



ASSOCIATED SIXTH FORM
ST AIDAN'S & ST JOHN FISHER, HARROGATE



Centre Number: 48239

EXAMINATION HANDBOOK

INFORMATION FOR STUDENTS

2021 – 2022

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 (SA students) Sixth Form Achievement Tutor (SJF students) or your subject teacher.

Contact Information:

Sixth Form Office St Aidan's: 01423 818516
Sixth Form Office St John Fisher: 01423 818426
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
Director of Sixth Form
St Aidan's

Mr J Sharpe
Director of Sixth Form
St John Fisher

CONTENTS

	Page
Introduction	1
Before the Examinations:	
▪ Statements of Entry	3
▪ Awarding Bodies and series	3
▪ Candidate Name	3
▪ Candidate Number & Centre Number	3
▪ UCI (Unique Candidate Identifier)	3
▪ ULN (Unique Learner Number)	3
▪ Timetables	4
▪ Exam Clashes	4
▪ Equipment	4
▪ Study Leave	4
During the Examinations:	
▪ Dress Code	4
▪ Identification	5
▪ Personal Belongings	5
▪ Seating Plans	5
▪ Be Prepared	5
▪ Food & Drink	6
▪ Illness during an Examination	6
▪ End of an Examination	6
▪ Malpractice (Cheating)	7
▪ Late Arrival	7
▪ Invigilators	7
▪ Absence from Examinations	8
▪ Emergencies	8
▪ Return of School Books	9
After the Examinations:	
▪ Notification of Results	9
▪ Post Results	9
▪ Review of marking	9
▪ Access to scripts	10
▪ Exam re-sits	10
▪ Presentation of Certificates	11
Appendices (copies also available on school websites)	
▪ Information for Candidates:	
○ written examinations	
○ on-screen tests	
○ coursework assessments	
○ non-examination assessments	
○ Guidelines when using Social Media in relation to exams/assessments	
○ Privacy Notice – “Information about you & how it is used”	
▪ Warning to Candidates: All exams	
▪ No Mobile Phones/Watches Poster	

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 very 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 main examination series for A Levels & other Level 3 qualifications is May/June **for the Summer 2022 series** but there are also some Applied subject written exams in January 2022.
- GCSE re-sits in English and Mathematics are also available in November 2021 and some students may sit Functional Skills Maths exams in March 2022.
- Mock exams for Y13 are held in December 2021 and internal exams for Y12 in April/May 2022.

CANDIDATE NAME

- Candidates are entered with the following name format of First Name Middle Initial Surname, e.g. Adam D 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 exam certificates. Once exam certificates are issued it costs to get a replacement.**

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 lists 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 but you do need to memorise your 4 digit candidate number to record on all your exam papers**

TIMETABLES

- A copy of the Provisional timetable for Sixth Form exams will be available to view on the schools' websites after October half term. 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 by an invigilator from the time you finish your first exam to the start time of your second exam in a separate room. It will therefore be necessary for you to bring a packed lunch and drink to school with you if you have a clash necessitating supervision over lunchtime. You may also bring revision material for the afternoon exam. You will not be able to use your laptop, mobile phone/Smartwatch (eg iWatch)/iPod/iPad 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

- There will be no formal study leave for Year 12 students. For Year 13 students the last day of school prior to their A level exams is Friday 27 May 2022.

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 or coats 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 a nearby room which will be signposted on exam days. This room will be locked during the period of the exam.

SEATING LISTS

- Seating Lists for ALL exam rooms will be displayed outside Constance Green Hall before each exam commences. Seating lists will also be displayed in the Sixth Form cafe at St Aidan's and on the Exams Noticeboard in the Collins Entrance at St John Fisher. Seating is usually in candidate number order. **It is imperative that you sit in the numbered seat allocated to you for a specific exam so that the Sixth Form staff can easily identify which students are missing.**

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. You **must not use** correcting pens, fluid or tape, erasable pens, highlighters or pale-coloured gel pens in your answers. However, a highlighter pen may be used to highlight questions, words or phrases within the question paper or extracts in any resource material provided.
- For mathematics (calculator papers), science exams and other exams where a calculator is permitted 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 prior to your exam and if your calculator has an **"exam mode"** **setting** it should be set to this prior to the exam starting. If you are unsure how to do this please check with your subject Teacher or ask an invigilator to help you.

- **Please note:** Students are **NOT** permitted to bring a **wrist watch of any description** into the Exam Room.
- **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 and the Exams Officer or invigilator tells you to do so. You will be given sufficient time to do this before your exam starts.
- Listen carefully to instructions and notices read out by the invigilators or Exams Officer – 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 code and for GCSE Maths re-sits the appropriate tier of entry (ie Foundation or Higher).
- 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 an additional exam booklet/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, wrist watches including Smartwatches (eg 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. The invigilator will make a report of any illness during an exam so the Examinations Officer is aware of any incidents.

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 **make sure you have the school centre number, your name and your exam/candidate number and the question numbers answered on all booklets or separate sheets you use.**

- 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** under any circumstances be taken from the examination room by students.
- 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, smart watch or other electronic communication/storage device
- Being in possession of unauthorised materials or attempting to access materials online, 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 for an exam.

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 including a family bereavement) please inform the Exams Officer 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, Exams Officer, 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. Contact 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 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

A Level/Level 3 Applied exams	:	Thursday 18 August 2022
GCSE exams	:	Thursday 25 August 2022

- A Level/Level 3 Applied exam results will be available for collection from Constance Green Hall at St Aidan's from 8.30 am. GCSE results for Sixth Form students will be emailed to the students' school email address.
- If you wish someone else to collect your results on your behalf, including your parents/guardians, you must give your written or emailed authorisation to school **before** results day.
- If you would like your results posted to you, please leave a **large** stamped addressed envelope (**with a large letter stamp**) at the Sixth Form Office before the end of term, writing on the reverse the subjects and levels (A Level, GCSE etc) of the examinations taken.
- Only in exceptional circumstances (eg Covid restrictions) will A Level/Level 3 Applied results be emailed to your school email address on results day.

POST-RESULTS

- If you require advice regarding review of marking, script returns or re-sits, please contact Mrs Humphrey or your Subject Teacher. **Information on the post results services available to you with costs and deadline dates will be included in your results envelopes and also on both school websites along with the appropriate forms for you to use to request a review/copy script etc.**

REVIEW OF MARKING

- If you wish to have your exam paper reviewed, you must pay for it yourself. The cost is dependent on the Exam Board and is usually around £50-60 per paper for a priority review and £45-50 for a normal review.
- It is important to realise that marks and grades are not always **raised** as a result of a review of marking; they can be **confirmed** or even **lowered**. If the **overall grade** is changed, a refund will be issued for those papers that contributed to the overall grade change; **no refund will be given if the marks/unit grade are changed but the original overall grade is unchanged.**
- You might wish to consider obtaining a priority photocopy of your marked script before deciding whether to request a review of marking.

ACCESS TO SCRIPTS

- If you wish, you may have a priority **photocopied script(s) of your A Level 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 and returned to Mrs Humphrey, with the required fee *per script* by the **advised deadline, usually one week after the publication of A Level results. You cannot apply for a priority 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 priority photocopied script(s), you may apply for a review of marking. The deadline for review of marking requests will be published alongside the results; you may only have a few days between receiving your priority copy script and the deadline for requesting a review.
- If you wish to, you may have your **original script(s)** returned from the awarding bodies to help with revision for any planned re-sits. 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 review of marking upon receipt of original scripts.
- If you receive an original script you must observe the awarding bodies rule that scripts **must not** be disposed of, written on or otherwise tampered with until the end of November. The awarding bodies may request the return of scripts prior to this date and **candidates who have tampered with scripts could be penalised.**

RE-SITS/ADDITIONAL EXAM ENTRIES FOR SUBJECTS STUDIED INDEPENDENTLY

- For some subjects it may be possible for you to re-sit exam units eg for Applied Subjects. Re-sit forms will be available from either St Aidan's or St John Fisher Sixth Form Office and will also be on the school websites to download in due course. All re-sit fees must be paid with application forms by **the published deadlines**. Re-sit applications received after this date will be charged a late fee of double the original amount. Re-sit forms received very late will be charged triple.
- Re-sits for **ex-students** are usually possible for written/oral examination units only. Ex-students cannot re-sit coursework/NEA units unless you are re-sitting from the June 2021 series. A non-refundable administrative fee of £25.00 is payable in addition to the re-sit exam entry fee and the School may also have to charge for the cost of invigilation if there are no current students sitting an exam at the same time as your re-sit. Students wishing to re-sit A Levels are required to re-sit all of the written papers for the subject.
- Students in the Associated Sixth Form who wish to sit exams in subjects they study independently (eg Polish/Portuguese/Chinese) and therefore do not attend timetabled lessons in that subject will be charged for the cost of the exam entry fee for that subject. If this further involves additional invigilation costs then the student would be expected to cover the cost of this as well. Please discuss as early as possible with the Exams Officer if you want to sit an exam which is not taught in school.

PRESENTATION OF CERTIFICATES

- Certificates arrive in school during the Autumn Term (usually late November) 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. **Please note: the school does not post out examination certificates to students.**
- 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 certificate(s)



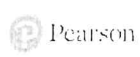
Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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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:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

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 have a watch, the invigilator will ask you to hand it to them.
- 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:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) 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. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) 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 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
- 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, including those used for rough work.

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:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) 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.



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2021

Produced on behalf of:



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**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 You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you must not have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 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 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) 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. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.

E. Advice and assistance

- 1 If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) 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.



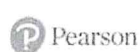
Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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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.

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, p29).

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

You may be required to produce 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Preparing your coursework – good practice

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

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

If you worked as part of a group on an assignment, 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 or share it with anyone, including posting it on social media. You **must always** keep your coursework secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Don't be tempted to use pre-prepared online solutions – 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 work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



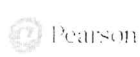
Joint Council for
Qualifications ^{CIC}

Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



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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 the regulations.

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

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 or share it with anyone, including posting it on social media. 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 pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

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, p29.

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

You may be required to include a bibliography at the end of your piece of written work. Your teacher 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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.

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 work 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 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

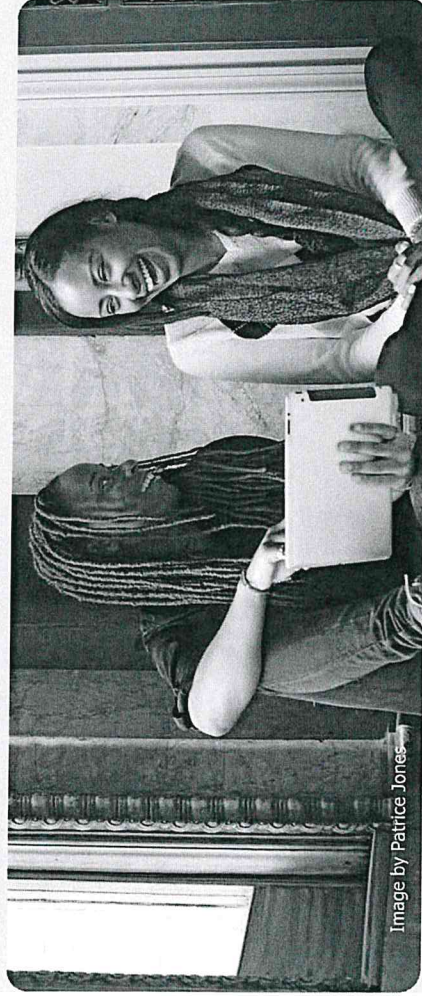


Image by Patrice Jones

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

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

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

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). 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.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

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>





Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



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. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.

NO MOBILE PHONES WATCHES 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.

