uk www.wjec.org.uk

This service has to be paid for by the student.

BEFORE THE EXAMINATIONS

STUDENT (Candidate) TIMETABLE

You will receive a Candidate Timetable from the School indicating the subjects that you are being entered for and the tier of entry where applicable, as well as the dates and times of your exams. You and your parent/carer are requested to read and check the Candidate Timetable to ensure that personal details (date of birth, spelling of names) are correct as this information will appear on final certificates and it may be impossible to change them once certificates are awarded.

It is most important also to check your exam entries and if you have any queries or problems regarding your entries, please go and see Mrs Wastell or your subject teacher immediately. If you wish to change your tier of entry, you must first consult your teacher who must sign your statement to authorise the change before submitting it to the Exams Office.

Candidates sometimes have a clash where two or more subjects are timetabled at the same time. Mrs Wastell will make special timetable arrangements for these candidates informing them by letter where necessary. If you think there is a clash on your timetable that has not been resolved please contact Mrs Wastell immediately.

It is advisable to check the Examination Noticeboard on a regular basis as changes to rooms may have been necessary since the printing of your timetable.

EXAMINATION BOARDS

The School uses the following Examination Boards:

AQA ASDAN CIE
Edexcel NCFE OCR
WJEC

CANDIDATE NUMBER

Each student has a four digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on your candidate card on your exam desk, all seating plans and examination registers.

Students are seated in candidate number order in the exam rooms so it may be helpful to you if you know this number.

UCI NUMBER

In addition to a candidate number, each student must have a Unique Candidate Identifier made up of 12 numbers and 1 letter. This number will usually begin with the Centre number 19251 unless you have transferred from another school that had already issued you an UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

ULN NUMBER

This is a new unique learner number which is being introduced to eventually replace the UCI number above and is a number which you can keep and use for life. The ULN is a totally random number generated by an outside provider.

EQUIPMENT

IMPORTANT: It is your responsibility to ensure that you are correctly equipped for your examinations; this includes bringing calculators where necessary.

All equipment must be in a clear pencil case or plastic bag – opaque/coloured pencil cases and tins will not be allowed in the examinations venue.

The school will only supply replacement equipment in an emergency during an examination i.e. your pen runs out or the batteries in your calculator run out. We do not have sufficient equipment for every candidate.

Please ensure you bring your own equipment so that you are not disadvantaged.

DURING THE EXAMINATIONS

All examinations run at Westbourne Academy follow the JCQ regulations. This helps you to understand what is required of you and what to expect from Year 7 through to your GCSEs.

EXAMINATION REGULATIONS

A copy of the “Information for Candidates” and “Warning to Candidates” sheets, which are issued jointly by all the Awarding Bodies are with this handbook. All candidates must read these carefully and note that any infringements of the examination rules or regulations could lead to disqualification from all subjects. The School will report any breaches of regulations to the Awarding Body.

ATTENDANCE OF EXAMINATIONS

Students are responsible for checking their own timetables and arriving at the School on the correct day at the correct time, properly dressed and equipped.

Candidates should be outside the designated Exam Room 15 minutes prior to the published start time as detailed on their timetable.

Students who arrive late for an examination may still be admitted to the examination venue at the discretion of the Examinations Officer (Mrs Wastell) and the Lead Invigilators. If you arrive less than one hour late, you will be allowed to sit the examination. If you arrive more than one hour after the exam has started (providing the exam has not finished) or 30 minutes if the exam’s duration is less than an hour, you may still be able to sit the exam, but the exam board will be informed and they may decide not to mark your paper if they believe that the security of your paper has been breached.

Full Academy Uniform must be worn by all students attending examinations. Students who fail to abide by this rule may be excluded from taking the exam. If warm weather rules are in force, you will be advised beforehand.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilator at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be black ballpoint pen, unless the exam paper stipulates otherwise. No eraser pens, highlighter pens or correction fluid or tape are allowed.

For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If you are in any doubt please check with your teacher. Remove any covers or instructions and make sure batteries are new.

PLEASE NOTE: Calculators are not provided by the school during exams and are only replaced if they prove to be faulty during the exam.

Do not attempt to communicate with or distract any other candidates.

Examination regulations are very strict regarding items that may be taken in to the examination venue. If you break these rules you will be disqualified from the examination.

MOBILE PHONES, WATCHES AND ANY ELECTRONIC DEVICE MUST NOT BE BROUGHT INTO THE EXAMINATION VENUE

If a student is found with any of these unauthorised items on their desk, in their pockets or on their person once the exam has started, the exam board will be informed. There is a range of penalties which the Awarding Body may issue from applying a loss of marks for a specific exam paper to disqualification from all qualifications taken in that session.

All students with headwear, bandages, casts or slings will be checked before entering the exam to ensure no unauthorised equipment is being concealed. If you wish this to be undertaken in private please advise the Exams Offices as soon as their timetable has been issued, or as soon as possible in the case of injury. Appropriate arrangements will then be made.

All students will be reminded about unauthorised equipment at the beginning of each examination session and there will be an opportunity for them to be collected before each examination; however the Academy does not accept responsibility for loss or damage.

No food or fizzy drinks are allowed in the examination venue but students are allowed to bring water in a clear plastic bottle, with the label removed.

Please do not write on examination desks or candidate cards. This is regarded as vandalism and you will be asked to pay for any damage caused or replacements required. Desks and cards are checked after each examination.

Do not draw or write offensive comments on examination papers – if you do the Examination Board may refuse to accept your paper.

Listen carefully to the instructions and notices that are read out by the invigilators – there may be amendments to the examination paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry. If you are unsure if you have the correct paper, report it to an invigilator immediately.

Read all instructions carefully and number your answers clearly.

All the details on the front of the examination paper must be completed by the student. Failure to do so may result in the paper not being marked.

It is your responsibility to write legibly to allow the paper to be marked.

All students must stay in the examination venue for the full duration of the examination. You will not be permitted to leave the examination venue early. If you have finished the paper use any time remaining to check over your answers.

At the end of the examination all work must be handed in – remember to cross out any rough work, which you do not wish to be marked with a single line. If you have used more than one answer book or additional answer sheets please ask for a tag to fasten them together in the correct order. Please remember to fill in your name, candidate number, etc. on each additional sheet of paper used.

Invigilators will collect your examination papers before you leave the venue. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the venue.

Question papers, answer booklets and additional answer papers must NOT be taken from the examination venue.

Remain seated in silence until you are instructed to leave the examination venue. Please leave the venue in silence and show consideration for other candidates that may still be working.

If the fire alarm sounds during the examination, the invigilators will instruct you what to do. Do not panic and remain silent. You are still under examination conditions. If the examination venue needs to be evacuated, you will be evacuated under the guidance of the invigilators, the Examinations Officer and the Senior Leadership Team.

INVIGILATORS

The academy 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.

Invigilators are in the examination venue to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out additional answer sheets when and if required and deal with any problems that occur during the examination.

Please remember that invigilators cannot discuss the examination paper with you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination venue by invigilators and/or The Examinations Officer.

ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination period, please inform Mrs Wastell, Examinations Officer at the School at the earliest convenience; she will be able to help or advise you.

- If you are unwell: it is always better to attempt an exam and then ask for what is called 'special consideration' because you were unwell. Please telephone Mrs Wastell in the Exams Office who will make the necessary arrangements for you to attend the exam.
- Unfortunately sometimes a student is too unwell to attend. When this happens you must inform the school that morning.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

USEFUL EXAMINATION INFORMATION

COURSEWORK

Coursework can take many forms. For example: practical assignments in Science and written assignments in English. It is important that you complete your coursework by the deadlines set by your teachers. The Examination Boards also set deadlines and failure to complete coursework by those dates will result in no grade being awarded in that subject.

There are coursework and portfolios regulations that must be followed and failure to do so could result in a student receiving a zero mark. The main regulations are:

- 1 The work which is submitted for assessment must be the student's own.
- 2 If a student copies from someone else, or allows another student to copy their work, or if a student cheats in any other way, then they could be disqualified from the subject concerned.

When you submit a piece of coursework or portfolio work for assessment, you will be required to sign a Candidate Declaration Form, confirming that the work submitted is your own work and that you have understood the above regulations; failure to sign a Declaration Form will result in you being awarded a zero for your coursework.

CONTROLLED ASSESSMENT

Controlled Assessment is a form of internal assessment. The amount of controlled assessment will vary between subjects depending on the range of skills students will need to demonstrate. Teachers are given guidance by their examination board as to the topics that could be studied, the time that should be allocated to controlled assessment and to the conditions under which it is to be completed. Controlled assessment will take place within normal lesson slots and on occasions students will be expected to work under supervised 'exam' conditions. **In addition, once a subject has finished its controlled assessment task, students will not be allowed to revisit or improve their work before submission.**

Centres have for many years been required to have a written internal appeals procedure relating to internal assessment decisions. As part of JCQ regulations candidates **must** be told the mark given by their centre for a centre assessed component/unit. This requirement is to enable candidates to request a review of the centre's marking prior to the marks being submitted to the awarding body, should they wish to do so, and will facilitate the operation of a fair review process. It is reflected in the regulators' *Qualification Level Conditions and Requirements*. A request for review should be made in writing to the Exams Office before the marks are submitted to the examining body. Dates are available from the Exams Office.

REVISION

Remember that the examination in most subjects will test you on all topics that you have covered during the course. It is essential that you revise all work thoroughly. You should organise your revision beforehand and make a start well before the examinations begin. Some time spent on revision at this stage could be well rewarded in your future.

Your teachers will be able to help you with specific advice about revision.

FREQUENTLY ASKED QUESTIONS

Why do I need to check the details on my Candidate Timetable?

The details on your Candidate Timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it may cause you problems if you are asked to show your certificates to a potential Employer or School/College/University in the future.

You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing. Any errors must be reported to the Exams Office immediately otherwise you may not be properly entered for an exam.

What do I do if there is a clash on my timetable?

The School will re-schedule papers internally on the same day where there is a clash of subjects. Candidates will normally sit one paper then have a supervised break; during this time candidates will not be allowed to have contact with other candidates. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will remain in isolation supervised until both examinations are completed. If you are unsure please contact the Examinations Officer.

Can students take holidays during term time?

We strongly advise students and parents/guardians not to arrange any holidays during exams.

What should I do if I over sleep or get stuck in traffic and will be late for an exam?

If you are late, contact the school immediately and let them know what time you expect to arrive. If you are less than one hour late, you will be allowed to sit the exam. If you arrive more than one hour after the exam has started (providing the exam has not finished), you may still be able to sit the exam, but the exam board will be informed and they may decide not to mark your paper if they believe that the security of your paper has been breached.

What do I do if I have an accident or am ill before the examination?

Inform the School at the earliest possible time so we can advise you of what you need to do. In cases of an accident that results in you being unable to write it may be possible to provide you with a scribe to write your answers or a laptop but we will need as much prior notice as possible to make the necessary arrangements.

Do I wear School uniform?

Normal School regulations apply to uniform, hair, jewellery and make-up. Students who fail to abide by this rule may be excluded from sitting the exam.

What do I do if I think I have the wrong paper?

If you think that something is wrong it is most important that you put your hand up and tell the invigilator immediately. The invigilator will carry out the necessary checks with the seating plan, the attendance register and the Examinations Officer.

How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading length. Invigilators will tell you when to start and finish the examination. Start and finish times will be displayed at the front of the examination venue on white boards or screens.

What items are not allowed in the examination venue?

Only material listed on the examination paper is permitted in the examination venue and students who are found to have any material with them that is not permitted will be reported to the appropriate examinations board. In such circumstances, a student will normally be disqualified from the paper or subject.

Bags and coats and any other items not permitted under examinations regulations must be left as instructed on the day and must not be brought to the exam desk. Do not bring any valuables into School with you when you attend an examination.

No food and fizzy drinks are allowed in the examination venue – only plastic bottles with labels removed containing water.

Watches, headphones, mobile phones, I-pods, MP3 players or any other electronic device must not be brought into the examination venue, even if they are turned off. The Examination Boards regard this as a very serious breach of regulations and penalties issued by the Examination Boards are severe.

Why can't I bring my mobile phone into the examination venue?

Being in possession of a mobile phone or any other electronic communication device is regarded as cheating. Candidates are advised not to bring these items in to School especially when attending an examination.

What do I do if I feel unwell during an examination?

You should inform an invigilator if you feel ill before the examination or during the examination by putting your hand up. The invigilator will assist you.

If I miss an examination can I take it on another day?

Timetables are regulated by the Examination Boards and you must attend on the given date and time. Examinations cannot be re-scheduled to a different day.

Can I leave once I have finished my examination?

It is a requirement of the Examination Boards that you must stay in the examination venue for at least one hour after the published start time of the examination (or the duration of the examination if it is less than one hour). It is School policy that all students remain in the examination venue for the full duration of the examination. A student may not leave the examination venue without the permission of the invigilator.

Can I go to the toilet during an examination?

If it is absolutely necessary or you have a medical condition, you will be escorted to the toilet by an invigilator who will remain with you until you return to the examination venue.

What do I need to do if I have a problem that may affect my examination performance?

Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the school and appropriate applications are made supported by an educational psychologist's report or doctor's letter. The exams officer is then allowed to grant extra time, the provision of a scribe or reader or similar arrangements, but only given the correct evidence and at their sole discretion and/or the discretion of the Examination Boards. Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the School so that an application for special consideration can be made to the exam boards. Please note that you should be aware that any adjustment is likely to be small and that no feedback is ever provided.

Students are always welcome at The Exams Office to speak

with Mrs Wastell

**Examination and Assessment Officer at any time with
questions about, suggestions or problems with the Exam
system.**

01473 466108

celia.wastell@westbourne.attrust.org.uk





WESTBOURNE ACADEMY

Sponsored by Academy Transformation Trust

Centre Name: Westbourne Academy Centre Number: 19251

OFFICIAL EXAMINATION NOTICES

IMPORTANT

YOU MUST READ AND UNDERSTAND THESE DOCUMENTS

2017-2018

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it carefully.

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

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

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

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

Where candidates breach the rules for examinations, controlled assessments,

coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

Image by Wight

You should be

- copying or using information from a networking site
- collusion; not 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>





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, 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, 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



This notice has been produced on behalf of: AQA, City & Guilds, CCEA,

OCR, Pearson and WJEC Information for candidates

GCE, ELC and Project qualifications -coursework assessments This document tells you about some things that you must and must not do when you are completing coursework. 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 or lecturer. Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet. Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though -you cannot copy it and claim it as your own work.

The regulations state that: “the work which you submit for assessment must be your own”; “you must not copy from someone else or allow another candidate to copy from you”.

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2018.

You must also include 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: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

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

Preparing your coursework – good practice

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

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

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

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

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

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC



Information for candidates: non-examination assessments

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

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

If there is anything that you do not understand, you **must** ask your teacher 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, 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, 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 piece of written 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 do not 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 or seen 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 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

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.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for 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 Academy Trust of which the centre is a member.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years. In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.
5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, 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.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data 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. Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

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

Information for candidates For on-screen tests – effective from 1 September 2017 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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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: • notes ; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you must not have access to: • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.				
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.				
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.				
9	Do not borrow anything from another candidate during the on-screen test.				
B 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: • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.				
3	Do not use a dictionary or computer spell checker unless you are told otherwise.				
D Instructions during the on-screen test					
1	Always listen to the invigilator. Follow their instructions at all times.				
2	Tell the invigilator at once if: • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.				
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.				
E Advice and assistance					
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.				
2	Put up your hand during the on-screen test if: • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.				
3	You must not ask for, and will not be given, any explanation of the questions.				
F At the end of the on-screen test					
1	Ensure that the software closes at the end of the on-screen test.				
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).				
3	Do not leave the exam room until told to do so by the invigilator.				
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.				
AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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: • notes ; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. 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 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				

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2017 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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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: • notes ; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you must not have access to: • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.				
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.				
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.				
9	Do not borrow anything from another candidate during the on-screen test.				
B 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: • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.				
3	Do not use a dictionary or computer spell checker unless you are told otherwise.				
D Instructions during the on-screen test					
1	Always listen to the invigilator. Follow their instructions at all times.				
2	Tell the invigilator at once if: • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.				
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.				
E Advice and assistance					
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.				
2	Put up your hand during the on-screen test if: • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.				
3	You must not ask for, and will not be given, any explanation of the questions.				
F At the end of the on-screen test					
1	Ensure that the software closes at the end of the on-screen test.				
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).				
3	Do not leave the exam room until told to do so by the invigilator.				
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.				

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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: • notes ; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. 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 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.				

2017

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.



Warning to Candidates

AOA | City & Guilds | CCFA | OCR | Pearson | WJEC

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

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