



For Students and Parents

2018 - 2019

WHITECROSS HEREFORD

HIGH SCHOOL AND SPECIALIST SPORTS COLLEGE

IMPORTANT

PLEASE KEEP THIS HANDBOOK FOR REFERENCE AS  
IT CONTAINS RELEVANT INFORMATION THAT YOU WILL  
NEED TO REFER TO WHEN THE EXAMS ARE TAKING  
PLACE IN THE SUMMER



## Introduction

Public examinations can be a stressful time for both students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

At Whitecross we make every effort to ensure that students receive the best possible preparation for their examinations and that the exams are conducted in a way that will cause as little stress as possible to enable students to achieve their best. Mock exams are run to the same standards and rules in order that students can become familiar with the exam process before their actual GCSEs.

This booklet is a guide to our examination procedures and answers some of the most frequently asked questions in order to help and support students and parents throughout the examination process.

It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any other questions please contact Mrs Chichester, the Examinations Officer.

You can contact the exams office by telephone on 01432 376080 Ext 214 or email to [examinations@whitecross.hereford.sch.uk](mailto:examinations@whitecross.hereford.sch.uk)

## Contents

[Who is responsible for the examinations?](#)

[Who is entered for public examinations?](#)

[Can students take holidays during term time?](#)

[Coursework & Controlled Assessment deadlines](#)

[What arrangements are made for study leave?](#)

[What information will students receive about their examinations](#)

[What are modular examinations?](#)

[Where will the examinations be held?](#)

[How do I know when the date exams take place?](#)

[At what times do the exam sessions begin?](#)

[What happens if a student has more than one exam at the same time?](#)

[How are students supervised?](#)

[What happens if a student cannot find his/her place in the exam room?](#)

[What happens if a student is late?](#)

[What should students bring to the examinations?](#)

[What should candidates not bring with them?](#)

[May students bring a drink?](#)

[Regulations governing the use of calculators](#)

[What are the regulations regarding mobile phones?](#)

[What is meant by Malpractice?](#)

[What happens if a student does not turn up for an examination?](#)

[How are exams started?](#)

[What standards of behaviour are expected during examinations?](#)

[What should students wear for examinations?](#)

[What do I do if my son/daughter is unwell at the time of one of the examinations?](#)

[What do Students do who finish early?](#)

[What do I need to do if a student has problems that may affect his/her examination performance?](#)

[How can parents best help their son/daughter during the examination period?](#)

[What happens about the return of centre books and equipment at the end of the examination period](#)

[When and how are the results distributed?](#)

[What can I do if results are substantially different from what is anticipated?](#)

[How do I go about obtaining copies of marked examination scripts?](#)

[How do candidates apply to re-sit?](#)

[How should fees be paid?](#)

[When do students receive certificates?](#)

Appendices – JCQ Information for candidates

## **Who is responsible for the examinations?**

The Examinations Officer is responsible for administering all examination arrangements and for the overseeing of students during exams, under direct responsibility from the Head of Centre, the Headteacher.

There is a team of trained adult invigilators who will be present during the exams at all times and who are supervised by the Examinations Officer.

The awarding bodies or examination boards set down strict rules and regulations which must be followed for the conduct of exams, and all exam centres are required to follow them precisely.

## **Who is entered for public examinations?**

It is the policy at Whitecross to enter every student who is being taught a subject for the most appropriate level of exam in that subject. Occasionally and in exceptional circumstances students will not be entered for an exam but this is only after consultation with parents and with the consent of the Head teacher.

## **Can students take holidays during term time?**

Parents are reminded that it is strongly against school and government policy to take holidays at any point during term time as they are likely to be coded as unauthorised which may lead to the issue of a penalty warning notice and/or legal action by the Local Authority.

## **Controlled assessment deadlines**

Many exams will include an element of controlled or non-examined assessment and the exam boards have strict deadlines in place for the submission of the relevant marks which will be notified to students. The school deadline will be in advance of those given by the exam boards so as to allow time for moderation and also for candidates to request a review of the marking if they consider it necessary before the marks are submitted to the board. These deadlines cannot be changed and students who don't submit or complete their work on time will not be allocated a mark for this portion of the exam and their overall grade could be affected.

## **What arrangements are made for study leave?**

Whitecross is committed to keeping students in school until their examinations are completed. We believe this is the best way to enable our students to succeed.

## **What information will students receive about their examination entries?**

When the examination entries have been made, students will be given a Statement of Entry which will give details of the subjects and exam tiers for which they been entered. The exam entries should be checked carefully and you are asked to notify the school immediately if you have any queries.

The Statement of Entry serves two purposes:

1. To check that all entries have been made and are correct,
2. To inform parents that they will be invoiced for the cost of the exam entry fees should their son/daughter fail to turn up for an exam or to take it without good reason.

These Statements of Entry should be checked and kept safely by the candidate, as they are evidence that an exam entry has been made.

## **Where will the examinations be held?**

The main location for written papers is the Sports Hall. Students are asked to go to the Assembly Hall 15 minutes before the start time of their exams where they will line up before being escorted to the Sports Hall. Where a candidate sits will be determined by their candidate number which appears on all Statements of Entry.

## **How do I know the date exams will take place?**

GCSE exams take place mainly during May & June but some on-screen tests, oral and practical examinations and other assessments will take place earlier in the year. All students will receive an individual timetable which will give details of their GCSE written examinations. This timetable will include the start time of the exam, where it is to be held and also specific details of where the student is to sit. It is helpful if parents make sure a copy of this timetable is available at home.

## **At what times do the exam sessions start & finish?**

The exam boards dictate the start times for exams, 9.00am in the morning & 1.30pm in the afternoon. Students should therefore make sure that they are in school no later than 8.45am for morning exams and 1.15pm for afternoon exams. The length of examination papers varies and exams will frequently not finish until after normal school hours. Students and parents should be aware of this and make appropriate arrangements for getting home. Students will not be allowed out of an exam early for any reason.

Some students may also receive an allowance of extra time for their exams and so their finishing times will be even later. Timings for some papers may deviate from this pattern and the candidates will be made aware of this. It is the candidates' responsibility to be aware of the start time of each exam, but parents should be aware that there is a tendency for students to confuse AM and PM sessions. With this in mind, please ensure that your son/daughter checks his/her exam commitments for each day thoroughly, preferably the previous evening.

## **What happens if a student has more than one exam at the same time?**

If a candidate is timetabled to sit two or more exams at the same time this is known as a clash. If these are for the same subject then it is intentional on the part of the exam board and the exams are meant to run one after another. If not, then this will be picked up during the checking process and the Examinations Officer will arrange for one of the papers to be taken at a different time on the same day. A revised timetable will be issued and the student will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and will be organised well in advance if necessary.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink. Even attempting to communicate with any other candidate during this time will invariably result in the loss of all those exams for all of the candidates involved.

## **How are students supervised?**

Adult external invigilators will supervise students under the direct management of the Examinations Officer.

**Once candidates enter the exam room they must remain silent and follow the invigilators' instructions at all times.**

The invigilators are experienced in exams procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Examinations Officer by radio to resolve any issues.

The invigilators will also brief candidates on what will happen in the event of an emergency within the exam room.

## **What happens if a student cannot find his/her place in the exam room?**

All desks will be labelled with the student's name and candidate number for each GCSE exam but occasionally problems arise if a student cannot find their place in the exam room. Should this happen, your son/daughter should speak to an invigilator and will be asked to wait at the front for a few moments whilst the invigilator on duty in that venue checks the entry and sorts the problem out with the Examinations Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered. Students who have been officially withdrawn from an examination will not be permitted to sit the papers.

## **What happens if a student is late?**

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should contact school immediately and get a message to the Examinations Officer. Depending on how long the exam has been in progress, it may still be possible for the candidate to be admitted. However, we are bound by examination board regulations on this matter. Generally candidates with a genuine reason for being late and who are brought straight to school may be admitted within the first 30 minutes of the start time of an exam, if candidates arrive later than this the awarding body will decide whether their exam paper can be accepted..

## **What should students bring to the examinations?**

Candidates are responsible for ensuring that they bring everything they need to the examination. They should bring writing equipment, coloured pencils, erasers etc. in a **transparent plastic bag or pencil case**. Non-transparent pencil boxes or cases will not be permitted in the examination room. **Please note that all writing must be done in black ink.** Highlighters may be used to highlight parts of the questions only, their use is not permitted in any other section of the exam paper.

Authorised notes, papers and text books etc are only allowed to be taken into an exam in certain subjects and candidates will be informed of this by their subject teachers in advance.

## **What should candidates not bring with them?**

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat mere possession of the following items in the exam room as an infringement.

- Mobile phones, electronic communication or other storage devices such as iPods,MP3/4 players unless permitted for individual language exams.
- Smart watches which have a data storage device & any other product with text or digital facilities.

These items can be handed in to an invigilator before the start of an exam, but the centre cannot be responsible for their security while the examination is in progress.

Wrist watches are not allowed to be worn during an exam, if a student needs to use their watch to keep a check on the time it should be removed and placed on the exam desk in front of them and kept in full sight of the invigilator.

The use of tippex or correction pens is not permitted. Candidates should cross through any work on the exam paper that they do not wish to be marked.

Candidates should not bring lucky mascots etc. into the examination room.

No chewing gum or food items are allowed.

## May students bring a drink?

Candidates may bring a drink with them into the exam room but it must be in a **transparent bottle with no labelling**. Students should also be aware that drinking too much may cause an issue since candidates may not be allowed to use toilet facilities during exams due to issues of supervision. No fizzy drinks, cans or pouches will be allowed.

## Regulations governing the use of calculators

Some subject papers, especially Maths, explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these exams.

Calculators with any of the following facilities are also prohibited and the use, or attempted use, of any such calculators will be regarded as malpractice:-

Data banks, Dictionaries, Language translators, Retrieval of text or formulae, Built-in symbolic algebra manipulations, Symbolic differentiation or integration, Capability of remote communication with other machines or the internet.

Calculator lids must also be removed prior to an exam if they contain written instructions or formulae.

## What are the regulations regarding mobile phones?

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances as they can present opportunities for malpractice. This applies to all public and centre/mock examinations. We ask students to ensure that their phones are switched off and left in their school bag at the rear of the examination room prior to an exam taking place. **Any student found to have a phone on their person during an examination will be reported to the appropriate examination board.** Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

Having a mobile phone on your person during an exam is regarded as a very serious offence by the exam boards and our advice is that no phones should be taken into the exam room at all. The school can take no responsibility for the security of mobile phones brought into school or for any possible repercussion or penalty imposed by the exam board should a student be found to have taken their mobile phone or any other prohibited device into an exam.

## What is meant by Malpractice?

Malpractice is the term that the exam boards use for any irregularity, or breach of the regulations in any form. The Examinations Officer is required to, and will, report all infringements to the appropriate awarding body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements incur an automatic loss of marks as a minimum penalty. The exam boards take the integrity of exams very seriously and it is important that candidates heed the exam officer's and invigilators' instructions carefully.

## What happens if a student does not turn up for an examination?

A student who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for their absence or a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

**Parents should be aware that the school will seek to recover the exam fees if a child does not turn up for an examination without good reason.** It is in all our interests to ensure that the centre's examination budget is not wasted.

## **How are exams started?**

The invigilator will usually announce the exam formally, and caution candidates that they are subject to the regulations. Any instructions or exam board notices, changes to papers etc will be read out and the candidates will be asked to complete their details on the answer papers.

## **What standards of behaviour are expected during examinations?**

All candidates are given a copy of a 'Notice to Candidates' produced by the examining bodies, this gives general guidelines for conduct, which must be observed. A copy of this is included at the back of this booklet.

**Candidates are under formal examination conditions from the moment they enter the exam room so must enter and leave the exam venue in silence.** This avoids disturbing other candidates who may still be working and helps to maintain a calm atmosphere for those students who are nervous about their exams.

The centre and the examination boards regard breaches of examination regulations very seriously. Parents should impress on their son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The Head of Centre and Examinations Officer have the power to remove disruptive candidates from the Exam Room.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the examination board. This may result in the candidate not being awarded a grade for the whole of that examination.

## **What should students wear for examinations?**

Students must wear full uniform as normal when attending school to sit their exams. We ask for the co-operation of parents in ensuring that their son/daughter is correctly dressed so as to avoid causing them any stress in the examination room should they need to be told that they are wearing incorrect uniform. All students know the uniform rules and it is their responsibility to ensure they observe them.

Students not dressed properly or modestly will not be permitted to sit exams.

Jackets, jumpers or other clothing are not allowed over the backs of the chairs.

Items of jewellery, such as rings or bracelets should not be worn as they make a noise on the desk and would be deemed a disturbance to other candidates, likewise keys around necks.

## **What do I do if my son/daughter is unwell at the time of one of the examinations?**

Please telephone the school if your son/daughter is ill and will not be attending an examination or if he/she will be present but is feeling unwell as it is often helpful if the invigilator is aware of any circumstances that may affect a student during an examination.

Even if your son/daughter would not usually go to see their doctor for minor illnesses it is important that they do so at examination time. A note or letter to confirm their incapacity should be requested from the doctor and will be forwarded to the examination board to ask for special consideration on the grounds of illness if your son/daughter is either too ill to attend school for an exam or chooses to complete an exam whilst feeling unwell.

It is therefore advisable that your son/daughter sees their doctor as soon as they become unwell on the day of the examination or previously. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the Examinations Officer without delay.



Please be aware that any correspondence must detail the examinations to which it refers, we cannot guarantee otherwise that all relevant examinations will be covered. There is also a standard JCQ form (JCQ/ME Form14) available from the Examinations Officer available for self-certification for any missed exams, this can be countersigned by your doctor/nurse or surgery receptionist as necessary.

### **What do students do who finish early?**

Students should use all of the available time on their exams and spend any spare time at the end checking their answers. In any event they will not be permitted to leave before the duration of the exam even if they finish early and must sit quietly at their desk until the exam is over so as not to disturb other candidates.

### **What do I need to do if a student has problems that may affect his/her examination performance?**

Some candidates are eligible for extra time or special arrangements in their examinations if this is their normal way of working. Any special requirements are normally identified by the centre in advance of the exams and appropriate applications made to the awarding bodies. These applications have to be supported by a specialist assessor or educational psychologist's report.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Examinations Officer so that an application for special consideration can be made to the boards. Parents should be aware that any adjustment is likely to be small and that no feedback from the exam boards is ever provided.

### **How can parents best help their son/daughter during the examination period?**

Examinations are inevitably a stressful time for some students and support from both centre and parents can be helpful. The centre will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any particular anxieties or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation.

### **What happens about the return of centre books and equipment at the end of the examination period?**

Students will have been informed by subject departments of the arrangements for return of books etc. and it would be very much appreciated if all textbooks and equipment are returned promptly to school when requested.

### **When and how are the results distributed?**

GCSE results will be available in school on **Thursday 22 August 2019** and will normally be ready for collection from 10.00 a.m. until 11.00 a.m.. Students wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector.

Results will not be given out over the telephone in any circumstances.

Students who are unable to come in to school on Results Day, and want their results to be posted, should leave a small stamped addressed envelope with the Examinations Officer. Results can also be emailed on Results Day if requested in advance by the student and prior arrangements made with the Examinations Officer.

Result slips not collected or posted on results day will be retained in school for collection at the start of term, again with any necessary letter of authority.

### **What can I do if results are substantially different from what is anticipated?**

A member of Senior Leadership Team will be available on Results Day should any student have concerns about their results that they wish to discuss but it must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons.

If there are serious grounds for concern about a result then either the candidate or the centre can initiate a request an enquiry to have the marking of the exam script reviewed by the appropriate exam board. Details of the procedures and the fees involved are available from the Examinations Officer and will be confirmed on Results Day but the process should be started as soon as possible after consultation with the teacher concerned. Please note that all requests can only be processed once the candidate has signed and returned the necessary consent forms. The final date for submission of any enquiries to the exam board is 20<sup>th</sup> September 2019 although consent forms will need to be returned and requests made well in advance of this date in order to meet the deadline.

If the exam results have serious implications for the student's future plans then advice should be sought from the careers service or college as soon as possible.

### **How do I go about obtaining copies of marked examination scripts?**

It is currently possible to access copies of certain marked GCSE scripts but only if requested by the student him/herself who will need to complete a consent form from the centre and pay any necessary fee as determined by the exam board for each subject/paper. Copies of the mark schemes may also have to be purchased

### **How should fees be paid?**

The appropriate fee, as determined by the exam board and advised by the Examinations Officer, should accompany any request by a student for a review of the marking of their exam paper or a copy of an exam script. Cheques should be made payable to Whitecross Hereford.

### **When do students receive certificates?**

The examining boards issue certificates well after the examinations have taken place and any appeal processes have been completed. The centre will distribute these certificates to students at the annual presentation evening that takes place in the Autumn Term, details will be notified by post.

Certificates uncollected after 1 year may be destroyed; if this is the case, or should a student lose their certificates, they can only be replaced by direct application to each exam board. The candidate should be aware that the exam board will require proof of identity, such as an original birth certificate, and that a substantial fee per exam board will be payable for any replacement certificates.

## REMEMBER

### BEST PRACTICE DURING EXAMS



1. Arrive on time
2. Bring the correct equipment
3. Enter the room quietly and sit down according to the seating plan
4. Listen to the invigilator and follow his/her instructions carefully
5. Read the front of the exam paper and follow the guidance given
6. Pace yourself throughout the period of the exam
7. Do not expect to leave the exam room until the stated finish time
8. Do not disturb other students who are still working

### CANDIDATE MALPRACTICE



If there is any suspicion of candidate malpractice an investigation will be carried out by the exam board.

The definition of “candidate malpractice” is malpractice by a candidate in the course of any examination or assessment including the writing of any examination paper.

Malpractice in the exam room includes:

1. A breach of the instructions or advice of an invigilator, supervisor, or the Awarding Body in relation to the examination rules and regulations
2. Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
3. Disruptive behaviour in the examination room or during an assessment session
4. The inclusion of inappropriate, offensive or obscene material in scripts
5. Bringing into the exam room unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), personal stereos, mobile phones, smart watches or other similar electronic devices
6. Behaving in a manner as to undermine the integrity of the examination

**Any investigation into candidate malpractice could lead to disqualification**



AQA

City & Guilds

CCEA

OCR

Pearson

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## Information for Candidates For written examinations – effective from 1 September 2018

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

### **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 or similar device, 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 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 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.



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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<sub>CIC</sub> (JCQ<sub>CIC</sub>) 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.



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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.



**This notice has been produced on behalf of:**

**AQA, CCEA, 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 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.

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

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

**The regulations state that:**

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:  
<http://www.geocases2.co.uk/rural1.htm>, downloaded 5 February 2019.

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

**If you copy the words or ideas of others and 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. 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.

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 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**

©2018 – Effective from 1 September 2018



**Information for Candidates**  
**For on-screen tests – effective from 1 September 2018**

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

**A Regulations – Make sure you understand the rules**

- 1 Be on time for your on-screen tests. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
  - **notes;**
  - **potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.**
 Unless you are told otherwise, you **must not** have access to:-
  - the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy discs, CDs and memory sticks;
  - pre-prepared templates.
- 6 **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.**
- 7 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk,
- 8 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the on-screen test.

**B Information – Make sure you attend your on-screen test and bring what you need**

- 1 Know the date and time of your on-screen test. Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment you may need for the on-screen test.

**C Calculators, Dictionaries and Computer Spell-checkers**

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator
  - make sure it works properly; check that the batteries are working properly;
  - clear anything stored in it;
  - remove any parts such as cases, lids or covers which have printed instructions or formulas;
  - do not bring into the examination room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

**D Instructions during the on-screen test**

- 1 Always listen to the invigilator. Follow their instructions at all times.
- 2 Tell the invigilator at once if:
  - you think you have been entered for the wrong on-screen test;
  - the on-screen test is in another candidate's name.
  - You experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.

**E Advice and assistance**

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

**F At the end of the on-screen test**

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work.  
 You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 Do not leave the exam room until told to do so by the invigilator.
- 4 Do not take from the exam room any stationery.

This includes rough work or any other materials provided for the on-screen test.



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

## **Information for candidates – Privacy Notice**

### **General and Vocational qualifications**

**Effective from 1 September 2017**

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

**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) and 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 or 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, DENI, The Skills Funding Agency, Ofqual, 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 (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they 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.

## NOTES