



ENJOY, LEARN, ACHIEVE

**A Guide to Students for all
GCSE, GCE Examinations and
Vocational Qualifications
to be held at
East Leake Academy
In the academic year
2018 - 2019**

Failure to comply with the enclosed rules may result in you being disqualified from one, some or all of your examinations.

Please ensure you read the following information carefully.

If there is anything you don't understand, ask for help.



Introduction and Context

It is the aim of the Examinations Staff at East Leake Academy to ensure the examination periods run smoothly, with as little stress as possible for our students.

We hope this booklet will provide some helpful information regarding your examinations. Please take some time to read the following information carefully as examination regulations can change frequently.

The Awarding Bodies set down strict criteria, which East Leake Academy must follow, for the Conduct of Examinations. Therefore please pay particular attention to the Notice to Candidates towards the end of this booklet.

If you have any questions or if you need help or advice at any time before, during or after the examinations, please contact the Academy on, 01509 852424 to speak with Mrs Browning, Examinations Officer.

Key External Examinations Dates for 2018 - 2019

GCSE Key Dates 2018/2019

November Re-sit Examinations

05 November– 12 November 2018

AQA Results: Thursday 17 January 2019

Summer Written Examinations

13 May - 26 June 2019

Summer Practical Examinations

Dates TBA

Results: Thursday 22 August 2019

GCE Key Dates 2018/2019

Summer Written Examinations

13 May - 26 June 2019

Summer Practical Examinations

Dates TBA

Results: Thursday 15 August 2019

There are a number of subjects which take practical and on-screen examinations outside the main published starting dates, (Art, Drama, Sport, MFL, & all Vocational qualifications), these are arranged at a convenient time during the year and particularly in the run up to the summer examinations, please liaise with the relevant curriculum staff for the dates

Important information:

From the Summer 2019 Season Examination Boards have introduced Contingency Days to enable re-scheduling of any timetabled examination cancelled in the event of a widespread, sustained national or local disruption to examinations. All candidates are required to be available, up to and including, **26th June 2019** to sit any re-scheduled paper.

Missing an exam of a linear qualification means the final grade will not be awarded in that subject.

Certificate Collection Evening

TBA in December 2019

Before The Examinations

Examination Boards

The following Examination Boards are used throughout the Academy:
AQA, Pearson Edexcel, OCR, WJEC, Eduqas and NCFE.

Examination Information

Please be aware information regarding the examinations can come from various sources. In the run up to examinations you need to pay particular attention to the following to ensure you receive all the correct information; the Examinations Officer, Subject Teachers, Form Tutors, your school email messages and the Examinations Notice Board (situated outside the main hall doors)

External Examinations take place throughout the year: November, January (vocational subjects) and summer. BTEC on-screen units and Controlled Assessments are arranged within the faculty and run throughout the academic year.

Examination Timetables

An individual examination timetable will be issued when entries have been made to the examination boards for the coming examination series. This gives important information for their forthcoming examinations. **Keep it safe.**

Although a timetable of all our Examinations will be available on the school website and on notice boards students should always refer to their individual timetable which confirms their entries and which may have been amended to accommodate a clash of exams. The time shown is the examination start time and not the arrival time which should be at least 15 minutes before to enable security checking and settling. The duration does not include the % extra time allowed through Approved Access Arrangements.

The full examination timetable is extensive and lists almost 200 individual units/papers. It can easily be misread if you are unsure of the paper code and mistakes happen such as confusing a GCE for a GCSE in the same subject which happens to be on the same day but at a different time.

Please check all information on your individual examination timetable VERY carefully. ANY mistakes (e.g. legal name, date of birth, examination entry etc.) MUST be reported to Mrs Browning immediately.

Mistakes not spotted at this stage could result in your eventual certificates being printed incorrectly and may cause great difficulties after you leave school. Correcting certificates through the Examination Boards can prove very time consuming and very expensive.

Where you are timetabled to take two or more examinations at the same time (i.e. you have a 'clash'), one will be taken after the other with a short supervised break in between and in some circumstances moved to the morning or afternoon exam session. If you notice a clash and have not already been advised, see Mrs Browning who will be able to tell you what order and at what time your exams will take place.

Check all examination dates carefully, and ensure you know if they are set in the morning or the afternoon. If an examination appears on your timetable that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject) you MUST tell Mrs Browning immediately.

Each day the exam seating plans are posted on the Notice Board outside the main exam hall. Check early and ensure you know your row and seat number to avoid delay to the start of your exam. Generally you will be in candidate number order and seated with students taking the same subject or paper. If your name does not appear you must see Mrs Browning or an Invigilator immediately.

Examinations Equipment

Please make sure you have all the necessary equipment for EVERY single examination, as you are responsible for providing **all** equipment needed. Borrowing from another candidate during an exam is not allowed under any circumstance, do not ask an invigilator if you can borrow items.

Your equipment should be in a clear plastic bag or transparent pencil case. Ordinary pencil cases or boxes are not allowed in the examination hall.

The examination boards INSTRUCT that all examinations are written in BLACK INK. Your paper will be scanned by the board and any answers written in blue ink, gel pen or pencil may not be visible to the markers.

The following equipment should be brought to every examination:

- 2 x BLACK pens
- 2 x HB pencils
- Ruler (marked in millimetres)
- Pencil sharpener (preferably able to catch shavings)
- Eraser

For certain examinations you will also need the following:

- Compasses
- Protractor
- Calculator
- Coloured pencils/crayons

Highlighter pens must not be used in answer booklets. You may highlight parts of the printed questions, but only if these are not a part of your answer.

Please do not bring:-

- Gel Pens
- Tippex/Correcting pens/tape
- Scrap Paper
- Dictionaries
- Books
- Bags

Use of Calculators

Some examinations allow the use of calculators, your subject teacher(s) will inform you which papers they are allowed in.

You are responsible for making sure your calculator meets the awarding bodies' regulations and that it is in working condition. It must be battery or solar powered and be of a size suited to use on the exam desk.

The calculator must not be programmable or have any retrievable memory.

An invigilator is permitted to examine it.

Calculator cases, lids or covers on which instructions or formulae are written cannot be taken into an examination.

Mobile Phones –THIS IS VERY, VERY, VERY IMPORTANT!

Mobile Phones (of ALL types), Smart Watches, iPODs, MP3/4 PLAYERS or any POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES of INFORMATION MUST NOT be brought to the examination - even if they are turned off.

You are strongly advised not to bring any such device into the Academy when you have an examination, but if you do, it must be switched off and handed in before entering the examination hall/room.

If you are found to be in possession of a mobile phone/smart watch (or other electronic communication device) in the examination hall/room, even if turned off, it will be taken from you and a report will be sent to the appropriate awarding body. **The penalties are severe.**

Possession of a Mobile Phone or any other technological enabled source of information whether switched on or not, can result in disqualification from the examination as well as the overall qualification. Minimum penalties imposed by the examination boards are as follows (and without exception):

- 1. Device found on you and turned ON: disqualification from the entire subject award – i.e. from the whole qualification;**
- 2. Device found on you and turned OFF: disqualification from that component i.e. from that part of the qualification or unit you were sitting and no grade will be given.**

Drinks and Sweets

Bottles of water (only) are allowed in the Examination Hall and rooms provided they are of a reasonable size and of clear plastic. The labels must be removed.

Sweets or Gum are not allowed at any time including practical examinations.

Examination Days

Before the start of any Examination

Examinations at East Leake Academy usually start at:

9.00am for all morning examinations and 1.00pm for all afternoon examinations but please arrive 10-15 minutes before the scheduled start of the examination

However, occasionally, these times are subject to change, particularly to accommodate students with examination clashes. **It is your responsibility to make sure you arrive for your examination on the correct day and at the correct time.**

You must attend all examinations in full uniform or you will not be allowed in to the examination room. Post 16 should not wear outer coats, hoodies or hats.

Please wait in an orderly queue, in silence, outside the Examination Hall or Room. Pay particular attention to any information or instructions given.

Do not enter the examination room until asked to do so by East Leake Academy staff, the Examinations Officer or the Invigilators.

Ensure you have no writing or drawing on your hands. Not even your seat number. You will be asked to wash it off and will delay the start of the exam.

Entering the Examination Room

Any items or belongings not specifically required for the examination will not be allowed in the exam hall or exam room. Outer coats, bags etc. should be placed in your locker. Do not bring valuables into school during examinations. If you turn up with items that are not permitted, these must be handed in as you enter the examination hall/room. Provided they fit, they will be secured in a zipped wallet and you will be given a numbered receipt ticket. Check your pockets for revision notes.

East Leake Academy cannot be held responsible if anything is lost or damaged in these circumstances. Items will be returned to you at the end of the examination on production of the numbered receipt.

Smart Watches should have been handed in before you enter the Exam Hall/Room. **All other wrist watches should be removed and placed on your desk in full view of the Invigilators at all times and not put back on your wrist until you are dismissed from the room at the end of your exam. Even if you have finished your exam early.**

The Invigilator may inspect your watch to ensure it is not a Smart Watch.

Once you enter through the first set of doors to the main hall or examination room you are in Examination Conditions and must not speak until you leave.

Starting the Examination

Follow the instructions of the Invigilators at all times.

If you have any questions clearly raise your hand and an Invigilator will come to you.

The exam paper and any separate answer booklet will be on your desk. Do not open them until instructed to do so.

Check you have the correct paper and tier you should be sitting. Raise your hand if you think you have the wrong paper.

After all exam instructions have been given and only when instructed to do so, you must fill in your personal details correctly and in capital letters. Always write your **Legal Name** and not your preferred name on any examination paper, answer booklet or continuation sheets. Your candidate number will be on your desk, ensure you copy it correctly.

Our Centre Number 28314 is displayed at the front of the room.

The date and paper reference is on the front of the question paper.

If the paper asks for a signature you must sign it.

Always pay attention to instructions and to any additional information or last minute messages from the Exam Board the Invigilators may need to advise you of.

Ensure you read and understand the instructions on the front of the question paper and the answer booklet. During the exam you may need to refer back to remind yourself how many questions to answer.

Conduct in the Examination Hall/Room

You must sit still, facing the front of the hall/room and be silent at all times.

Do not give the Invigilator the slightest cause to suspect you may be trying to communicate with others.

We are required to report to the Exam Board any candidate:

“suspected of cheating, collusion, misconduct, any form of dishonesty or malpractice”.

The exam boards make the decision and it is possible the candidate may be disqualified not only from the subject concerned but from all of their current examinations (and possible entry to future exams).

If you need assistance or additional answer booklets, raise your hand clearly and wait for the invigilator to attend to you.

Once you have entered the hall/room, you will have to be escorted by an invigilator if you need to leave for any reason. (e.g. if you are unwell or need to go to the toilet).

Please do not write on the examination desks or deface them in any way or you may end up paying for vandalism.

At the End of the Examination

At the end of the examination, make sure you have filled in your personal details on the front of the answer booklet and on every supplementary sheet you have used.

Follow instructions given by the exam board relating to additional answer sheets. If directed, a treasury tag will be provided by the Invigilator to attach loose sheets to your answer booklet. Some exam boards ask that you insert the additional answer sheets inside the main answer booklet. It is your responsibility to ensure any additional sheets are securely fastened or inserted in the correct order.

You will not be allowed to leave the examination early, even if you have finished your answers. Remain seated and face the front while papers and all exam materials are collected. Remember to remain silent at all times. You may have finished but other candidates may still be working.

You will be told by the invigilator when your row can leave. Be as quiet as possible, scraping of chairs will disturb candidates still working.

Please exit the corridor as soon as possible and remain quiet when collecting your possessions. Sound travels, please respect students still working in the exam hall and other locations in school.

Illness/Absence/Late Arrivals for any Examination

Please report any illness/absence from an exam AS SOON AS POSSIBLE on 01509 852424. Failure to do this may result in receipt of a bill for the missed

exam. Try to speak to reception or the exams officer rather than leave a message which will save time.

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination; this is at the discretion of the Academy.

Candidates will be considered “very late” if they arrive more than one hour after the awarding body’s published starting time and may not be allowed to take the exam. Even if the Academy allows you to take the examination each Exam Board requests they are informed of the circumstances and reserve the right to reject your work.

Special Consideration

If there are circumstances that may have affected your performance on the day of an examination, the school can apply to the relevant awarding body for special consideration. They will only consider exceptional circumstances, such as a family bereavement, an injury or illness. If, after an examination, you believe you have a good reason for seeking special consideration, you must inform Mrs Browning, the Examinations Officer within four days of the examination. You may be required to submit medical evidence in support of the application.

Any allowance given is at the sole discretion of the awarding body.

In the event of there being some major disruption to the examination, such as a fire alarm, the awarding body is always advised.

Examination Access Arrangements

Access Arrangements are put in place in advance of each examination series. Early in the academic year, an application to JCQ is required. The Academy needs to have good supporting evidence of need and the results of various tests carried out by a qualified or specialist assessor.

If you believe you may qualify for Access Arrangements by having special educational needs, a disability or an impairment, that puts you at a disadvantage, you must in the first instance contact our SENCO. If you leave your concerns until the weeks leading up to your exams the JCQ deadline for applications will have passed.

Practise is required to gain the most benefit from some Access Arrangements. With early JCQ approval any Access can be put in place during your Mock examinations to give you that practise in examination conditions.

Injuries

If you sustain an injury at, or near, the time of your exam or assessment, temporary Access Arrangements may be required. You must email or telephone school and notify the SENCO or Mrs Browning as soon as possible.

If you have any medical evidence such as a casualty discharge report or similar, please bring it along as an application for Special Consideration may be appropriate.

Results Days and Certificate Collection

In accordance with the current Data Protection Act 1998, (and from May 2018: GDPR) Examination Results and Certificates are only released to candidates.

Results Days:

A Level	15 August 2019
GCSE	22 August 2019

Students unable to collect their statement of results on results day can nominate someone to collect on their behalf. An email or letter can be sent prior to results day from the student. The email must be from an account in the name of the student and sent to: exams@eastleake-ac.org.uk. Any letter should be from the student and signed by them, not the parent. It should confirm they give permission for another named person to collect results on their behalf. A letter can also be given in exchange for the results on results day but must be signed with consent of the student and not the parent. The person collecting should bring identification.

If you would like your results statements posting you must supply an A5 Stamped Addressed Envelope with the correct postage before the end of the Summer Term. Post during the holidays is frequently withheld by the Post Office until the start of the Autumn term and may not arrive.

Any SAE larger than A5 will require a "Large Letter" value postage stamp. Results are not sent by email under any circumstances.

Results Statements are not Certificates and not official proof of achievement.

Universities are directly informed of your A Level results at year 13 and Colleges will accept your results statement for enrolment following GCSE's.

Once you leave College or University you will need to produce your actual Certificates as proof of qualification when applying for employment or further courses.

GCE, GCSE and Vocational Certificates Collection

In the last week of the autumn term in December 2019 you will be invited to an evening held in school to return and collect your Certificates. The date will be confirmed.

If you are unable to attend, your Certificates will be available afterwards from Mrs Browning in the Examination Office.

Certificates are valuable documents and are not posted.

A representative is able to collect certificates on your behalf if you provide them with a signed letter of permission.

Uncollected Certificates are kept secure in school but not indefinitely. Following the changes to Data Protection Act 1998 due in May 2018 (GDPR) they must be destroyed after a number of years.

Thereafter proof of attainment will only be available from the Examination Boards who will charge for each certificate gained at each exam season.

You are most likely to have multiple Examinations Boards and several certificates.

Internal (Mock) Examinations Dates for 2018 - 2019

Year 11. GCSE Mocks

26 November – 6 December 2018

18 March – 22 March 2019 Further mock exams - Core subjects only

Year 13. GCE A Level Mocks

11 December – 18 December 2018

Year 12. GCE A Level Internal Mocks

11 February – 15 February 2019

2 May – 10 May 2019

Internal Mock Examinations at East Leake Academy are set, as far as possible, along the lines of the External Examinations which will enable you to familiarise yourself with the Summer Exam experience and hopefully ease some of the stresses. All the same JCQ Exam Rules and Regulations will apply in respect of permitted materials in the exam rooms, supplying own equipment and behaviour. Mock exams should still be completed in BLACK ink.

They are supervised by the same trained Invigilators.

A seating plan will be displayed outside the hall. Your candidate number will be on your desk and the Centre Number 28314 will be visible. Both should be written along with your full name on each of your answer sheets.

Mock examinations should be taken seriously and you should revise.

Do not use them to merely test your knowledge of the subject.

They are the best opportunity to re-inforce your knowledge and understanding of the subject. They are genuine exam questions which you can learn how to answer and will help you establish your best method of revision.

They prepare you for the Summer Exam season.

You will be issued with a timetable showing all Mock exams set in that period. Further copies will be displayed on notice boards. Highlight **your** subjects and ensure you know your start times. Early lunch is only allowed if you have an exam starting earlier than 1:30.

If you have a clash of subjects that hasn't already been addressed on the timetable or if you don't understand the timetable, see Mrs Browning in the Exams Office.

When you leave an exam you should return to your normal timetabled lesson. You will be advised whether a short break is permitted after your exam.

If you are absent for a Mock, on your return to school, Mrs Browning or your subject teacher will arrange when you can sit your missed paper or papers.

Mock Examinations have many subjects fitted within a short timeframe and is a very busy week for all. Some students may unfortunately have several exams spread throughout the same day which is unavoidable but breaks will be given. Again this is good practise for the External Exams as it does happen on occasions.

Fortunately your Summer timetable will most likely have your exams spread over several weeks.

The Following pages are current posters and information documents issued by JCQ, The Joint Council for Qualifications for the 2018-2019 Examinations Series.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
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 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations - effective from 1 September 2018

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

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 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: <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 if: <ul style="list-style-type: none"> • 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: <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 supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s) for each series.	
It may be provided electronically to candidates or in hard copy paper format.	

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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 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 similar device, a smartwatch 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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<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 if:</p> <ul style="list-style-type: none"> • 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	<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	Do not take from the exam room any stationery.
	This includes rough work, printouts or any other materials provided for the on-screen test.
<p style="text-align: center;">This information must be made available to all candidates in advance of their on-screen test(s) for each series.</p> <p style="text-align: center;">It may be provided electronically to candidates or in hard copy paper format.</p>	



This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

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

If you copy the words or ideas of others and 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.

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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

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**This notice has been produced on behalf of:
AQA, OCR, Pearson and WJEC**

Information for candidates: non-examination assessments

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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

Penalties for breaking the regulations

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

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

time. The awarding body will decide which penalty is appropriate.

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



Information for candidates

Using social media and examinations/assessments

This document has been written to help you stay within examination regulations.

Please read it carefully.

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

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

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

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

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;

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

Penalties that awarding bodies apply include:

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

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

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

JCQ 2017 – Effective from 1 September 2017



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

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

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

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

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

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

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

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

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

<http://www.learningrecordsservice.org.uk/>

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

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

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

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

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

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

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

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

DISQUALIFICATION

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

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