



# **Eskdale School**

# **Exam Candidate Handbook 2018/19**

*"The best way to finish an unpleasant task is to get started"*

**Anonymous**

## **INTRODUCTION**

Exam time can be one of the most stressful times of year for both candidates and parents/carers. This handbook aims to provide some guidance about the exam process and ensure you are familiar with the rules and regulations that ensure that our exam system is seen as one of the best in the world. These rules are put in place to make sure that every candidate, everywhere has the opportunity to demonstrate their best abilities at all times.

Please read the booklet carefully and share it with your parents/carers so you and they are aware of the exam procedures and regulations. The information in this handbook will apply to all of your final exams.

Mock exams will be conducted using the same rules and regulations described in this handbook but the start and finish times along with other organisational details may be different so please refer to your mock exam timetable.

The awarding bodies/examination boards set down strict criteria which must be followed for the conduct of examinations and Eskdale school is required to follow them precisely. You should therefore, pay particular attention to the JCQ 'Information for Candidates' notices and the 'Warning to Candidates' notices which are found at the back of this handbook and will be on display in exam rooms and school throughout the exam period.

If you have any more questions or something which you do not understand you can either speak to your form tutor, your Head of Year or the Exams Officer.

## **1. BEFORE THE EXAMINATIONS**

Please ensure we have at least one up to date contact number and email address for you.

### **EXAM TIMETABLE**

All candidates receive an exam timetable indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, whereas others have Foundation or Higher tiers.

You must check everything very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate. It is important that the name which appears on your exam documentation is the same as the name on your birth certificate or passport as this is that name that will appear on your official certificates and it may be difficult to change them once certificates have been awarded.

It is your responsibility to look after this timetable - **MAKE SURE YOU KEEP IT SOMEWHERE SAFE!**

A copy of the full summer exam timetable will be available on the school website.

If you forget your timetable a daily register will be displayed in main reception showing which candidates are taking that particular day's exam(s).

### **CANDIDATE NAME**

Candidates are entered under the name format of first name + middle name + legal surname e.g. Jack Stephen Smith. You must use your legal name on all exam documentation even if you prefer to use a different name in school. This is because exam certificates are legal documents. On your exam script you will need to write your name as it is shown on your candidate card (which will be on your exam desk)

### **CANDIDATE NUMBER**

At the top of your statement of entry you will see a four-digit candidate number. This is the number you will enter on examination papers however you don't need to worry about remembering it as it will be on a card on your exam desk.

### **CLASHES**

If you have two or more exams which are scheduled at the same time this is called an exam clash. A few candidates may have a clash and school will make special timetable arrangements for these candidates. This will usually require you to sit one of the exams either earlier or later than the scheduled time. If this happens you will be supervised in between exams and you must bring food and drink with you. During this time you will not be allowed access to your mobile phone or be able to communicate with anyone outside your holding room, however you will be able to revise for your next exam – please see the Exams Officer as soon as you can to discuss the arrangements that will be put in place.

## **EQUIPMENT**

It is your responsibility to bring all your own equipment and resources required to your exam. Borrowing from other candidates is **NOT** allowed in the exam. Your equipment must be in a transparent, colourless pencil case.

Equipment you are required to bring to every exam:

- 2 black pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Rubber
- Items to be brought to certain exams (check equipment needed with your teacher for each exam—if you are unsure bring to your exam anyway)
- Calculator with no lid
- Coloured pencils

Scrap paper and revision notes must not be taken into the exam room. You must do any rough work in your answer booklet. Cross out anything you do not wish to be marked with a single line. Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. You are allowed to highlight parts of the question paper if a separate answer booklet is used. You must write in black ink or ballpoint pen, except for drawings or rough notes. This is because as part of the marking process different coloured pens are used for different stages of marking.

## **CALCULATORS**

A calculator can be used unless you are told otherwise. Your subject teacher will inform you if you are not allowed a calculator for a particular paper. If you are allowed a calculator in an exam check the batteries are working properly, clear anything stored in its memory, remove the case and ensure it is a size suitable for use on an exam desk. You must bring your own calculator if you need one and you are responsible for making sure your calculator works properly and meets awarding body regulations. You cannot borrow another candidate's calculator in an exam. Calculators must not be designed or adapted to offer any of these facilities:

- Language translator
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Be capable of communication with other electronic devices or the internet
- Have retrievable information stored in them, this includes:
  - Databanks
  - Dictionaries
  - Mathematical formulas

## **2. DURING THE EXAMINATIONS**

### **DATES AND TIMES OF EXAMINATIONS**

Examination dates and times are clearly shown on your exam timetable. Morning exams start at 9.00am and afternoon exams start at 1.30pm unless you are informed otherwise.

It is your responsibility to check your timetable so that you arrive in school on the correct day and at the correct time for your exams. You should arrive at the exam venue no less than 15 minutes prior to the start of the exam. The 'start' time is when the exam will start, NOT the time you need to arrive by. A seating plan will be displayed outside the venue, please take the time to have a look at it in order to find your seat easily when you enter.

### **UNIFORM/DRESS CODE**

Candidates must wear full uniform to all examinations. Outdoor jackets, scarves and hats cannot be worn.

### **FOOD AND DRINK**

Food and drink is not routinely allowed in exam rooms (with exception of candidates with a medical condition—these should have made the Exams Office aware prior to the start of the exam season), however, you may bring with you a colourless, transparent bottle of water with the label removed, no bigger than 500ml, but please make sure it has a leak proof spout (also known as a sports cap). Please be advised that you are not allowed to refill your bottle during the exam and invigilators cannot do this for you.

### **LATE ARRIVALS**

If you are going to be late for an exam please get in touch with school as soon as you can. If possible, give an estimated time that you think you will arrive.

- If you arrive within 1 hour of the start of the exam (10.00 am for morning exams and 2.30pm for

afternoon exams) you may (at school's discretion) still be able to sit the exam with no penalty and we will endeavour to make sure you have the full time available for the exam.

- If you arrive more than 1 hour late you may (at school's discretion) still be able to sit the exam but a report will be made to the awarding body and they may not accept your paper for marking. We will endeavour to make sure you have the full time available for the exam.

## **CONDUCT DURING THE EXAM**

As soon as you enter the exam room you are under exam conditions. This means:

- You must not communicate with any of your fellow candidates in any way. This includes both verbal and non-verbal communication.
- If invigilators suspect you are communicating with others the incident will be reported to the awarding body and they may not accept your script.
- You must not turn around.
- You must ensure you sit at the correct desk to ensure you complete the correct question paper.
- If you need assistance put up your hand and wait for an invigilator to attend to you.
- Once you have entered the exam room, you have to be escorted at all times if you need to leave (for example if you need the toilet or feel unwell) for the duration of the exam.
- You must follow the instructions given to you by the invigilators in the exam room at all times.
- You must not disturb others from being able to complete the exam.
- If you leave the exam unaccompanied by an invigilator you will not be allowed to re-enter.
- If you complete your exam early you will not be allowed to leave the room as this disturbs other candidates. You must check your exam paper through and sit in silence.

Listen carefully to instructions and notices that are read out by invigilators—there may be amendments to the exam paper that you need to know about. Before you start check that you have the correct question paper and an answer booklet if required. Read through the instructions on the front of the exam paper before starting the exam and make sure you are clear as to how many questions you are required to answer. You must put your legal name on your exam paper (not your preferred name).

Invigilators are there to ensure that all candidates have the opportunity to demonstrate their abilities and prevent possible malpractice by candidates. If you have any queries don't be afraid to put your hand up and ask and invigilator for assistance but the amount of assistance they can give is strictly limited. For example an invigilator cannot:

- Read any part of the exam paper to you, except the instructions on the front.
- Tell you what words mean in questions or re-phrase a question for you.
- Tell you what time it is or how long is left in the exam.
- If anything inappropriate is written on an exam paper the awarding body can refuse to mark your script
- Any student who is disruptive or behaves in an unacceptable manner will be removed from the exam room by the Head of Year or a member of the Senior Leadership Team. In these cases a report will be made to the awarding body and they may not accept your exam paper.

## **END OF THE EXAM**

If you finish before the time allowed for the exam, carefully check all your answers. Make sure your name (as shown on your candidate card) and candidate number are on every piece of paper used. At the end of the exam all work must be handed in. You are not allowed to remove any work from the exam room. Rough paper is not allowed in exams so all work you have done will be sent to the awarding body for marking so remember to cross through any rough work you do not want to be marked.

Invigilators will collect your exam papers before you leave the exam venue. If there is any communication during this process it will be treated as malpractice and reported accordingly. You will be dismissed from the exam row by row and you must remain in complete silence until you have left the exam room.

## **EMERGENCY EVACUATION**

In the event of an emergency, for example a fire alarm, the following procedure will be followed:

- You must stop writing and remain seated and listen to the instructions from an invigilator.
- You will be told by an invigilator when to leave and where to assemble.
- Leave all your equipment in the exam venue.
- You must leave the room in complete silence and must not speak to fellow candidates about the exam whilst you are outside the exam room. If an invigilator suspects you are communicating about the exam it will be reported to the awarding body.
- If you are allowed to return to your exam room do not start writing until the invigilator informs you to do so.

- The invigilator will make a note of the time of the interruption and how long it lasted. This will be reported to the awarding body.
- You will be allowed the full working time set for the examination.

### 3. ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please let us know at the earliest possible time so we can help and advise you. Please ask specifically that the message is also given to the Exams Office. We must receive a call for **EVERY** exam missed.

Not attending the exam, even due to illness, has to be the very last resort. All possible attempts must be made to sit the exam even if disadvantaged in some way. However, please make the Exams Office aware of any such disadvantage before the exam.

**You must** also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the awarding body to ask for special consideration. They will look at this in conjunction with other examination marks from the candidate in that particular subject and controlled assessment/internal assessment marks. This may enable them to issue a mark and grade accordingly, however this grade will probably be much lower than if you had sat the examination. Where an application for special consideration is submitted to the awarding body, it is for them to consider - it is not the decision of the school.

Only in 'very exceptional circumstances' are candidates granted special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/carer and given to the Exams Office without delay. In all cases where an application can be made for special consideration, it must be submitted within 5 days following the exam. It may be that if you do not sit a particular unit – you may not obtain an overall result for that subject.

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

### 4. EXAM CHECKLIST

- Arrive at the exam venue at least 15 minutes prior to the scheduled start time.
- Leave yourself a safety margin on timings in case of problems with the journey.
- Bags and coats will not be allowed in the exam room.
- The following items are specifically prohibited from being brought into an exam room. Please check yourself before entering the room that you do not have any of these items in your possession because if they are seen or suspected to be in your possession it will be reported to the awarding body even if you have no intention of using them:
  - Any form of written material/revision notes unless specified for a particular exam.
  - Mobile Phones - Candidates must not have mobiles phones in their possession in the exam room (either turned on or off).
  - Watches – All types of watch have been banned from exam rooms because of the possibility of them being able to receive communication. Every exam room is required to be equipped with a clock that all candidates can clearly see.
  - Electronic devices; stereos, digital equipment, reading pens, electronic communication / storage devices, iPods, MP3/4 players, smart watches or any other products with text / digital facilities.
- If any of the above are found in your possession they will be immediately confiscated. In the case of possessions that have a value (e.g. mobile phone) they must be collected from school by a parent/carer.
- Only clear pencil cases are allowed on your desk.
- No talking or communication between candidates once you enter the examination room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- Normal uniform rules apply.
- No food allowed in the examination room (if you have a special requirement – please see the Examinations Officer at the start of the exam season).

### 5. AFTER THE EXAMINATIONS

#### Exam Results

Exam result will be available for collection on **Thursday 22 August 2019**. The senior leadership team along with subject staff will be available on the day to support students and celebrate their successes.

If you haven't collected your results personally, or sent in a nominated representative, we will post the results out to the address held on record.

Results **CANNOT** under any circumstances be given out over the telephone or sent by email.

## Enquiries about Results

### Review of Marking

- If you would like to query a mark/grade upon receipt of your exam results you should contact the relevant Head of Department or subject teacher by the deadline specified by the Exams Officer. The deadline will be specified in the examination pack given to you on Exam Results day. You should consult your subject teacher/ Head of Department to review your marks/grades, the breakdown of marks and grade boundaries before requesting the review. **Please be aware that grades can be either raised, remain the same or lowered.**

### Access to Scripts

- Following the release of results, you can request a return of an exam script. Please be aware when the awarding body has returned the original script to you can no longer request a remark of this exam paper.
- The application form for these post services results can be found in this booklet in Section 7. This form must be completed, signed and the relevant payment made before an application can be processed.

## 6. CERTIFICATES

Certificates are usually sent out to Schools by the middle of November. We will be arranging an awards presentation for you to collect your certificates. If you do not wish to attend you will be able to collect your certificates in person during school hours. Please contact the school to arrange a time before. You should bring in I.D with you and you will be asked to sign to prove you have collected them.

If you are unable to collect your certificates in person and would like someone else to collect them on your behalf (e.g. Parent or nominated representative) you must provide a signed letter authorising them to pick up your certificates. They must also provide ID on collection. Alternatively, please complete the form in section 7.

Once issued, certificates cannot be replaced by the School. If you require duplicates, you must contact the relevant awarding body directly and be aware they may charge for this service.

IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATES. We will hold certificates for a maximum of 12 months. After this time they will be securely destroyed.

It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to further or higher education establishments, training providers and employers as proof of your qualifications.

### Centre Assessed Work

Internal Assessments may be part of some GCSE exams and will contribute to a percentage of an overall GCSE grade. Dates for Internal Assessments are set by your teachers therefore please check with your subject teachers when these are scheduled.

All candidates will be informed of their centre assessed marks so that they may request a review of the schools marking before marks are submitted to the awarding body. The review will be carried out by an assessor who has no previous involvement in the assessment- please see the Non Examinations Assessment Policy for more information.

## 7. POLICIES

The following policies are available to view on the School Website, [www.eskdale-school.co.uk](http://www.eskdale-school.co.uk):

- Exams Policy
- Non Examination Assessment Policy
- Complaints and Appeals Procedure (exams)
- Internal Appeals Policy
- Disability Policy (exams)
- Word Processor Policy (exams)

## 8. JCQ DOCUMENTS



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates For on-screen tests – effective from 1 September 2018

**This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <b>notes;</b> <b>a) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> Unless you are told otherwise, you <b>must not</b> 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; <b>b) pre-prepared templates.</b> <b>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.</b>
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>B Information – Make sure you attend your on-screen test and bring what you need</b>	
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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <b>a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it;</b> <b>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</b> <b>d) do not bring into the examination room any operating instructions or prepared programs.</b>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
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; <b>a) the on-screen test is in another candidate's name;</b> <b>b) you experience system delays or any other IT irregularities.</b>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
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: <b>a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.</b>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
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.

**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.learningrecordservice.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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates

#### For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.

**If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <b>notes;</b> a) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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 formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
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	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

**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 2019.

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**

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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.**



## **Information for candidates**

### **Using social media and examinations/assessments**

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

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

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

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

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

#### **You should be aware that the following might constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social
- networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

#### **Penalties that awarding bodies apply include:**

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

#### **Please take the time to familiarise yourself with the JCQ rules:**

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

## 9. FORMS

# RESULTS THIRD PARTY COLLECTION

### PERMISSION TO COLLECT A CANDIDATE'S RESULTS

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

TO: Examinations Office

I am unable to collect my results in person and therefore, give permission for

\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my results.**

Yours faithfully

\_\_\_\_\_ (Student Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Candidate Number)

# CERTIFICATES THIRD PARTY COLLECTION

## PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

TO: Examinations Office

I am unable to collect my certificates in person and therefore, give permission for

\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

\_\_\_\_\_ (Student Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Candidate Number)

## Post-results Services: Enquiry, Consent and Payment Form

To request an Enquiry about results (EAR) and/or Access to scripts (ATS) please complete the required information in the white boxes and sign and date the form to confirm consent/permission. The services available for the **2018/19** exam series are numbered 1-6 below. This number should be used to indicate the service(s) requested.

Candidate number		Candidate name		Candidate email		
Awarding body & Qualification		Exam code	Exam title		Service No.	Fee
						£
						£

### EAR Candidate consent statement and signature

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.

By signing here I confirm my consent above:

..... Date: .....

### ATS Candidate consent statement and signature

I consent to my scripts being accessed by my centre.

#### Tick ONE of the permission statements

- If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number must be removed.
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

By signing here I confirm my consent/permission above:

..... Date: .....

Consent/permission statements taken from JCQ [Post-Results Services](#) publication, Appendix A and B

No.	JCQ post-results service (PRS)	Details of the service
1	EAR Service 1: Clerical re-check	This is a re-check of all clerical procedures leading to the issue of a result... This service will include the following checks: • that all parts of the script have been marked; • the totalling of marks; • the recording of marks. [PRS 4.3.1]
1a	EAR Service 1 with an ATS copy of re-checked script	
2	EAR Service 2: Review of marking	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. <b>It is not a re-marking of the candidate's script...</b> This service will include: • the clerical re-checks detailed in Service 1; • a review of marking as described above. [PRS 4.3.2]
2a	EAR Service 2 with an ATS copy of reviewed script	
2P	EAR Priority Service 2: Review of marking	
	EAR Priority Service 2 with an ATS copy of reviewed script	This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. <b>It is not a re-marking of the candidate's script...</b> It is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. [PRS 4.3.3] <b>This service is also available for Pearson GCSE</b>
5	ATS: Copy of script to support a review of marking	This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
6	ATS: Copy of script to support teaching and learning	This is a non-priority service enabling centres to request copies of scripts to support teaching and learning

#### For exams office use only

Total payment received	£	Service(s) applied for	Outcome received	Candidate notified	Enquiry complete
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