

Centre Number: 48239

EXAMINATION HANDBOOK

***INFORMATION
FOR
STUDENTS***

2015 - 2016

INTRODUCTION

The purpose of this booklet is to provide information and support for you and your parents. Please read it carefully and share it with your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring. **A copy of this booklet and all the appendices is also available on the school website.**

The Awarding Bodies set down strict criteria for the conduct of examinations which must be adhered to and the Associated Sixth Form is required to follow them precisely. You should therefore pay particular attention to the 'Information for Candidates' sheets which are included in this booklet.

If there is anything you do not understand, or you are worried about any aspect of the examinations that is not addressed in this booklet, please contact the Sixth Form Examinations Officer, Mrs Humphrey, who is based in the Sixth Form Office at St Aidan's, your Senior Tutor or your subject teacher.

Contact Information:

Sixth Form Office St Aidan's: 01423 818516
Sixth Form Office St John Fisher: 01423 818426
Sixth Form Fax: 01423 818526
School websites: www.staidans.co.uk and www.sjfchs.org.uk

Mrs Humphrey
Examinations Officer
email: w.humphrey@staidans.co.uk
tel: 01423 818518

C I Kidman
Head of Sixth
St Aidan's

P Stansfield
Head of Sixth
St John Fisher

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BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

- These indicate which units and subjects you have been entered for in each exam series. Statements of Entry are issued prior to each exam series and should be checked carefully. If you think something is wrong or you do not understand something on this, please see Mrs Humphrey as soon as possible after receiving your Statement of Entry.

AWARDING BODIES AND SERIES

- The Sixth Form uses the following Awarding Bodies: AQA, Edexcel, OCR and WJEC. The examination series for the academic year for both AS and A Levels is in May and June.
- GCSE re-sits in English and Mathematics are also available in November.

CANDIDATE NAME

- Candidates are entered with the following name format of First Name Middle Name Surname, e.g. Adam Duncan Smith. Please check your details carefully including the spelling of your name – **remember that the name that appears on all correspondence will also appear on your certificates.**

CANDIDATE NUMBER & CENTRE NUMBER

- Each candidate is issued with a four-digit exam/candidate number and this is the number you will enter on your examination papers. Please note that it is a **different number** from that which you will have used in Year 11. You will find this on your statements of entry, exam timetables, and on the seating plans that are displayed outside the exam room. The Sixth Form Centre Number is 48239.

UCI

- In addition to your candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on the top of statements of entry and on your individual timetable. This number will usually begin with the Centre Number where you sat your GCSEs. It is important that the same number is used throughout your secondary education.

ULN

- A Unique Learner Number (ULN) is a 10-digit reference number which is used alongside and to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Learners will retain the same number for accessing their Personal Learning Record throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning. The 10-digit ULN has been designed to ensure that no additional meaning can be inferred from its structure, for example, geographical location, level of learning. Its purpose is purely to provide a unique identifier for each individual's Personal Learning Record. Your

UCI and your ULN are used for administration purposes and it is **not** necessary for you to remember them.

TIMETABLES

- A copy of the Provisional timetable for Sixth Form exams will be available later in the term on the schools' websites. Individual timetables will be issued to students after the entry deadlines for each exam series which will show your own specific examinations with details of date, time and duration of exam. **Check these carefully when you receive them.** If you think something is wrong see Mrs Humphrey immediately. **You are responsible for knowing your examination dates and times.**

EXAMINATION CLASHES

- If you have two examinations timetabled for the same time, you will sit these exams consecutively unless the total of the two exams is more than 3 hours duration. If the total time exceeds 3 hours the examinations will be split between morning and afternoon sessions. The Examinations Officer will inform you well in advance if you have a genuine clash and confirm in writing your individual clash arrangements. In these circumstances you will be supervised over lunchtime and will not be able to communicate with other students so it is recommended that you bring a packed lunch and drink. You may also bring revision material for the afternoon exam. You will not be able to use your mobile phone/iWatch/iPod etc during the period of clash supervision.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the 'Information for Candidates' sheet and the information on the following pages. We only have a limited amount of spare equipment and it delays the start of the examination if invigilators have to distribute items students should be bringing with them.

STUDY LEAVE

- Year 12 study leave begins on Monday 16 May until Monday 13 June and for Year 13 is from Monday 30 May.

DURING THE EXAMINATIONS

DRESS CODE

- Usual business like dress must be worn by all students attending school for examinations.

IDENTIFICATION

- Students **must** wear their ID badges for all examinations and these should be placed face up on the exam desk in order for the invigilators/admin staff to check that students are in the correct seats.

PERSONAL BELONGINGS

- There is no space for bags in the examination rooms so it is advisable not to bring any valuables into school that will be left unattended in your bag. The Schools will not accept responsibility for any loss you may incur. For exams in Constance Green Hall you may leave your bags in PE1. For exams in the Sports Hall at St John Fisher you may leave your bags in the store at the entrance to the hall.

SEATING PLANS

- Seating Plans will be displayed outside the exam room and PE1 (where bags are stored prior to the exam) before each exam commences. For exams in Constance Green Hall plans will also be displayed in the Sixth Form cafe at St Aidan's; for exams at St John Fisher plans will also be displayed on the Exams Noticeboard in the Collins Entrance. Seating is usually in candidate number order. It is imperative that you sit in the numbered seat allocated to you for a specific exam.

BE PREPARED

- Examinations start at 9.00 am and 1.30 pm. Make sure you arrive 15 minutes prior to the start time of each examination and wait quietly outside the exam room until invited to enter by a member of staff.
- It is your responsibility to ensure that you have all the necessary equipment with you. The Sixth Form is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments etc should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. No correcting pens, fluid or tape or pale-coloured gel pens are allowed. However you may use a highlighter pen to highlight questions, words or phrases within the question paper or extracts in any resource material provided.
- For mathematics (calculator papers) and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remember to check in advance that your calculator is working and **do not** bring your calculator lids into the exam room with you. Please note: you **must** clear anything stored in your calculator.
- Please make sure that any watch alarms are turned off.
- Do not touch your exam paper/answer booklet until instructed to do so by the Invigilator or Exams Officer. Details should be filled in only once everybody is seated.

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and where appropriate the tier of entry.
- Read all instructions carefully and number your answers clearly.
- Write your full legal name and candidate number on all answer booklets and papers. If you use additional paper it is recommended that you annotate your answer '*continued on additional paper*'.
- Do not attempt to communicate with or distract other candidates when you are in the exam room.
- **Mobile phones, iPODS, iWatches, MP3/4 players, products with an electronic communication/storage device or digital facility MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If any of these items are found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made and you could lose all of your examination marks in that paper or even the entire subject.

FOOD & DRINK

- Clear bottles of water are allowed into the exam room, provided all labels have been removed from the bottle. Discreet sucking of sweets is permitted; again all packaging must be removed. **Chewing gum is not allowed.**

ILLNESS DURING AN EXAMINATION

- If you feel unwell during an examination you should put your hand up to attract an invigilator's attention.

AT THE END OF AN EXAMINATION

- At the end of an examination, **all** work must be handed in – remember to cross through any rough work with a single line. If you have used more than one answer booklet or loose sheets of paper, ask an invigilator for a treasury tag to fasten them together in the correct order. Make sure you have your name and exam/candidate number on all separate sheets.
- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

- Question papers, answer booklets and additional paper must not be taken from the examination room.
- You must remain seated until told to leave the examination room. Please leave the room in silence and show consideration to other students who may still be working.

MALPRACTICE (CHEATING)

If you are caught cheating in any way in an examination, **you will be reported** to the relevant Awarding Body. “Cheating” means doing anything that is against the rules stated on the “Warning to Candidates” leaflet and includes:-

- Being in possession of a mobile phone or other electronic communication/storage device
- Being in possession of unauthorised materials, eg revision notes (even if you do not intend to use them).
- Communicating with other candidates.
- Copying from other candidates.

NB: Penalties for cheating can lead to disqualification from the paper or the subject.

LATE ARRIVAL

- If you are delayed for your examination you should advise the Sixth Form Office at St Aidan's on 01423 818516, or the Sixth Form Office at St John Fisher on 01423 818426.
- If you arrive late for an examination you must go immediately to the examination room and report to an invigilator. The School will do its utmost to ensure you are able to sit the examination in the full allocated time. However, Awarding Bodies warn that they may not be prepared to accept work from students who arrive very late.

INVIGILATORS

- The school employs external invigilators to conduct the examinations and students are expected to behave in a respectful manner towards them and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the

examination, hand out extra writing paper if required and deal with any problems that occur during the examination, eg if a student is feeling unwell.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and dealt with accordingly.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you with regard to whether special consideration may apply.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that where an application is to be made for special consideration relating to absence from an examination, a medical certificate or other appropriate evidence is obtained on the day of the examination by the candidate or parent and given to Mrs Humphrey without delay.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, certain minimum criteria must be completed. See Mrs Humphrey for details.
- Parents and candidates are reminded that the school will require payment of entry fees should a student fail to attend an examination without good reason. If you do not provide medical evidence, where relevant, you may be asked to pay for future attempts at those examinations missed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

EMERGENCIES

- If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you will be asked to leave everything on your desk and vacate the room **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

RETURN OF SCHOOL BOOKS

- All text books belonging to the Schools should be returned on the day of your last examination in each subject.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results for the Summer exams will be available for collection from Constance Green Hall at St Aidan's on **Thursday 18 August 2016**.
- If you wish someone else to collect your results on your behalf, including your parents/guardians, you must give your written authorisation to school **before** results day.
- If you would like your results posted to you, please leave a **large** stamped addressed envelope (**with the appropriate postage**) at the Sixth Form Office before the end of term, writing on the reverse the subjects and levels (AS, GCSE etc) of the examinations taken.
- In **very** exceptional circumstances results can be emailed to your school email address.
- Results not collected in August will be retained at the school at which you register.

POST-RESULTS

- If you require advice regarding remarks, script returns or resits, please contact Mrs Humphrey or your Subject Teacher for advice.

RE-MARKS

- If you wish to have a script re-marked, you must pay for it yourself, unless, as happens very occasionally, a Department wants a number of scripts to be remarked. If a Department does make such a request, your permission for a re-mark will first be sought.
- It is important to realise that marks and grades are not always **raised** as a result of a re-mark; they can be **confirmed** or even **lowered**. If the overall grade is changed, a refund will be issued; no refund is given if the marks are changed but the original grades are unchanged.
- You might wish to consider obtaining a photocopy of your marked script, see below, before deciding whether to request a re-mark (AS or A2 Level exam papers only).

ACCESS TO SCRIPTS

- If you wish, you may have a **photocopied script(s) of your AS or A2 exam** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office. This form must be completed as soon as possible and handed to Mrs Humphrey, with the required fee *per script* by the **advised deadline, usually one week after the publication of results. You cannot apply for a photocopied script after this time.**
- Your scripts will be emailed to your school email address or will be available to collect from the St Aidan's Sixth Form Office (check your school email for notification of receipt.) Following receipt of the photocopied script(s), you may apply for a re-mark. The deadline for re-mark requests will be published alongside the results; you will only have a few days between receiving your copy script and the deadline for requesting a re-mark. It is not possible to request a photocopy of a GCSE exam paper.
- If you wish to, you may have your **original script(s)** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office and return it by **the published deadline**, with the required fee *per script*. The script(s) will be available to collect from the St Aidan's Sixth Form Office. Note that there can be **no** appeal for a re-mark upon receipt of original scripts.
- If you receive a script – whether original or photocopied – you must observe the awarding bodies rule that scripts **must not** be disposed of, written on or otherwise tampered with until after **23 November**. The awarding bodies may request the return of scripts prior to this date and **candidates who have tampered with scripts will be penalised by disqualification from the exam and any other taken in the same session.**
- Further details concerning Post-Results services, including fees payable, are distributed with results information.

RE-SITS

- It is usually possible for you to resit GCE units. Resit forms are available from either Sixth Form Office. All resit fees must be paid with application forms by **the published deadlines**. Resit applications received after this date will be charged a late fee of double the original amount. Resit forms received very late will be charged triple.
- Resits for ex-students are usually possible for examination units only. Ex-students cannot resit coursework units.

PRESENTATION OF CERTIFICATES

- Certificates arrive in school during the Autumn Term and will be given out to Year 12 students throughout the year. Year 13 students are invited to a Presentation Event by the school at which they register.
- Remember – your certificates are extremely important documents and must be kept safe. Replacement certificates/certified copies of results must be obtained directly from the Awarding Bodies and are expensive. The School is only legally obliged to keep any unclaimed certificates for a period of one year from the date of receipt so please ensure you claim your certificates.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2015

**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, an iWatch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once 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 loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2015

**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, an iWatch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once 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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates - controlled assessments

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

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

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

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

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

The regulations state that:

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

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

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 2016.

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

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

Preparing your work – good practice

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

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

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

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

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

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



This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2016.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

Guidelines when referring to examinations/assessments through the Internet

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

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

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

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) 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.



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

Information for candidates – Privacy Notice

General and Vocational qualifications

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland.

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 the administration of the examinations process, conducting assessments and the certification of results claims.
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 are to/may be disclosed, 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 legal guardian.

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.



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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.

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

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

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

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

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