

Walderslade Girls' School

Examinations: What you need to know

Exam Season 2019

Centre Number 61221

INFORMATION FOR STUDENTS AND
PARENTS

GCSE and A Level

This booklet is designed to explain to you and your parents the procedures and rules for public examinations as set by the Awarding Bodies and their overseeing authority, the Joint Council for Qualifications (JCQ). It is intended to help you make good preparations for sitting your exams and also to understand the possible consequences if you do not. The school has a duty to maintain the integrity of exams for all candidates.

When will I have exams?

Public, or external GCSE or GCE exams at Walderslade Girls' School now only take place in the summer term, mostly in May and June. Exceptions to this may include practical exams such as Art and PE, Dance and Drama, which can take place earlier in the spring. Sixth form students may re-take GCSE exams in English and Mathematics in November. Some BTEC courses also have exams during the year.

Coursework and performance tasks, for example Language speaking assessments, will take place in certain subjects throughout the academic year. These are effectively public exams taken in lessons, invigilated by your teachers, and are subject to the same strict rules as exams taken in the hall. You will be asked to sign to verify that all work submitted is wholly your own, and that you have acknowledged any sources used.

At the back of this booklet you will find the JCQ documents 'Information for Candidates for Written Examinations' and 'Notice to Candidates: Coursework Assessments' telling you the expectations and requirements. You will also find the 'Warning to Candidates' posters, which you will see outside every exam room. You must read these and if you do not understand anything, ask a member of staff to explain.

Some subjects will set mock exams in November, December or January, for years 11 & 13. These are conducted as closely to the 'real thing' as possible, to give you practice before the summer.

How will I know the dates of my exams?

The dates for public exams are on general release via the Awarding Body and JCQ websites, from late in the winter term. You will get a personal timetable, which you should check for accuracy, once entries have been submitted to the Awarding Bodies. This happens in March.

Sometimes, candidates will find that they have more than two exams on the same day or even two exams at the same time. These are known as 'clash candidates' and there are rules about how this can be managed. You may have to sit 2 exams in a morning, for example. It is NOT possible for school to change the date of your exams as these are set by the Awarding Body. If you have a total of more than six hours of exams in one day, arrangements can be made for you to be supervised overnight to allow one exam to be taken the following day.

Agreement will be reached between the candidate and the Exams Officer before the day of the exam, as to in which orders the exams will be taken. This cannot be changed on the day, as invigilation rotas will have been set and rooms allocated.

What if I can't make it to my exam?

You must make every effort to turn up to each exam. If you do not, it is possible that you will not be able to complete that course and get a certificate. Please ensure you leave enough time to get to school so if you are delayed for any reason, you can still be on time for your exam.

If you are ill on the day of an exam, you must let school know as soon as possible. It may be possible for you to take your exam in a separate room and have rest breaks to help you manage your illness. If you are too ill to sit the exam you will be asked to provide a Doctor's letter to allow school to apply for special consideration from the Awarding Body on your behalf. This may result in you being given a final grade based on previous exam results or coursework marks.

If you are delayed by transport problems or other unforeseen circumstances, you must let school know as soon as possible. If you arrive more than an hour after the official start time, you may not be allowed by the Awarding Body to sit your exam. If you arrive late, school will make every effort to allow you the full amount of time to complete the exam.

When should I arrive for my exam?

Morning exams usually start at 9am prompt. You should aim to arrive at least 10 minutes prior to the start of the exam.

Afternoon exams usually start at approx. 1:00pm. You should aim to arrive at the exam room least 10 minutes prior to the start of the exam, unless a different time is shown on your Individual Examination Timetable.

The start time of your exams will be shown on your Individual Candidate Timetable. Do not lose it! If you are late you may not be able to sit the exam. Please make sure you have been to the toilet, put your bag away etc. before you arrive at the exam hall. Please read the Exam noticeboard and note where you will be seated. You will usually be seated in candidate number order, unless you have access arrangements or other special requirements.

What do I need to bring?

You are responsible for bringing any equipment that you need for your exam e.g. Pens, calculator. You are not allowed to borrow items from another candidate during an exam.

You will be provided with all the exam papers, answer booklets, inserts, texts and other items necessary for you to sit the exam. You are not allowed rough paper and must do any working out or planning on the booklets provided. This is to ensure that the examiner can see all of your work – you may get credit for some workings even if you get the final answer wrong. You should write your answers within the lines or boxes provided on the paper.

Exams must be written in black and it is advisable to bring spare equipment. This may be carried in a clear pencil case or small clear plastic bag. Use of gel pens and Tippex is not allowed.

You must not use highlighter pens in your answers (although you may use them to highlight questions, words or phrases within the question paper or question/answer booklet.) You may also use a highlighter pen to highlight extracts in any resource material provided.

School has a few spare items to loan out if your calculator or pen breaks during the exam, but is not obliged to provide you with a pen if you do not bring one.

You may bring one small, clear, bottle containing water only (unless medically exempt). All labels must be removed from water bottles.

Prohibited items

Mobile phones, MP3/4 players, digital watches with storage capacity, calculators with USB ports, calculator lids/cases with written information on, spellcheckers and dictionaries, coats, bags, food (unless medically exempt) - Including chewing gum - loose paper (even if blank) are examples of PROHIBITED ITEMS in the exam hall. This includes in preparation areas for Languages orals and practical performances and for clash candidates under supervision.

You may not hang items over your chair or place anything under your desk during an exam. You may not enter the exam hall with writing on any part of your body. If you bring any prohibited items, even if you do not intend to use them, you may be disqualified from the exam. The school must report to the Awarding Body whenever a mobile phone is found to be in an exam room, even if it is switched off.

PENALTIES IMPOSED BY THE AWARDING BODY CAN INCLUDE DISQUALIFICATION FROM AN EXAM, AN ENTIRE SUBJECT, OR ALL EXAMS IN A SEASON.

You must not remove any exam paper, answer booklets or inserts from the exam hall at the end.

What should I wear?

Students in years 9-11 must wear full uniform for all public exams, even if they are on study leave. You will need to decide before entering the exam hall, whether or not you require your blazer on. You will not be allowed to take it off half way through the exam and hang it over your chair. This is in order to keep the room clear for the invigilators, who must be able to see what is going on at all times across the room.

Sixth Form students and external candidates may wear appropriate clothing. This should follow the rules for Sixth Form attendance at school: no shorts above knee length, no exposed midriffs, tops must be covered. No external clothing (hats, hoods, gloves, sunglasses etc.) will be allowed and should be left outside the hall. Please arrange to leave your valuables outside of the exam hall. The school cannot be held responsible for the care of any items which have to be removed from candidates during an exam.

Clash candidates

If you are a clash candidate, the same exam rules apply for the whole time you are under supervision. You will be under constant supervision by an invigilator. You will be allowed to eat your lunch and drink water, and may revise from books or notes, but you may not have access to your bag, phone or other digital media. You will be informed before the day of the exam what arrangements have been made for you.

Exam behavior

You are under exam conditions as soon as you enter the exam hall. You may not communicate with any other person apart from an invigilator. To attract the attention of an invigilator at any point you must raise your hand.

Communication includes speaking and non-verbal means such as turning around, waving etc. You may not communicate again until you have been dismissed and have left the exam hall. Failure to follow these rules may be considered as cheating and treated accordingly.

You may not leave your seat at any point in the exam. If you need the toilet or feel unwell, you must raise your hand and wait for an invigilator to come to you.

Do not move or cover your candidate card on the desk. It is a legal requirement that the invigilators be able to clearly identify you throughout the exam.

If you doodle or write offensive comments on your exam paper the Awarding Body may refuse to mark your paper. Do not write on the exam desks. This is considered vandalism and will be dealt with accordingly.

What if I finish my exam early?

Individual candidates cannot be dismissed before the official end of the exam, as this would be disruptive to others still working. Use the time to check you have answered all of the questions you need to and check your answers, spelling and grammar. Make sure your name is on every piece of paper and that you have completed all the boxes on the front of the question paper. Sit in silence facing forward until you are dismissed.

Fire drill during an exam

In the event of a fire evacuation taking place during an exam, you will be given instructions by the invigilators. You must remain silent and do as you are told. You will line up on the playground with the other exam candidates and not with your form. You must not take anything from the hall when you are evacuated. On return you must not start writing until instructed by the invigilator. You will be given the full amount of time for your exam.

Special consideration

If a circumstance beyond your control has seriously affected your performance, an application for special consideration can be made on your behalf. This must be done within four days of the exam in question. It is up to the Awarding Body whether they grant special consideration or not and the maximum award for very serious circumstances will be 5% of the overall mark. Examples of circumstances include a close family bereavement, serious illness or injury to you or a close family member, or extreme noise disturbance during the exam time. Minor issues, such as having a cold or a passing noise outside the hall, do not warrant special consideration. **You must inform the Exams Officer immediately after the exam if you think you may be entitled to special consideration.**

Access arrangements

Access arrangements exist to enable those candidates to access examinations who would otherwise be unable to do so. They do not exist to 'maximise the potential' of a given candidate. Evidence of need must be supplied under criteria set by the JCQ and these criteria change from year to year. A few candidates will be entitled to access arrangements, if this is their normal way of working in lessons. Applications must be made by the school to the Awarding Body, well in advance of the exam date. The only exception to this would be a broken arm, or similar, happening immediately before the exam. If this happens to you, please let the school know as soon as possible, so that arrangements can be made for you.

Some medical conditions such as IBS may need a candidate to be seated near a door so they can leave, under supervision, with the minimum of embarrassment or disturbance if the need arises. Similarly, candidates with back problems or recovering from an injury may need to be able to take "rest breaks" if sitting or writing for periods of time causes pain. In these cases, the Exams Officer should be informed in advance that the problem is likely to occur so suitable seating arrangements can be made

If you use a laptop in your exams, you will be asked to wait at the end of your exam while your work is printed out, in order to verify that your work is complete before dispatch.

Review of Marking – Centre assessed marks for GCSE & GCE

Candidates will be informed of their Centre assessed marks. They will be given sufficient time to request, in writing, a review of marking before the mark is submitted to the awarding body. See form within the booklet.

Appeals procedure

Each Awarding Body publishes procedures for appeals against its decisions. Written appeals must be received by the school at least two weeks before the date of the last external exam in the subject.

Results day

It is important that you are available to collect your results in person. If your place at university or college depends on your results, you may need to access post-results services or take urgent advice from school staff.

A Level results day is 15th August 2019. Results will be available to students from 10am.

GCSE results day is 22nd August 2019. Results will be available to students from 10am.

Your results sheet will detail your overall grade and UMS points for each subject.

If you cannot attend in person you can do one of the following:

- Send a proxy to the school to collect your results. They must have written and signed permission from you, or a text messages which will need to be shown to the Exams Officer.
- Supply the school with an A5 or A4 stamped, self-addressed envelope to post your results to you. If you are sitting both AS and GCSE subjects, you will need to supply 2 envelopes, otherwise your results will all be posted together once GCSE results are released.
- Request an email to be sent to your personal email address. You will need to complete a form, available from the main school office, before the end of your exams. Results emails will be sent out when staff are available to do so, meaning you may get your results later in the day.

Review and recall of papers

There are very strict timescales set by the Awarding Bodies for Enquiries after Results.

Forms will be available shortly after results day to request a priority review of marking.

This is for A Level only, for students who have a university place depending on their results. Please note that you cannot also ask for a priority copy of the script.

Priority return of a copy of your script is also available for A Level, if you need to decide whether or not to ask for a review of marking. If you request return of an original script, you cannot then request a review of marking. The Awarding Body does not keep copies of original scripts. If you think you may need a paper reviewed (but not as a priority) then please request a photocopy of your script. The Exams Officers will inform you of the deadline date for this service.

Requests for GCSE and A level return of scripts and non-priority review of marking can be made. Please check with your subject Teacher and Exams Officers should you feel you need to have a review of marking. They will inform you of the deadline for this service.

If you independently decide to have a review of marking, the cost per paper will be approximately £35-£40.

If you get a paper reviewed and your overall qualification grade goes up, then you will receive a refund for any payment you have made.

You must be aware that the grades of a reviewed paper can GO DOWN as well as up.

Certificates

You will receive your certificates in person from the school in the winter term after you sit the exams. Exam certificates cannot be posted. You must look after your certificates as you will need them in future for job applications.

Replacement certificates will cost you around £40 each and are difficult to get.

Re-sitting exams GCSE and A Level

The only exams available for re-sits before the next summer season are GCSE English and GCSE Maths, which take place in November. If you need to re-sit these exams you will be informed by the school examinations officer.

Doing your best in your exams

Some marks are now awarded in exams specifically for the quality of your written communication: spelling, punctuation and grammar.

In order to maximise your marks you should prepare well beforehand, i.e. revise! There are lots of resources available to you on-line and past papers can be downloaded from the Awarding Body websites.

In the exam itself, you should take your time, look for key words in the question, plan your answer, use paragraphs, check your answers thoroughly and check your spelling. Try to stay calm and focused.

GOOD LUCK!

**EVERY MEMBER OF TEACHING, SUPPORT AND EXAMS STAFF AT
WALDESLADE GIRLS' SCHOOL WISHES YOU ALL THE BEST IN YOUR
EXAMS.**

AQA	City & Guilds	CCEA	Edexcel	OCR	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.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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

Effective from 1 September 2011

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

**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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2014

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

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if 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: <ul style="list-style-type: none"> • 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 loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. 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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2014

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

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>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.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	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.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> • if you have been entered for the wrong on-screen test; • if the on-screen test is in another candidate's name; • if you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>



This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

Before 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, but you must take care how you use this material - 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 12 February 2014.

You must also include a bibliography at the end of your work, which lists 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 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.

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 don't 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.

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.

Your awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

AQA, CCEA, Edexcel, OCR and WJEC

Information for candidates - controlled assessments

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

Before 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, but you must take care how you use this material - 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 12 February 2014.

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, 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 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 don't 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.

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 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.

Your awarding body will decide which penalty is appropriate.

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

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Information for candidates

Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications (JCQ) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- 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 material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

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

You must familiarise yourself with the rules:

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

Take care to avoid possible malpractice and the application of a penalty.

NOT reasons for claims of "Special consideration"

- A long term illness or other difficulties during the course affecting revision time, unless the illness or circumstances manifest themselves at the time of the assessment;
- A bereavement occurring more than six months before the assessment, unless an anniversary has been reached at the time of the assessment or there are on-going implications such as an inquest or court case;
- A domestic inconvenience, such as moving house, lack of facilities, taking holidays (including school/exchange visits and field trips) at the time of the assessment;
- A minor disturbance in the examination caused by another candidate, such as momentary bad behavior or a mobile phone ringing;
- the consequences of committing a crime or being charged with an offence;
- the consequences of taking alcohol or any other non-prescribed drugs;
- the consequences of disobeying the centre's internal regulations;
- the failure of the centre to prepare candidates properly for the examination for whatever reason;
- staff shortages, building work or lack of facilities;
- misreading the timetable and/or failing to attend at the right time and in the right place;
- Misreading the instructions of the question paper and answering the wrong questions
- making personal arrangements such as a wedding or holiday arrangements which conflict with the examination timetable;
- submitting no controlled assessment/coursework at all, unless controlled assessment/coursework is scheduled for a restricted period of time, rather than during the course; missing all examinations and internally assessed components/units;

failure to cover the course as a consequence of joining the class part way through;
permanent disability or learning difficulties (diagnosed or undiagnosed) unless illness affects the candidate at the time of the assessment or where the disability exacerbates what would otherwise be a minor issue - (difficulties over and above those that previously approved access arrangements would have alleviated;)

Failure by the centre to process access arrangements on time



AQA

CCEA

OCR

Pearson

WJEC

Timetable variation and confidentiality declaration for overnight supervision

Centre Number						Centre Name						
Candidate Number						Candidate Name						
Specification Title						Module/unit/paper number						

Scheduled time of examination	Date	Time
Re-scheduled time of examination	Date	Time
Reason for timetable variation		

A. Declaration by candidate

I certify that I will not meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. **I understand that communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, Internet and fax.** I also certify that I will comply with the arrangements made by my examination centre.

I understand that any infringement of these conditions may result in the awarding body applying sanctions and penalties in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*.

Candidate Name	Signature	Date
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B. Declaration by Supervisor

I, (insert name), certify that the candidate named above will be personally supervised by me at all times from the time supervision of the candidate is handed over to me by the appointed person at the centre, until I transfer responsibility for supervision of the candidate back to the appointed person at the centre.

I understand that the candidate **must not** meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. **Communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, Internet and fax.**

I understand that I **must** escort the candidate to the examination centre and ensure that supervision is transferred to the appointed person at the centre.

I understand that any infringement of these conditions may result in the awarding body applying sanctions and penalties in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*.

Status of supervisor
(e.g. member of centre staff, parent, carer, guardian)

Name of supervisor (Please print name)	Signature	Date
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C. Declaration by head of centre

Given the declarations of the candidate and supervisor, I certify that I will do all that I might reasonably be expected to do to ensure that these conditions are fulfilled. I will report any known or suspected contraventions to the appropriate awarding body.

Head of centre (Please print name)	Signature	Date
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Notes for overnight supervision of candidates with a timetable variation

1. If the total duration of all the papers to be taken in one day is **more than 5 hours 30 minutes** for GCSE examinations or **more than 6 hours** for GCE AS/A2 examinations, centres may wish to arrange overnight supervision.

N.B The candidate may be offered the opportunity to sit all of the examinations on the scheduled day. You should submit a request for special consideration to the relevant awarding body for the final paper which has been taken.

2. Candidates who take an examination on a later day than that published in the timetable **must** either be sitting examinations or under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination, until the time when they begin their examination. This is to ensure that there is no contact with other candidates.
3. The centre **must** appoint a **member of centre staff** to supervise the candidate **at all times** whilst he/she is on the premises.
4. The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/guardian/carer or centre staff. The centre **must** determine a method of supervision which ensures the candidate's well being.

The supervisor **must** undertake to supervise the candidate from the time when he/she leaves the supervision of the centre until supervision of the candidate is transferred back again to the appointed person at the centre.

5. The candidate **must not** meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination.
Communication includes any form of electronic communication, e.g. telephone, e-mail, Internet and fax. A supervised candidate must not be in possession of, nor have access to, a mobile telephone or any other form of electronic communication/storage device.
6. In all cases, the *Timetable variation and confidentiality declaration for overnight supervision* form **must be completed before the overnight supervision is to commence** so that those involved understand their responsibilities.

A copy of the form must be retained by the centre and the supervisor.

7. Completed forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.
8. **All completed forms must be kept available at the centre for inspection, and should be retained on file until the closing date for enquiries about results for the series concerned. This form must not be sent to an awarding body.**
9. The head of centre **must** be satisfied that the arrangements meet awarding body requirements.
10. The awarding body **must** be informed immediately of any known or suspected contravention of these conditions.
11. The awarding body may use appropriate means to check that these conditions have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether the awarding bodies would allow such concessions to be made in the future.