



Year 11
Candidate Exam Handbook
May/ June 2018

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Introduction

This guide is designed to provide you with important information for your summer external examinations. You will also be expected to follow the official JCQ rules which have been provided in the Appendices.

It is the aim of The Archer Academy to fully brief candidates on the examination and assessment processes in place in the centre and to make the experience for candidates as stress free and successful as possible.

The Joint Council for Qualifications (JCQ) writes strict exam rules and all students at The Archer Academy are required to follow them precisely. You should therefore pay particular attention to the following JCQ Information for candidates, which have been provided in the Appendices:

Appendix A: Information for candidates – written exams

Appendix B: Information for candidates – social media

Appendix C: Information for candidates – controlled assessment

Appendix D: Information for candidates – coursework

Appendix E: Information for candidates – non-examination assessment

This handbook will provide you with the relevant information about your exams please keep it safe, read it carefully and refer to it regularly. If there is anything you do not understand or you have any questions which are not answered in this handbook, please ask for advice.

People you can contact:

- Assistant Headteacher: Mr Oakley
- Head of Year 6: Mr Savage
- The Examinations Officer: Mrs Bridger (LS14)
- Your class teachers

School telephone No: 020 8365 4110

Remember - we are here to help.

Coursework/controlled assessments/non-examination assessments

Many of you will have completed coursework and some of you will be about to take part in controlled assessments e.g. for your Art, D.T. or photography assessments. Your class teachers will inform you of any internal deadlines and when any controlled assessments will take place.

Over the next couple of months you may receive marks for internally assessed coursework or practical examinations. This work will have been carefully marked by your teachers and thoroughly moderated to ensure that the marks given are authenticated in line with the awarding body requirements. If you have any questions when you receive your marks, please speak to your class teacher who can help with your queries.

You may ask to see copies of your work or request for your work to be remarked, please note that a request for a remark must be made to the Examinations Officer in writing and within 5 working days of the mark being released. Further information on this will be available on our school website shortly within the Internal Appeals policy.

We have included the JCQ guidelines on controlled assessments, coursework and non-examination assessments in Appendices C, D and E.

Timetabled written exams

You will have received your GCSE statement of entry document, to check that personal details and exam entries are correct, and an individual exam timetable, which shows your specific exams with details of your exam dates, time and duration. Please check this carefully. If you think something is wrong please let the Examinations Officer know immediately, if you have not already done so.

You will need to follow strict instructions from JCQ when taking your exams. Please carefully read the JCQ information for candidates documents – written examination and social media, these have been provided in Appendices A and B. Please also carefully read the Exam room posters – Warning to candidates and Mobile Phones posters which are in Appendices G and H. These will be displayed outside each exam room.

What to do if I have two or more exam papers timetabled in the same session?

Some of you will have two or more exam papers timetabled at the same time. If the total length of both papers combined is 3 hours or less in the one session, one paper will be taken followed by the next paper in the same session. You will be given a brief break in between the two exams, you will be kept under invigilator supervision during this break and will remain in the exam room. You will be notified beforehand which paper will be sat first.

If the total length of the two papers combined lasts for more than 3 hours, one of your exam papers will be moved to a different exam session. You will be kept under school staff supervision in between both exam sessions but will not need to remain in the exam room. You will be advised of the order of the exams before the exam period starts.

Where will exams take place?

Most of the written exams will take place in the Sports Hall in the Lower School, Stanley Road Campus. In some circumstances however, exams may be held in other exam rooms including rooms in Upper School. We will communicate with you if your exam is to be taken at Upper School.

What time will my exams start?

Morning exams will start at 9:00 am

Afternoon exams will start at 2:00 pm

Please ensure you arrive at the Lower School campus 1 hour before the start of your exam. There will be an area set aside where you can wait and get ready for your exam. You are expected to come along to any organised "Top Tips" sessions which are relevant to you.

You will be dismissed from the exam room once the exam has finished and after all the answer booklets and questions papers have been collected. Some exams may finish later than the normal school day, please check the exam timetable for this information.

Where will I sit in the exam room?

You must sit at a desk which has your candidate number. A seating plan will be put up before your exam for you to check the exam room and the location of your desk. You will sit at different desks for different exams.

What equipment should I bring in to my exams?

Only bring into the exam room pens, pencils, rubbers, sharpeners, rulers and any other equipment which you need for the exam. **You must write clearly in black ink except for drawings and rough notes**, unless the instructions printed on the front of the question paper state otherwise. The majority of your exams are now scanned and marked onscreen and ink other than black will not show and your answers will appear blank to the examiner. Please make sure you have an adequate supply of black pens (at least 3).

Bags brought in to school can be left in the designated areas.

For a full list of equipment you are permitted/ not permitted to bring into exams please refer to the JCQ Information for Candidates information – written exams in Appendix A.

Can I bring a mobile phone to school?

Please try to leave all electronic equipment including mobile phones at home, however if you do need to have a phone with you for the journey to and from school this must not be left in your bag or coat.

Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. **No exceptions can be made.**

You will have the chance to hand any electronic equipment you may have to the invigilator at the start of the exam. Anything handed in will be returned to you once the exam has finished and before you are dismissed. If a phone has been left in a bag and rings during the GCSE exams the school is obliged to notify the exam board and this may result in the candidate being penalised or even disqualified. Smart watches are not permitted in the exam hall.

It is your responsibility to bring the correct equipment into school for the exam. Any borrowed equipment must be returned to the invigilators before you are dismissed. **Ask your subject teacher to tell you what you need to ring in for each exam.**

Can I wear a watch during the exams?

You may not bring into the exam hall a smartwatch or a wrist watch which has a data storage device. Other watches will be allowed however you will be asked to put your watch on your desk. Please make sure that any watch alarms are turned off.

Should I bring a calculator with me?

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams. These are copied below.

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

Taken from [JCQ Instructions for conducting examinations 2017-2018](#)

You may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. You are responsible for remembering your own calculator, do not rely on borrowing one from the exam hall.

What happens if I am late?

You are expected to check your own timetable and arrive at school on the correct date and at the correct time. However if you are late, please go to the Lower School office, who will then arrange for you to be brought quietly into the exam hall. It is important that the school follows the JCQ guidelines for candidates who arrive late.

For exams which last over an hour, if you arrive more than one hour after the published starting times (10am for a morning exam or 2:30pm for an afternoon exam), your exam

paper may not be accepted by the awarding body. All late arrivals will be recorded and monitored.

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

What happens if I am ill?

If you are seriously ill and unable to get to school, your parent or carer will need to contact the school before 8:00 am and speak to the Examinations Officer. It is essential that medical or other appropriate evidence is obtained on the day of the exam and that this is given to the Examinations Officer at the earliest opportunity as it will be required by the exam board.

Please note that the school will require payment of entry fees should a candidate fail to attend an examination or produce the necessary coursework without good reason and without informing the school. Fees for GCSEs start from £30 per subject.

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

If you become ill during your exam please put your hand up and when an invigilator comes over to you should explain to them that you are feeling unwell. If you feel ill before an exam starts, please inform an invigilator.

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

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

What happens in the event of an emergency in the exam room?

If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not panic. If we need to evacuate the room you will be asked to leave in silence and in the order in which you are seated. You will be escorted to a designated area in the school grounds. Leave everything on your desk. You must not attempt to communicate with anyone, other than staff and invigilators, during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Can I go to the toilet during the exam?

If it is absolutely necessary an invigilator will escort you. Avoid this disruption by visiting the toilet beforehand. Toilet breaks will be recorded and monitored.

How is my identity confirmed in the exam room

You will be provided with a photo ID card for you to wear on your lanyard. This card will include your legal name, candidate number and a photograph. You will need to show your ID when you enter the exam room. When you are in the exam room you must put this ID card on your desk so that invigilators can easily see it and identify you.

What exam conditions will I need to follow?

You will be brought into the exam room by a member of staff who will check the ID on your lanyard.

From the moment you enter the exam and until you have left the exam room, you will be under strict exam conditions. This means that you must be silent and not communicate either verbally or non-verbally to any other candidates.

You must listen to and follow the instructions of the invigilator at all times in the exam room.

If you need to get the attention of the invigilator you must raise your hand and wait for the invigilator to come to you. Please follow the rules of the JCQ Warning to Candidates poster in Appendix H.

Who will supervise my exams?

Exams will be supervised by a team of invigilators, who will follow strict rules and regulations when conducting exams, as directed by the JCQ and different exam awarding bodies.

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

What information will I need at the start of the exam?

Exam information will be displayed at the front of the exam room and will include: centre number, exam name, start time and finish times.

The invigilator will go through relevant information relating to what needs to be filled in on the front of your answer books (legal first name, legal surname, centre number, candidate number, paper details etc.). The invigilator will explain any relevant information regarding the use of additional answer sheets/answer books etc.

What information should I check at the start of the exam?

First of all, listen carefully to the instructions and notices read by the invigilator, there may be changes to the exam paper that you need to know about.

Check you have the correct question paper - **check the subject, paper and tier.**

Read all the instructions on the front of the question paper carefully and number your answers clearly.

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

Invigilators will ask you to check you have the correct paper before the exam starts. If you think something is wrong put up your hand **immediately.**

What should I remember whilst completing the exam?

Write legibly, if the examiner cannot read your answers they cannot mark them which will impact the grade you are given.

Use all the available time allowed and spend any time at the end checking your answers. You are not permitted to leave before the end of the exam. You must sit quietly at your desk so as not to disturb other candidates.

Can I bring a notebook or reading book into the exam for when I have finished my exam?

No, you will not be allowed to bring these items into the exam. You should only have the equipment you need in a transparent pencil case or clear plastic bag.

Can I bring food or drink into the exam hall?

You may bring water into the examination hall as long as it is in a clear bottle, free from writing and labels. Food is only allowed in the exam hall if required for medical purpose and must be free from packaging. Food and drink which does not comply will be removed from your desk.

What should I wear for my exams?

You will need to come into school in full school uniform.

Can I put a coat or blazer on the back of my chair?

Coats should be left at the designated bag drop area. Blazers must not be kept on the back of your chair. You should either wear your blazer or leave this with your bag.

What happens if I do not have an exam?

Up to and including 25th May, you will be expected to come to Upper School as usual, where lessons will continue.

From 4th June, you will only need to come to school if you have an exam on that morning or afternoon. However "Top Tip" sessions will take place either on Lower School or Upper School and you are expected to come to those which apply to you.

What happens at the end of the exam?

For morning exams:

Up to and including 25th May:

You will normally go back to Upper School after your exam where you can have lunch and prepare for your afternoon exam or attend lessons.

From 4th June:

If you have an exam in the afternoon, once dismissed from the exam room, you will normally go to Upper School where you can have lunch and prepare for your afternoon exam.

If you do not have an exam in the afternoon, you should make your way home promptly.

For afternoon exams:

You will go straight home after your exam.

How will I know what access arrangements I have been awarded?

You will receive written confirmation on access arrangements in place for your exams. A seating plan will be put up ahead of each exam so that you will be able to check to see which room you are in and where you are sitting before you enter the exam room.

Where can I find out information on the procedures for alleged, suspected or actual malpractice?

All incidents of poor, disruptive and/or inappropriate behaviour will be recorded by the invigilators on an exam incident log, reported to the Examinations Officer and dealt with in accordance with JCQ regulations.

Some examples of malpractice can include the following:

- unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions
- the possession of mobile phones or other electronic devices in the exam room (whether switched off or not)
- the passing of information between students during an examination
- taking unauthorised material into the examination room
- making a noise which disturbs other candidates

Where malpractice is discovered, we will follow the appropriate procedure as set out by the awarding body or JCQ.

What post results services will be available to me?

Access to scripts

You may ask the school to request the return of scripts after the publication of the GCSE results. The request must be made in writing and any cost will be charged to the candidate. GCSE re-marks cannot be applied for once a script has been returned.

The school may request copies of your scripts to support reviews of marking and/or teaching and learning. We will ask for your consent for this when you collect your results and we will cover the cost for this.

Enquiries about results

Enquiries about Results (EARs) may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried by the Centre then the Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

If a result is queried by a candidate against the advice of the Centre then the expense will be charged to the candidate. Cheques for the full amount must be received, together with the appropriate signed authority by the candidate before the Centre will make the enquiry.

Fees for post-results services (Access to Scripts and Enquiries about Results) are set independently by each individual awarding body.

Please refer to our Internal Appeals procedure, which can be found on the school's website.

In addition, you will be provided with information on post-results services when you collect your results.

What is the complaints and appeals procedure?

A copy of our complaints and appeals procedures can be found on the school's website.

What is the Internal appeals procedures?

A copy of our internal appeals procedures can be found on the school's website.

When will I get my results?

Results will be available in the Lower School dining hall on Thursday 23rd August between 10am to 12 noon.

You must collect your results in person. Please bring photographic ID with you, this can be your school ID card or zip card. If you wish any family members to collect your results on your behalf he/she must bring your signed; written permission with them to school and also present their own photographic ID, so that they can be identified. Results will not be released without this authority and your results will then be posted out to your home address. If there is nobody available to collect your results on result day, please advise the Examinations Officer before the exams start or as soon as you know.

You can find further information on this in the school's Examinations policy.

How can I collect my certificate?

You will be advised of process of collecting your certificates when you collect your results.

Unclaimed/uncollected certificates will be retained securely for a minimum of 12 months from date of issue.

How will the awarding bodies process my personal data?

Please see Appendix F: JCQ Information for candidates – Privacy Notice for information on how the awarding bodies will process your personal data.

What JCQ instructions should I read?

Please familiarise yourself with the documents provided in the Appendices.

Appendix A: JCQ Information for candidates – written exams

This document explains the rules and regulations of the exams. 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:
 - notes;
 - potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.

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

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

B Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 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:
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the exam room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D Instructions during the exam

- 1 Always listen to the invigilator. Follow their instructions at all times.
- 2 Tell the invigilator at once if:
 - you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 Fill in all the details required on the front of the question paper and/or the answer booklet **before** you start the exam.
Make sure you fill these details in on any additional answer sheets that you use.

- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Appendix B: JCQ Information for candidates – social media

You must read this information to help you stay within examination/assessment regulations when using social media.

JCQ
CIC

Information for candidates
Using social media and examinations/assessments



Image by Patrice Jones

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

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

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

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

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

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



You should be aware that the following might constitute malpractice:

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

Penalties that awarding bodies apply include:

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

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

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

JCQ 2017 – Effective from 1 September 2017

Appendix C: JCQ Information for candidates – controlled assessments

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

This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC



Information for candidates – GCSE controlled assessments

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

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

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

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

Do not think you will not be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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Taken from: *Information for candidates – non-examination assessments 2017-2018*

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

Appendix D: JCQ Information for candidates - coursework

You **must** read this information if you are undertaking any Entry Level Certificate qualifications.

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC



Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

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

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

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

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

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

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

You must also include a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

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

Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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Taken from *Information for candidates - Coursework 2017-2018* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix E : JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any reformed GCSE qualifications that contain elements of non-examination assessment.

This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC



Information for candidates: non-examination assessments

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

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

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

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called “referencing”.

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

Do not think you will not be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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Taken from *Information for candidates – non-examination assessments 2017-2018*

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

Appendix F: JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

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

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017



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

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

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates’ personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate’s personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates’ personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
4. Personal data within candidates’ work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate’s personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates’ personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate’s Unique Learner Number (ULN) and update/check a candidate’s Personal Learning Record.

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

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

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

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

Take from *Information for candidates – Privacy Notice 2017-2018* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Appendix G: JCQ No Mobile Phones poster

This poster will be displayed outside each exam room. You must note that Possession of unauthorised items, such as a mobile phone, during a GCSE exam is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

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

DISQUALIFICATION

**from your examination and your overall
qualification.**

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

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Appendix H: JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

You **must** follow the instructions of the invigilator.

If you are in any doubt speak to the invigilator.

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

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