



GCE/GCSE Examinations 2018-19

Guidance for Students and Parents

**Theale Green School
Centre Number: 51235**

School Telephone Number: 0118 930 2741

GCE/GCSE Examinations 2018-19 Guidance for Students & Parents

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Introduction

It is the aim of Theale Green School to make the examination experience as stress-free and successful as possible for all Students.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Theale Green School is required to follow them precisely. You should, therefore, pay particular attention to the Joint Council for Qualifications (JCQ) notices in the appendices of this booklet.

Some of the questions you may have are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact school on 0118 930 2741 and ask for:

Mrs Sharron Stevens
SIMS Manager and Examinations Officer
Email: sstevens@thealegreen.w-berks.sch.uk

Mrs Linda Stevens
KS4 Progress Lead
Email: lstevens@thealegreen.w-berks.sch.uk

Dr Anne Richards
Head of Sixth Form
Email: ARichards@thealegreen.w-berks.sch.uk

All the best and good luck!

Before the Examinations

Statements of Entry:

All candidates will receive a proposed entry list from the school indicating the subjects they are being entered for and the levels of entry, where applicable. You should check everything on the proposed entry list very carefully. Particularly, check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

Examination Boards:

The school uses the following examination boards: AQA, OCR, Pearson Edexcel and WJEC.

Candidate Name:

Candidates are registered using legal names, not preferred names and should be the same as their birth certificates and passports.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number which will be entered on examination papers. It will appear on the examination candidate ID card in the exam room.

Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on the proposed entry list. This number will usually begin with the Centre Number (51235) unless you have transferred from another school that had already issued your UCI. The UCI is used for administration purposes only.

Unique Learning Number (ULN):

The 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 13 involved in UK education or training.

Timetables:

A copy of the Full Examination timetable will be available on the school's website. All candidates will receive an individual timetable showing their own specific examinations with details of date, time and duration of their examinations. Check it carefully. If you think something is wrong, speak to Mrs S Stevens, immediately.

Exam Fees:

Exam Fees are paid for by the School, unless a student is re-sitting a paper when the fees must be paid before an entry can be made. These fees may be passed on if a student fails to sit an exam.

Contact Numbers:

Please check that school has at least one up-to-date contact number for you.

Equipment:

Make sure you have all the correct equipment in a clear pencil case, including a calculator, before your examinations. We only have limited stocks of calculators and maths packs, so we will be unable to supply any during these examinations.

During the Examinations

Examination Regulations:

JCQ issues rules and regulations that have to be strictly followed by all schools – these are attached to the back of this booklet. All candidates must read these carefully and please note that to break any of the examination rules or regulations could lead to disqualification from any or all subjects. The school has to report any breach of regulations to the awarding body.

Attendance at Examinations:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in **school uniform** and **fully equipped**. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please go to the examination room entrance and wait quietly until you are escorted into the exam room by a member of staff.

Do not attempt to communicate with or distract other candidates.

Candidates who arrive late for an examination may still be admitted. If special consideration applies then you must speak to the Examinations Officer (see Absence from Examinations).

Candidates must be in full school uniform when sitting their examinations.

All items of equipment, pens, pencils, mathematical instruments (do not bring calculator lids), etc., should be visible to the invigilators at all times. You must either use a **transparent pencil case or clear plastic bag**.

Pens should be black ink or ballpoint - no erasable or correction pens are allowed. Glasses case and AppleWatches/smartwatches are **NOT** allowed. **Watches must be placed on desk and stay there for the duration of the exam.**

For mathematics and science examinations, Students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.

No item may be borrowed from another candidate.

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination.

Mobile telephones must not be brought into the examination room unless they are handed in and switched off. If a mobile phone (or any other type of electronic communication or storage device) is 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 examination board. No exceptions can be made.

No food or drink is allowed in the examination rooms, with the exception of water, which must be in a **clear unlabeled see-through bottle**.

Do not draw graffiti or write comments on examination papers – if you do, the examination board may refuse to accept your paper. Do not draw graffiti or write comments on Candidate ID Cards. Do not draw graffiti or write comments on examination desks.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly. Please make sure your name, Exam number and school information is clearly written on the examination answer book and every piece of paper being handed in.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Officer. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

If you have an exam in the afternoon which starts at 1pm and lasts for one hour or less, you will be required to remain in the exam room until 2.30pm.

At the end of the examination all work must be handed in. Remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.

Invigilators will collect your examination papers before you are allowed to leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must **not** be taken from the examination room.

Remain seated in silence until you are told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

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

Invigilators:

Invigilators are in the examination rooms to supervise the conduct of the examination. They will hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

When in an exam venue, please raise your hand if you require the assistance of an invigilator.

Absence from Examinations:

If you experience difficulties during the examination period (e.g. illness, injury, or personal problems), please inform school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer, without delay. Your doctor or nurse must have signed the documentation.

Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence.

After the Examinations

Notification of Results:

GCE Results for Year 13 will be available for collection between 9am and 11.00am on Thursday 15th August 2019.

GCSE Results for Year 11 will be available for collection between 10.00am and 12.00am on Thursday 22nd August 2019.

If you wish any other person (including family members) to collect your results on your behalf, **you must give your written authorisation to the Examinations Officer before the School summer break.**

If you wish the results to be emailed, please confirm this in writing to the Examinations Officer before the School summer break and include the email address you would like the results sent to. Results will be emailed out from 12noon.

Post Results:

If you need post-results advice, teaching staff will be available on results day.

Certificates:

Year 13 and Year 11 examination certificates will be presented to students at the Awards Evening held in December. Students who don't attend can collect their certificates from the school in the weeks after the Awards Evening.

If you wish any other person (including family members) to collect your certificates on your behalf, **you must give your written authorisation to the Examinations Officer.**

If you would like the certificates to be posted, please write to the Examinations Officer and supply a large stamped addressed envelope. These will then be posted after the awards evening. The school accepts no liability in the event of the certificates being lost in the post.

Frequently Asked Questions

Q. What do I do if there is a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and isolated, as they must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. If in doubt, please consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

The Examinations Officer/Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Examinations Officer/Invigilator immediately.

Q. What do I do if I forget my Candidate Number?

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

Q. What do I do if I forget the School Centre Number?

The Centre Number is 51235. It will be clearly displayed in the examination room and on individual Candidate ID Cards.

Q. What do I do if I have an accident or am ill before the examination?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an 'Appeal for Special Consideration' on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

Q. If I'm late, can I still sit the examination?

Provided you arrive at school by 9.30am or by 2.00pm, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will inform the Examinations Officer who will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the school must inform the examination board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform.

Q. What equipment should I bring for my examinations?

For most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator (Maths/Science), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to the examinations.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What is allowed in the examination room?

Only material that is listed on question papers is permitted in the examination room and Students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a Student would normally be disqualified from the paper of the subject concerned.

Items not permitted under examination regulations must be left in the care of the invigilators. Do not bring any valuables into school when you attend for an examination.

No food or drink is allowed in the examination room, with the exception of water which must be in a clear, unlabeled see-through bottle.

Mobile telephones – If you have to bring a mobile, it must be switched off and left in your bag. Please note that some mobile telephones have an alarm/alert system that activates even when the telephone is switched off. Check your telephone and cancel any alarms/alerts.

Q. Why can't I have my mobile telephone on me in the examination room?

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, AppleWatch/any smartwatches) is regarded as cheating and is subject to severe penalty from the awarding bodies.

The minimum penalties are as follows:

Device found on you and turned ON – disqualification for the entire subject award. Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

Telephone rings during the examination wherever it is in the room – the examination board must be informed and you will be disqualified from all papers (including any already taken).

Q. How do I know how long the examination is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

NO - It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room until the full exam time has finished or without the permission of the Examinations Officer.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the examination?

Only if it is absolutely necessary. The Examinations Officer has to be sent for to cover the absence. Once the Examinations Officer has arrived, an invigilator will escort you.

Q. Why do I need to check my details on the Statement of Entry?

The details on your Proposed Entry List will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my examinations?

Some Students receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board.

Q. What do I do if I don't get the grades I need/expect?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Examinations Officer by the date on the form.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

The Warning to Candidates must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher. A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



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

Information for candidates – Privacy Notice General and Vocational qualifications Effective from 1

September 2018

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

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

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

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

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

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

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

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

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

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

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

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

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask your teacher. A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen 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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

Do not think you will not 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 or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Information for candidates Using social media and examinations/assessments



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. 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 should be aware that the following might constitute malpractice:

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

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



