



Candidate Examination Information Booklet

General & Vocational Qualifications

September 2021 to August 2022

Examinations Centre Number: 28132

This booklet contains important information regarding exams, including any coursework/controlled assessments/NEA's. Please take time to read it carefully and keep safe for your future reference during the year, so that you know the rules.

**Candidate
Name:**

**Candidate
Number:**

**Registration
Group:**

How will I find out about my examinations?

Every student who has been entered for an examination will receive an individual timetable via their Form Tutor, printed from the Academy's database, which will show entries and seating allocation for all examinations. A general exam timetable will be posted on the exams notice board and on the Academy website under the exams information section.

If your timetable shows more than one examination taking place at the same time, you will either take the exams one after the other, in the same room and seat as per your first examination or you will be advised of alternative arrangements for taking your examinations, which may include periods of supervision.

The information on the timetable shows your personal details and the subject(s) you have been entered for. You should check this information carefully and if any of it is incorrect or missing then you should notify the Exams Officer as soon as possible, don't leave this until the day of the exam!

What should I bring to my exam?

You **MUST** bring to all your examinations, the following standard equipment:

A clear pencil case, containing black pens, HB pencils, a ruler and eraser, plus compass and protractor, and calculator where allowed.

Sixth Form students must also bring their student ID badge to ALL exams.

For some other examinations you may need additional materials, such as drawing/mathematical instruments, (compass and protractor) set texts, resource booklets and calculators. You should check with your teachers as to what equipment you will need and are allowed to bring into your examination.

Calculators are not allowed for some mathematics examinations, these are normally clearly identified on your timetable but if you are in doubt, you should check with your teacher or the Exams Officer. Remember to bring a calculator for all Science exams.

For most examinations, calculators are treated as standard equipment but should not have the following capabilities:

- Language translators
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Remote communication with other machines or the Internet
- Dictionary
- Mathematical formulae
- Data Bank
- Text

They should be of a size suitable for use on a desk. You are responsible for the power supply for the calculator. Instruction leaflets and printed formula on the lid of the calculator case should not be brought into the examination room. Any stored data should be removed prior to the exam.

For some GCE Maths papers a special graphics calculator is allowed, check with your subject teacher.

Remember, **if in doubt; leave it out** of the examination room. Please refer to the additional guidance regarding calculators near the end of this booklet.

You are allowed to bring a drink of water into your exam, but it must **only be water**, in a **clear plastic bottle with all labels removed**. Good hydration in exams is very important and will help you think more clearly.

When should I arrive at the examination room?

All morning examinations will **begin** at **9:00am** and afternoon sessions at **1:30pm or 1:45pm**, unless you are told otherwise, or the start time is adjusted on your timetable, **check the times carefully, on your personal exam timetable. Remember these are exam START times you need to arrive earlier than this, DO NOT just turn up at this time.**

Always attend your exams wearing full school uniform, unless you are in Sixth Form.

You will be informed what the process will be regarding storage of school bags during exams as we approach the exam season.

Be aware that **as of September 2021** the list of unauthorised items in exams such as mobile phones, now extends to watches. **You will therefore NOT be allowed a watch of any kind in an exam.**

Please ensure you are in school **at least 20 minutes prior to each of your examinations**. Make your way **directly** to your examination room, or **if your examination is in the Hall to the covered area near Design and Technology, for morning exams as soon as the final morning bell sounds. For afternoon exams in the Hall please make your way to the Gym for your briefing.** In the covered area am or Gym pm, you should line up quickly and quietly, in the correct column for your seat allocation. When the Exams Officer blows the whistle please be silent straight away, and listen to any instructions. Examination Invigilators will let you know when you can enter the examination room.

You should check the Examinations Notice Board in advance of your examination, or check with your subject teacher, to find out if you are to attend any other subject briefings prior to specific exams, and where this will take place, once you have attended this, you should follow the instructions above with regard to where you should go.

What if I am late?

If you arrive late for your exam, then you should go immediately to your examination room. You will be allowed to sit the examination, but if you are very late and/or candidates have already been released from the examination, your script may not be marked. You **MUST** then speak to the Examinations Officer directly after your examination.

What happens in the examination room?

Once you have entered the examination room you must remain silent.

You should go directly to your allocated seat, checking the printed desk label to confirm your seat.

The Lead Examination Invigilator will read out the instructions for the examination to you, including how you are expected to behave and when you can begin, please listen carefully.

The details you will need to complete on the front sheet of your question papers will be clearly shown on the white board at the front of the room, and also read out to you. Remember you must write in **BLACK INK ONLY**. These details will include the examination name and paper reference, date, start and finish times and our Academy examinations Centre Number. Your individual

candidate number will be clearly shown on both your timetable and on your desk label, this number will stay with you through Year 9, 10, 11 and into Sixth Form where applicable, so please try and remember it. Invigilators can help you to read the instructions on the front of your question paper only. Do not “doodle” on your paper! Defacing a paper can result in it not being marked. **You are responsible for producing legible writing, so make sure the examiner can read your answers, write your name clearly and in full with no abbreviations. Sign the paper if it asks you to.**

Clocks will be visible to you to allow you to keep track of the time. Remember you **MUST NOT be in possession of a watch of any kind.** The Lead Invigilator will tell you when you have five minutes of examination time remaining and when to stop writing.

You should remain seated in silence for the entire time you are in the examination room. An Invigilator will collect your completed scripts and tell you when you may leave.

If you feel ill, need to go to the toilet, require replacement equipment or have any other questions, raise your hand and an Invigilator will come to you. **Never leave your seat or shout out in an examination.**

What is considered to be malpractice in examinations and what sanctions can be applied?

The Academy operates a zero-tolerance policy with regard to malpractice in examinations. You must not talk, turn around, behave in a distracting manner or carry out any action which could be interpreted by a member of the Invigilation Team/Examinations Staff as an attempt to communicate with another candidate.

Candidate malpractice also includes (this list is not exhaustive and awarding bodies will consider all requests from our Academy for consideration regarding malpractice):

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an Invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of ICT to aid the copying);
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate’s work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio;
- allowing others to assist in the production of controlled assessments, coursework or assisting others in the production of controlled assessments or coursework;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);

- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries, reading pens, translators, wordlists, glossaries, iPods, mobile phones, any watches, MP3/4 players, pagers or other similar electronic devices;
- the unauthorised use of a memory stick where a candidate uses a word processor;
- behaving in a manner so as to undermine the integrity of the examination.

Standard Awarding Body penalties for malpractice include:

- a warning;
- loss of marks gained for a section;
- loss of all the marks gained for a component;
- loss of all the marks gained for a unit;
- disqualification from the unit.
- disqualification from all units in one or more qualifications taken in the series;
- disqualification from the whole qualification;
- disqualification from all qualifications taken in that series.
- barred from entering for examinations for a set period of time.

You MUST leave all your belongings, other than examination equipment, in your bags before you attend your exam. DO NOT CONSIDER TAKING YOUR MOBILE PHONE, WATCH OR ANY UNATHORISED ITEMS INTO THE EXAMINATION ROOM. IT IS NOT WORTH THE RISK. Think about leaving your phone at home on examination days.

If your phone is found to be switched **on or off** in an exam, we will report it to the Awarding Body and the minimum penalty will be cancellation of your exam paper. Awarding Bodies can also decide not to allow you to enter any further examinations, or disqualify you from exams already taken in the current season.

WATCHES: Any kind of watch **MUST** be handed in, they are no longer allowed in an examination room.

Exam fees

Whilst the Academy is happy to pay for the exams that students attend, we shall be charging parents/carers for any exams where papers are rejected through lateness or malpractice (having a mobile phone etc) or exams that students miss (unless the Exam Board applies special consideration)

A bit of advice

Take time to **read all the instructions on the exam paper** and carry them out exactly – if unsure raise your hand and an Invigilator will help you with this, but remember an invigilator can only read you the instructions on the front of the paper. Answering the wrong questions cannot be put right later and may seriously affect your grade. There are often blank pages in the middle of an exam booklet, which are meant to be there and are labelled 'BLANK PAGE'. **Don't assume you have**

finished until you reach the instruction 'END OF EXAMINATION'. Pupils have been known to leave out whole questions. You are responsible for producing legible writing, so make sure the examiner can read your answers.

When you have finished, use your remaining time to check your work thoroughly, including whether you have numbered your questions and signed any answer sheets, where applicable.

When you are allowed, leave the exam room in silence. Collect any items you handed in. Other examinations may still be ongoing. Make your way quietly to your lessons.

Illness and other emergencies

If you are taken ill during an examination, raise your hand and an Invigilator will take care of you. If you are taken ill at home and cannot come into The Academy for your exam, you must:

- Telephone The Academy or ask someone to call for you. The Academy number is 01777 713700.
- Obtain a letter from your doctor and send it in to The Academy immediately so that we can request Special Consideration from the Awarding Body. It is very important that you send evidence of your illness straight away, as we only have 7 days to request Special Consideration and will have to provide evidence of your illness at the same time. We cannot guarantee you will get a grade for any missed examinations but it is always worth asking the Awarding Body to consider it.

If you are ill but still feel as though you can sit your exam, you must let the Lead Invigilator know that you are unwell. They will record this on the paperwork for the examination. You must then see the Examinations Officer and ask for Special Consideration as it is unlikely you will have worked to the best of your ability.

For prolonged illness/debilitating conditions, Special Consideration can be requested for a series of exams.

Other circumstances can affect your performance in an examination. The Invigilators will note down anything which they judge worthy during the exam but if there is anything happening at home which may affect your performance, you must let the Examinations Officer know as soon as possible.

Access arrangements

You should know if Access Arrangements have been made with Awarding Bodies for your examinations. Your consent should have been requested.

Access Arrangements are put in place for students to mirror, as much as possible, their normal way of working at The Academy. Access Arrangements are granted to enable you to have equal access to examination papers and assessments as other students.

If you know that you currently have Access Arrangements agreed for examinations, such as extra time, scribes and readers, but do not want these arrangements for your examinations, you must see the Examinations Officer as soon as possible.

If you think you should have Access Arrangements, but these are not currently in place, you must see the Examinations Officer as soon as possible.

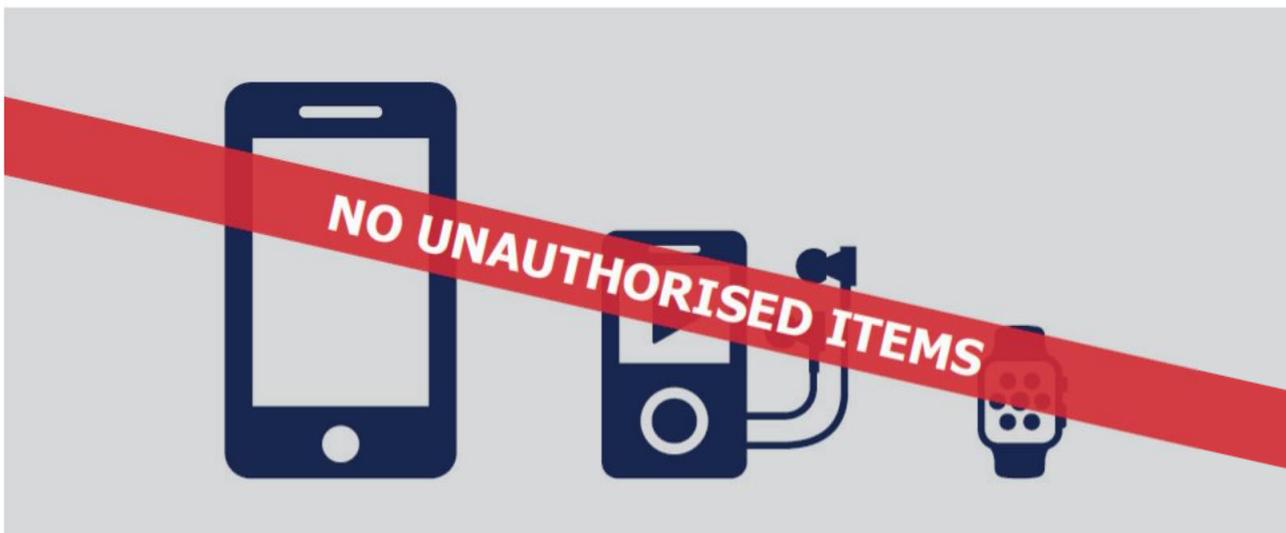
More reading

It is your responsibility to read and abide by the following information, which is issued jointly by all of the Awarding Bodies. Larger copies of this information will be displayed in and around the rooms in which you take your examinations as a reminder of your expected conduct and preparedness. This information is also available on The Academy website in the exams section and is posted on the exams notice board. **There is a particularly important information sheet, which has guidelines around referring to exams/assessments via the internet, on social media etc. Please read this carefully and ensure you follow these rules, together with all the other exam rules and regulations.**

Lack of knowledge of these rules and regulations will not be accepted as an excuse for malpractice in examinations.

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.

JCQ^{cic}

2021 - Effective from 1 September 2021

This information has been taken from JCQ General Regulations for Approved Centres 2021-2022



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.

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This information has been taken from JCQ General Regulations for Approved Centres 2021-2022



Joint Council for
Qualifications ^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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Rewarding Learning



Oxford Cambridge and RSA



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
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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.



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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



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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

Information for candidates
Using social media and examinations/assessments



Image by Patrice

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

Please read it carefully.



Image by Ben

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

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.

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.

Using calculators

- 10.1 Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

- 10.2 The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.
- 10.3 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.4 An invigilator may give a candidate a replacement calculator.

Calculators must be: <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;● be borrowed from another candidate during an examination for any reason;*● have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">○ the calculator's power supply;○ the calculator's working condition;○ clearing anything stored in the calculator.	

- 10.5 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

**** this information has been taken from Section 10 of the JCQ Instructions for conducting examinations publication 2021-2022 edition**

Finally

The Exams Officer and the Invigilation Team are there to help you before, during and after your examinations.

The Exams Office is situated at the end of the English corridor with the examinations notice board just around the corner. Invigilators will be in your examination room on the day of your exams.

If you are worried or unsure about anything, please ask us, we are here to help!

Good luck in your exams!

Mrs P Miller
Exams Officer

Academic year 2021/2022