

# Exam Procedures

## Student Guide 2022-23

Exam Entry Information	
Preferred Name	
Name on Certificates	
Date of Birth	
Candidate Number	
Centre Number	
	31300

Important Contacts	
Tutor Name	
Progress Leader	
College Leader	
Examinations Officer	
	Mrs Douglass

All information contained in this booklet is correct as of **30 September 2022**. Students and parents/carers will be notified of any changes should they occur. A revised booklet with changes will be uploaded to the school website.

## Important Contact Information

Contact Name	Location	Contact Information
Exam Absence – URGENT	Admin Office - Attendance Officer	01789 416 621
Exams Office	G10	examsanddata@stratfordschool.co.uk
24 Hour Student Absence Line	Admin Office - Attendance Officer	01789 209 296
Attendance Support Room (ASR)	G20	01789 416 676
School Reception		01789 268 051 (non-exam issues only)
Bromcom Student Portal & School email account		helpdesk@stratfordschool.co.uk

Exam information, including provisional timetables, can be found in the 'Information – Examinations & Results' section of the school website:

[www.stratforduponavonschool.com](http://www.stratforduponavonschool.com)

### IMPORTANT

#### Exam Related Communication

We will share important exam information directly to students via their school email account and via up-loads of reports and timetables to their Bromcom Student Portal account. It is vital students check their accounts regularly to ensure they are fully prepared for exams.

If you require assistance to access either your school email account or Bromcom Student Portal account please contact [helpdesk@stratfordschool.co.uk](mailto:helpdesk@stratfordschool.co.uk)

# Contents

The aim of this guide is to help you throughout the assessment and exam period by explaining the procedures and answering some of the questions you may have. Please read each section carefully, and if you are still unsure about anything, please ask **YOUR FORM TUTOR, PROGRESS LEADER, COLLEGE LEADER, EXAMINATIONS OFFICER OR ANY OTHER MEMBER OF THE SCHOOL TEAM**, for help.

## **1. General Information**

- a. Conduct
- b. Exam Entries
- c. Coursework
- d. Materials and Equipment
- e. Malpractice

## **2. Exam Dates and Timetables**

- a. Exam Dates
- b. Contingency Date
- c. Statement of Entry
- d. Exam Timetables

## **3. Exam Day**

- a. Exam Start Times
- b. Exam Rooms and Seating
- c. Candidate Numbers

## **4. Exam Absence**

- a. Illness
- b. Special Considerations
- c. Unexplained Absence
- d. Late Arrival to Exams

## **5. Emergency Procedures**

- a. School Closure
- b. Emergency Evacuation

## **6. Results**

- a. Results Day
- b. Enrolment at Stratford upon Avon Sixth Form
- c. Post-Results Services
- d. 9-1 Grading System

## **7. Certificates**

## **8. Exam Check List**

## **9. Appendices**

- i. JCQ Information to Candidates – written exams
- ii. JCQ Information to Candidates – non-examination assessments
- iii. JCQ Information to Candidates – coursework
- iv. JCQ Information to Candidates – on-screen tests
- v. JCQ Information to Candidates – Social Media
- vi. JCQ Information to Candidates – Privacy Notice
- vii. JCQ Warning to Candidates poster
- viii. JCQ Unauthorised Items poster

# 1. General Information

## Conduct

At Stratford upon Avon School, we expect the highest standards of behaviour from every student during all exams, both internal and external. All exams are delivered in accordance with JCQ regulations, the regulatory body for Exam Boards.

All students must be polite to, and co-operate with, invigilators. They are there to help you and ensure the smooth running of exams.

Any misconduct will be reported to the Senior Leadership Team and Exam Boards and will be dealt with rigorously. This could result in you being disqualified from all exams.

## Dress Code

KS4 - School uniform dress code **MUST** be adhered to at all times.

KS5 - Smart business wear **MUST** be adhered to at all times.

## Graffiti

You must not draw graffiti or write offensive comments on any exam papers – if so during an external exam the Exam Board may refuse to accept your paper.

You must not deface your candidate card, if you do you will be reported to the Head Teacher.

You must not write on the exam desks. This is regarded as vandalism and you will be asked to pay for any damage.

## Exam Entries

Your teachers will inform the Exams Office which exams you need to be entered for. Exam entries will be made in line with Exam Boards entry timeframes. Exam entries, once made, will be available to view through your Bromcom Student Portal account and it is a requirement that you log in to review your entries. If you are unsure of your Bromcom Student Portal account log in details please contact [helpdesk@stratfordschool.co.uk](mailto:helpdesk@stratfordschool.co.uk).

## Coursework

You will be advised of your coursework mark by your subject teacher before it is submitted to the relevant Exam Board. There is an Internal Appeals Policy should you feel it necessary to review the mark given. This policy is available to download from the Examinations section of the school website.

## Equipment








It is essential that you are aware of what is, and what is not allowed in the exam room when you sit your exams. On the following page is a table detailing what you may and may not bring with you. If you are in any doubt whether something is permitted, you must ask the Examinations Officer or an invigilator immediately.

Make sure that you have checked your pockets BEFORE the start of every exam to ensure you are not in possession of any prohibited items.

Please be aware that prior to an exam starting, staff may undertake spot checks to ensure that regulations relating to equipment are being observed by all students. This includes mobile phones, watches and data storage devices.

## Equipment Check List

The items below are **NOT ALLOWED** in an exam room.

	<p><b>Bags &amp; Coats</b> Bags and coats are <b>NOT</b> allowed in the exam room under any circumstances</p>
	<p><b>Equipment</b> You are responsible for ensuring you have the necessary equipment to take your exam e.g. calculators, pencils, rubbers etc. School <b>can not</b> provide it for you.</p> <ul style="list-style-type: none"> <li>You must only use <b>BLACK ink or ballpoint</b> pens.</li> <li>Only clear pencil cases are allowed in the exam room.</li> <li>The use of highlighter pens can only be used on question papers.</li> <li>Correction fluid, correcting tape or pens is not permitted.</li> </ul>
	<p><b>Mobile Phones and Electronic Devices</b> are not allowed in the exam room. Any device capable of storing technology/data must not be brought into the exam room e.g. MP3s, iPods and iWatches/Smart Watches. <b>This includes headphones and ear buds.</b></p>
	<p><b>ALL Watches/Smart Watches must not be brought into the exam room.</b> Clocks are clearly visible in every exam room.</p>
	<p><b>Food &amp; Drinks</b> You may only bring one 500ml bottle of water to drink. The bottle <b>MUST</b> be transparent (clear), uncoloured plastic with all labels removed. It should also have a sports cap and not a screw top to avoid spillage. This includes re-usable bottles. Food, including chewing gum, is not allowed in the exam room.</p>
	<p><b>Paperwork</b> You are not allowed to bring paper into the exam room, this includes tissues, revision notes, planners and diaries. You are not allowed to remove paper from an exam room.</p>
	<p><b>Calculators</b> Where the use of a calculator is allowed, you are responsible for making sure that your calculator meets the Exam Board regulations. Calculator lids <b>MUST</b> be removed.</p> <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 be designed or adapted to offer any of these facilities:</b></p> <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> <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>You are 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>
<p><b>You will not be issued with equipment in the exam room. You cannot borrow a calculator from another candidate during an exam for any reason.</b></p>	

## Malpractice

Not adhering to JCQ regulations is malpractice.

School will notify an Exam Board immediately of any alleged, suspected or actual incidents of malpractice. Notification must be made to an Exam Board whether involving a candidate during exams or following the authentication of controlled assessment, coursework, non-examination assessment or verification of other assessed qualifications.

To ensure that you are not involved in any form of malpractice it is essential you read the JCQ candidate information documentation which is contained within the appendices at the end of this booklet. The documents are:

- JCQ Information to Candidates – written exams
- JCQ Information to Candidates – non-examination assessments
- JCQ Information to Candidates – coursework
- JCQ Information to Candidates – on-screen tests
- JCQ Information to Candidates - Social Media
- JCQ Information to Candidates - Privacy Notice
- JCQ Warning to Candidates poster
- JCQ Unauthorised Equipment poster

All JCQ information documentation can also be downloaded from the school website from the Examination and Results section.

### Key Rules when taking exams

- **Exam conditions start as soon as you enter the Sports Centre** or other area in which exams take place.
- **Talking is not allowed** at any time.
- **Do not turn or make contact, or attempt to make contact with another candidate(s).**
- **Follow ALL instructions** given by invigilators.
- **Do not write anything at all until instructed to do so** – this includes completing the front cover of exam scripts with your personal details.
- **Do not write anywhere other than on the exam answer booklet** – do not write on yourself, clothes, desk or equipment.
- **Do not bring, or have on your person, any unauthorised materials, equipment or devices.**
- **Food and drink is NOT allowed** other than water in a clear, uncoloured bottle with a sports cap (max. 500ml in size).
- **Stop writing immediately** when you are instructed to do so.
- Papers or exam materials **MUST NOT** be removed from the exam room.
- When leaving the exam room **you MUST remain silent** until you have left the building so as not to distract other students still working.

The items above are key points however you **MUST** read the JCQ information provided in the Appendices to ensure you are aware of all the rules and regulations when taking exams.

## 2. Exam Dates and Timetables

### Exam Dates

The dates of summer external exams are set by the exams boards and usually take place during May and June each year.

### Contingency Dates

The exam boards designated 'contingency days' for external exams taking place during the summer series. The contingency days are set in the event of a national or local disruption to exams. **Students must remain available up to and including the last contingency date should an exam board need to invoke its contingency plan.**

Summer 2023 contingency dates will be confirmed with the official Summer 2023 exam timetable.

### Entry Report

You will be provided with an 'Entry Report' for external exams which will include details of each written exam for which you are entered (including date and time). The Entry Report will be available to view via your Bromcom Student Portal account and MCAS.

When you are issued with your Entry Report, please read it thoroughly. This is a final check to ensure that that you are entered for the correct exams and tiers and your personal details are accurate. **YOU MUST CHECK IT VERY CAREFULLY.**

### Personal Details

Check the spelling of your name and date of birth as this will appear on your certificates. This will be your legal name e.g. Joseph rather than Joe.

### Exam Units

Check the subjects and tiers for which you are entered.

If **anything** is incorrect, you must notify the Exams Office (G10) **IMMEDIATELY** by emailing [examsanddata@stratfordschool.co.uk](mailto:examsanddata@stratfordschool.co.uk) from your school email account.

### Exam Timetables

Provisional exam timetables for internal mock and external Summer 2023 exams will be available to download from the school website in the 'Information – Examinations & Results' section once published:

**[www.stratforduponavonschool.com](http://www.stratforduponavonschool.com)**

### Timetable Variations

Exam clashes during external exams do occur.

If you have two exams timetabled at the same time, you will take one exam followed by the other. If the combination of exams lasts longer than three hours then one exam will be taken in the morning and the other in the afternoon. You will be supervised between the two exams by an invigilator and you will need to bring a packed lunch. Should this affect you, written instructions will be provided detailing how a timetable variation will be addressed and what you need to do. This will be in accordance with JCQ regulations.

A final timetable, detailing dates, time and seating arrangements, will be issued once seating has been completed and clashes resolved. This information will also be available to view via your Bromcom Student Portal account and MCAS.

### 3. Exam Day

#### Exam Start Times

It is your responsibility to know when your exams are taking place and to arrive in good time with the correct equipment. Please be aware of the start time for all of your exams, both internal mock and external exams.

**Internal Exams:** Morning and afternoon sessions within the school day – please refer to your timetable for start times.

**External Exams:** Morning and afternoon sessions – please refer to your timetable for start times. Depending on the duration of the exams some may finish beyond the school day.

#### Preparatory Sessions

Prior to external exams preparatory sessions will be arranged for all students. Details will be circulated in due course.

#### Exam Rooms and seating

Exams take place in rooms throughout the school. Please refer to your timetable for details

#### Main Exam Venues

<b>SH</b>	Sports Hall	Line up next to your seating row letter, on the playground facing the Technology department.
<b>GYM</b>	School Gym	
<b>G84</b>	PE Classroom	
<b>G85</b>	PE Classroom	
<b>G86</b>	PE Classroom	
<b>Other</b>	Main School	Wait in the corridor outside the room, not the playground.

Seating lists will be posted on the Exam Notice Board in the Technology area and/or on the Sixth Form area window wall. **YOU MUST CHECK THIS BEFORE EACH EXAM AS LAST MINUTE CHANGES DO OCCUR.**

Ensure you are in the correct place at least **15 minutes** before the exam start time.

#### Toilet Breaks

You should not need a toilet break during an exam, however, if you do you will be required to remove items from your pockets and place them in a tray. These items will be returned immediately after.


#### Candidate Numbers

You will be given a unique candidate number. This 4 digit number must be written on every exam paper taken and will remain the same throughout your education at Stratford upon Avon School. You must also write the full name that is on your candidate card, the centre number, **31300** and sign each exam paper.

**Exam papers cannot be sent to the Exam Board without your signature.**

Example of a candidate card:

This is where you will find your 4 digit candidate number which must be written on every exam paper.

Name:		
Candidate No:	1234	
Centre No:	31300	
Please ensure you sign your exam paper.		



## 4. Exam Absence

If you are unable to attend an exam your parent/carer **MUST** contact school immediately to notify the Exams Office. Please use the following number:

**Attendance Officer: 01789 416 621**

The Attendance Office will notify the Examinations Officer immediately.

For any other case contact the **24 Hour Student Absence Line: 01789 209 296**

### Illness

#### Absence through illness

If absence is through illness then your parent/carer must write to the Exams Office explaining the circumstances, accompanied by a Doctor's note where available. You and your parent/carer will also be required to complete, sign and return a JCQ Form 14.

If you are feeling slightly ill, you must try and sit the exam where possible.

#### Illness during an exam

If you feel unwell on your exam day please speak with the Examinations Officer before the exam starts. If you feel unwell during your exam you must raise your hand to attract the attention of an Invigilator who will assist you.

### Special Consideration

A 'Special Consideration' is a post-exam adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a significant effect on a candidate.

A special consideration application must be made to the Exam Board within 7 days of the exam taking place; if you feel that this applies to you then your parent/carer will need to contact the Examinations Officer immediately.

### Unexplained Absence

Failure to provide a reason and supporting evidence for an external exam absence may result in you having to pay for the missed exam.

### Late Arrival to Exams

If you are late for your exam you must go immediately to the Attendance Support Room where you must wait for instructions. Attendance Support Room staff will notify the Examinations Officer straightaway of your arrival and supervise you until you are collected and escorted to your exam room by an Invigilator.

### Finishing Exams Early

It is not permissible for any student to leave an exam before its scheduled completion time. Students must use the time available to them to complete the paper to the best of their ability and review its contents before the exam ends.

Students with extra time must stay for the full extra time entitlement.

## **5. Emergency Procedures**

### **School Closure**

In the unlikely event of a school closure, e.g. due to severe weather conditions, fire etc, details will be posted on the school website ([www.stratforduponavonschool.com](http://www.stratforduponavonschool.com)) and announced via Twitter (@straUponAvonSch). The target time to publish messages concerning school closure is 6.30am.

The Exams Policy, in light of School Closure, can be downloaded from the school website in the 'Information – Examinations & Results' section at [www.stratforduponavonschool.com](http://www.stratforduponavonschool.com)

### **Emergency Evacuation**

In the event of an emergency alarm sounding the Invigilators will advise you of the action needed. This will be either:

1. You will be led outside in an orderly manner to line up in rows as you were seated, OR
2. You will remain seated in the exam room whilst the alarm is silenced.

You must remain silent as you will be still under strict exam conditions throughout. In either situation, the length of time of the disruption will be noted and you will be given that time at the end of the exam.

## 6. Results

### Results Day

Results will be issued on each designed results day.

A Level: **Thursday 17 August 2023**

GCSE: **Thursday 24 August 2023**

Details of how results will be issued will be confirmed during the summer term. Teaching and support staff will be available on results days to assist with any additional exam information you may need.

If you would like your results posted to you, you **must** supply an **A4 1st Class Large letter Stamped Addressed Envelope** by 29 June 2023 and indicate clearly on the envelope your results type, e.g. GCSE. Please hand this directly to the Exams Office.

Results cannot be emailed or given over the telephone.

### Entering Stratford upon Avon Sixth Form

The enrolment process for Stratford upon Avon School Sixth Form will be published during the summer term. If you meet the entry requirements, you must ensure you have followed the correct process to submit your completed enrolment form to Sixth Form.

If you do not meet the entry requirements the Careers Team at school will be able to discuss the options available to you. It may be necessary to make an appointment, details of how will be available on Results Day.

### Enrolling at another institution

If you are continuing your education elsewhere, then you must familiarise yourself with their enrolment procedure.

## **Post Results Services**

Following the release of exam results a window of opportunity opens with each exam board to use post result services. Examples of the types of services include:

- Clerical Checks
- Review of Marking
- Access to Scripts

Full details of the Post Result Services available, their associated fees and application form will be provided on Results Day with your results. Please read this information carefully when you receive it to ensure you are aware of all of the deadline dates and associated fees. Post Results Services information will also be published on the school website along with the relevant application form.

Please be aware that when requesting a review of marking/clerical check of an exam paper(s), marks could go down as well as up, or stay the same. If the overall grade for the qualification changes there will be no charge to you and your original payment will be refunded, however, if your overall grade remains the same a refund cannot be issued.

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE CORRECT FEE  
OR AFTER THE DEADLINE DATE.**

### **Access to Script for Teaching & Learning Purposes**

Teaching Staff may request copies of marked exam scripts for teaching and learning purposes. Your permission will be sought after your results have been released and before any request to an Exam Board is made.

### **Coursework Collection—Art**

We are obliged to keep Art coursework till results have been published and all Post Result Services have been completed and deadlines passed.

If you wish to keep your Art coursework, please make arrangements to collect it from the Art Department before 1 February 2024. Due to the sheer volume of work that school has to store, space restrictions dictate that work will be discarded after 1 February 2024 if uncollected.

## 7. Certificates

**IT IS VERY IMPORTANT that you collect your certificates as they are valuable documents.**

Details of when and how to collect your certificates will be published on the school website and emailed to your parent/carer. If you continue to study at Stratford upon Avon school certificate collection details will also be shared via your tutor and in Sixth Form briefings.

It is important that your certificates are collected promptly as there is a fee for replacement certificates with typographical errors. It will be your responsibility to replace certificates with errors via the Exam Boards if you have not collected them within 6 weeks of the collection notification date.

Certificates may be collected on your behalf provided the nominated person has a letter of authorisation from you and necessary photo identification.

The School is obliged to keep certificates for only 12 months and from then either return to the Exam Board or destroy them. It will be your responsibility to organise replacement certificates if they have not been collected within the 12 month timeframe.

Please remember that certificates are official documents and required as evidence of your academic achievements. Educational institutions and employers will often request them when you are applying for courses and jobs so ensure they are kept safe and secure.

## 8. Exam Check List

- ✓ When issued with exam information check your personal and exam entry details are correct.
- ✓ Be organised and make a note of the dates and times of your exams.
- ✓ Keep your exam timetable safe – do not bring it into the exam room - it is an unauthorised item.
- ✓ Check the seating plans so you know which room you are in and where you are sitting.
- ✓ No mobiles, data storage devices or watches allowed.
- ✓ No headphones or earbuds allowed.
- ✓ No bags or coats allowed.
- ✓ Check you have at least one **black pen** and the correct equipment for the exam.
- ✓ Line up 15 minutes before the exam on the playground at the tennis courts or, if in the main building, go to the necessary room.
- ✓ Put your full name, candidate number, centre number on each answer book and sign it.
- ✓ Follow **ALL** instructions given by the Invigilators.



## 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

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



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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

### Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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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/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/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.
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- 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**



## 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.





**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 Wigatt


**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>



JCQ 2021 – Effective from September 2021



### 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.



AQA	City & Guilds	OCEA	OCR	Pearson	WJEC
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## 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.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

# **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.

## Notes

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