



Examinations Handbook 2023- 2024

Guidance for Students and Parents

Heddingham School

Centre Number 16519

Introduction

It is the aim of everyone at Hedingham School to make the examination experience as stress-free and successful as possible for all students.

Public examinations can be an extremely stressful time for students and parents alike. It is important that all those involved are as well informed as possible.

This booklet is intended to inform and advise students and parents and to help them to understand examination regulations and the procedures to follow in the event of any problems occurring.

Hedingham School will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their full potential. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

The Awarding Bodies (also known as Examination Boards) set down strict criteria that must be followed for the conduct of examinations and Hedingham School is required to follow them precisely. Particular attention should be paid to the Joint Council for Qualifications (JCQ) notices at the end of this document. These rules and regulations are designed to ensure fairness and minimise disturbance during exams and we are required to ensure that all candidates are made aware of them.

Some common questions are answered here but if there is any question that has not been addressed, please do get in touch.

After reading this booklet, if you have any further questions, please do not hesitate to contact our Examinations Officer:

Mrs Nina Powell

01787 460470

hed.powelln@hedingham.essex.sch.uk

On exams days it is best to contact the School Office on 01787 460470 and leave a message with the nature of your query or problem and we will get back to you as soon as possible.

Before the Examinations

Entries

Candidates will be issued a Statement of Entry. This should be checked carefully, paying particular attention to:

- Name – this should be the candidate's full legal name. Check the spelling is correct.
- Date of birth
- Exam Entries – check that all the subjects you expect to take exams in are listed.
- Tier of entry – for certain GCSE subjects there will be a specific entry tier, either Foundation (F) or Higher (H). This relates to Mathematics, all the Sciences, French and German. Check that this tier is as you would expect.

Candidates will also be issued with their individual Exam Timetable. Again, please check this information carefully. The name and date of birth shown here will be printed on your final examination certificates. Awarding Bodies charge a fee to amend certificates which have already been issued.

Awarding Bodies

The school uses the following Awarding Bodies:

- AQA
- OCR
- Pearson (Edexcel)
- WJEC/Eduqas

Exam Regulations

The JCQ (Joint Council for Qualifications) oversees the examinations process in this country. Copies of the regulations and notices that they require candidates to be aware of are included at the end of this handbook.

Candidate Name & Candidate Number

Candidates must be registered using their legal names, not preferred or shortened names. Each candidate has a four digit candidate number. Students will write their name and candidate number on the front of their exam papers. To ensure that results are received smoothly and correctly, students should use their full legal name on the exam paper, not their preferred name. Each candidate has a card on their desk in the examination room displaying their legal name and candidate number. These cards must not be altered in any way by the candidate.

Timetables

Candidates will be issued with an individual timetable showing their own specific examinations with details of date, time and duration. These should be checked carefully and if anything appears to be wrong, the Examinations Officer should be notified immediately. You are responsible for knowing the dates and times of your exams.

Exams start at 9:00am and 1:00pm. You should arrive to the assembly area at least 15 minutes before the exam start time.

Contact Numbers

Please ensure that the school office has at least one up to date contact number for you.

Equipment

It is the responsibility of the candidate to bring the correct equipment with them. This is covered further, later in this document. The school is no longer selling pre-packed exam kits, however they can be purchased cheaply via Amazon for example, simply search for "Clear Exam Set".

Calculators

You may use a calculator in an exam room unless prohibited by the Awarding Body's specification. Where the use of a calculator is allowed, you are responsible for making sure that your calculator meets the Awarding Body's regulations.

Calculators must be:

- 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:

- be language translators
- be symbolic algebra manipulation capable
- be symbolic differentiation or integration capable
- be able to communicate with other machines or the Internet
- be borrowed from another candidate during the exam
- have retrievable information stored in them.

The use, or attempted use, of any such calculators will be regarded as malpractice and must be reported to the Awarding Body.

Student Availability

Students must be available to sit exams on the Awarding Bodies' Contingency Dates. These dates will be used in the event of widespread national disruption to an exam or exams. The dates are:

- Thursday 8th June (pm only)
- Thursday 15th June (pm only)
- Wednesday 28th June (all day)

During the Examinations

Regulations

As soon as a candidate enters an examination room, they are under JCQ regulations.

There must be NO TALKING and no contact with other candidates. If assistance of any kind is needed, they must raise their hand and wait for an invigilator to come to them.

It is important to make sure that any of the restricted items have been removed from pockets/wrists BEFORE entering the room. Possession of these items in the exam room is malpractice and will almost certainly result in loss of marks for that paper even if the item was brought in by mistake and was not used. Further details of restricted items are in the FAQs later in this document.

MOBILE PHONES, WATCHES or any other electronic or storage device must not be taken into an examination room. If one is found in a candidate's possession, even if it is switched off and was brought into the room by mistake, it will be taken from you and a report will be made to the Awarding Body. No exceptions can be made. Awarding Bodies take this regulation very seriously and they will almost certainly remove the marks for that paper from the candidate.

Candidate bags must not be taken into the exam room and will need to be left in siderooms. These rooms are not secure, candidates are advised to lock any valuable property in their lockers, or not bring it into school on examination days.

We do not accept any responsibility or liability for items left in school bags during examinations.

No food or drink can be taken into the exam room, with the exception of water, which must be in a clear, unlabelled, see-through bottle. Chewing gum is not allowed. If any other food or drink is required for medical reasons, this must be discussed with Nina Powell, Examinations Officer, before examinations start.

Candidates should:

- LISTEN carefully to instructions and notices read out by invigilators – there may be amendments to the examination paper that need to be understood.
- CHECK they have the right paper – check the subject, paper and tier of entry (where appropriate).
- READ instructions on the front of the examination paper carefully and follow them correctly.
- REMAIN seated in silence until told to leave the room.
- LEAVE in silence.

Candidates should not:

- DRAW graffiti, doodle or write comments on examination papers as the Awarding Body may refuse to accept them. This will result in a loss of marks for the student.
- REMOVE any items from pockets – make sure everything needed is on the desk before the examination starts.
- TAKE any questions papers, answer booklets or additional paper from the exam room.

Seating Plans

Seating plans will be displayed outside the main exam hall before each exam commences and are listed in Surname order. You should check the seating plan to ensure that you sit in the correct seat. It is essential that you sit in the correct seat for a specific exam or you may be given the wrong paper.

Invigilators

Invigilators are in the exam room to supervise the conduct of the examination. They will hand out extra paper if required and deal with any issues that arise, for example if a candidate feels unwell.

Candidates must follow all instructions given to them by invigilators at all times. Failure to do so constitutes candidate malpractice which must be reported to the Awarding Body and may result in loss of marks for that paper.

You are expected to behave in a respectful and polite manner towards the invigilators.

Please note that invigilators cannot discuss the exam paper at all. They cannot read out or explain the questions.

If the fire alarm sounds during an examination, candidates should remain seated and silent and follow the instructions given to them by the invigilators.

Exam Conditions

You are under strict exam conditions from the moment you enter the exam room until the time all candidates leave.

If you are using a laptop to type your exams you will still be under exam conditions until after you have printed and signed your typed exam paper.

At the End of an Exam

At the end of an exam, all work must be handed in. Remember to cross out any rough work.

If you have used additional sheets or answer booklets, put them inside the main answer booklet, in the correct order.

Invigilators will collect your question papers and answer booklets before you leave the room. Absolute silence must be maintained during this time. You are still under exam conditions until you leave the room.

Question papers, answer booklets and additional sheets must not be taken from the exam room.

You must remain seated in silence until you are told to leave. You must leave the room in silence, one row at a time, and show consideration to other candidates who may still be working.

Malpractice

Any form of malpractice, including possession of unauthorised material, even if by mistake, is a very serious offence and you will be subject to penalty and possible disqualification under the JCQ's Suspected Malpractice Procedures.

Forms of malpractice include (but are not limited to):

- Being in possession of a prohibited device in the exam room, even if switched off. For example, mobile phone, watch etc.
- Being in possession of unauthorised materials, e.g. revision notes, dictionary etc.
- Communicating with other candidates, by talking, signing or otherwise
- Copying from other candidates
- Sitting an exam in the name of another candidate

Lateness

If you are running late you should get to the school as quickly as possible. If you can, call the School Office on 01787 460470 to inform us of the delay. When you arrive, go immediately to the exam room. You must not enter an exam room without permission after an examination has begun.

Hedingham School will do its utmost to ensure that you are able to sit the exam in the full allocated time. However, this may not always be possible.

If you arrive very late, the school must inform the Awarding Body, giving the reason and evidence for your lateness. This may result in you receiving no marks for that paper.

If you arrive after the end of an exam, you will not be admitted.

Absence

Any difficulties experienced during the exam period should be reported to the school at the earliest possible opportunity so that we can help or advise. This would include illness, injury, bereavement, personal problems etc.

Only in "exceptional circumstances" are candidates allowed special consideration for absence from any part of an examination. It is essential that signed medical or other evidence is obtained on the day and passed to the school immediately.

Please note that misreading the timetable is not a satisfactory explanation for absence from an exam.

If you are unable to attend an exam due to illness or some other serious reason, your parent/guardian must contact the School Office before 9:00am on the day of the exam.

After the Examinations

Notification of Results

Results will be released to candidates as follows:

GCE and other Level 3 qualifications: Thursday 17 August 2023

GCSE and other Level 1 and 2 qualifications: Thursday 24 August 2023

Timings for result release will be issued nearer the time.

If a candidate wishes any person other than themselves to collect results on their behalf, they must give written authorisation to the Examinations Officer before results day. The person collecting must provide photographic identification, such as a passport or driving licence.

Post Results

There will be members of the Senior Leadership Team and the teaching staff available on Results Days to give advice to students. Information about requesting a Review of Marking will also be available.

Certificates

Certificates will be available for collection by students from January 2024.

Please note: We do not post out certificates, they must be collected. This is due to the risk of them being lost in the post. Certificates are important legal documents and cannot be reissued. It is only possible to obtain a replacement statement of results from the Awarding Bodies and this incurs a significant cost.

Frequently Asked Questions

What do I do if there is a clash on my timetable? (This means you are due to sit more than one exam at the same time).

The Examinations Officer will be aware of this and you will be informed how this will be managed.

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

Inform the school as soon as possible so that we can help and advise you. There are many ways we can support you with different problems, for example, if you have an accident which means you cannot write, we can provide a word processor or a scribe who can write for you. We obviously need as much notice as possible to put these arrangements in place, but they can be organised at the last minute if necessary.

What do I do if I forget my candidate number?

Your candidate number is printed on your candidate card which will be on your desk when you arrive. Write this on the front of the exam paper when you are told to do so.

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

The invigilator will ask you to check your paper before the examination starts. If you think something is wrong, raise your hand and tell the invigilator immediately.

What do I do if I forget the school centre number?

This will be clearly displayed in the exam room.

What do I do if I feel unwell during an examination?

Put your hand up and an invigilator will assist you.

If I am late, can I still sit the examination?

If you are late we may still be able to allow you to sit the examination, so even if you have missed the official start time you should still get to the school as quickly as possible.

If you are very late (as determined by the Awarding Body), they may decide not to accept your paper and you will not receive any marks for that paper.

If I miss an exam, can I take it on another day?

No.

Do I have to wear school uniform?

You must wear school uniform until you go on official study leave from school. After that you may wear whatever comfortable clothing you choose but hats and hoods must not be worn.

What equipment should I bring for my examination?

For most examinations you should bring:

- At least 2 pens – black ink only. These must not be of the erasable or gel ink variety.
- 2 HB pencils
- 30cm ruler
- Pencil sharpener
- Rubber

For some examinations you will need:

- A calculator
- A compass
- A protractor
- Coloured pencils

Your teachers will advise you on equipment 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. If you find you have forgotten something, raise your hand and the invigilator will try to help.

What is allowed in the examination room?

Only material that is listed on question papers is permitted, so only bring what is needed for the specific examination. Your teachers can advise you.

You are allowed to bring water in a clear, see-through bottle with all labels removed.

If any other item is found in your possession, this has to be reported to the Awarding Body and you run the risk of losing your marks for that paper.

Why can't I have my mobile phone in the exam room?

Awarding Bodies are very strict on this. Mobile phones, watches or any other electronic or storage device are not allowed in the room, even if they are in your pocket and switched off. If you are found with any of these items in the exam room, even if they are switched off, we **will** report it and the board **will** penalise you.

How do I know how long an examination is?

Your timetable tells you the length of the examination. It is also printed on the front of the paper. Start and Finish times are written on a whiteboard or large sheet of paper displayed at the front of the room. All rooms have clocks visible to all students.

Can I leave the room early if I have finished?

No as you will disturb those who have not finished. You must not leave the room until told to do so by an invigilator.

What do I do if the fire alarm goes off?

Stay calm, remain seated in silence – you are still under exam conditions. An invigilator will tell you what to do. You must follow their instructions.

Can I go to the toilet during an examination?

Yes. Raise your hand and wait for an invigilator, who will escort you.

What do I do if I do not get the grades I need/expect?

There will be members of the Senior Leadership Team and teachers available on Results Day to offer advice.

If you believe that it is necessary to make an enquiry about your result, you should first consult your teacher for that subject to obtain their advice as to the advisability of requesting a Review of Marking.

We have a very small window to make these requests so do not delay talking to your teacher.

When can we go on holiday after the exams finish?

All students are required to be available to sit exams on the Awarding Bodies' contingency days which will be used in the event of national disruption to the exams this year. This means that you can plan to go away on holiday on or after 29th June.



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

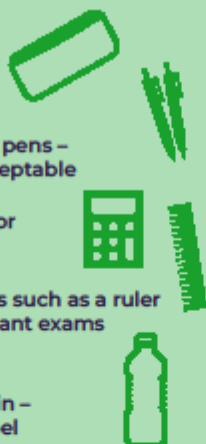
What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents



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.



AQA

City & Guilds

CCEA

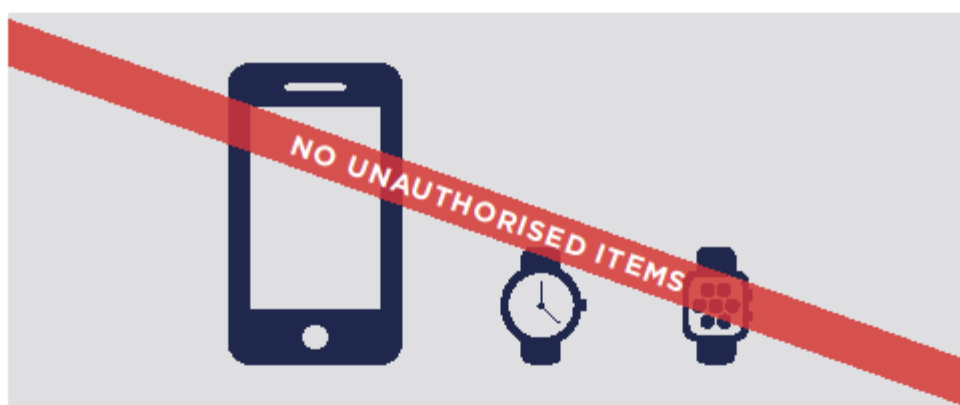
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

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



Possession of unauthorised items, such as a mobile phone or any watch, 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 Information for Candidates – Written Examinations



REVISION ONE

Information for candidates

Written examinations

With effect from 1 September 2022

Published on: 1 September 2022

Revision one: 7 February 2023

Produced on behalf of:



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

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

This document was first published on 1 September 2022. It was amended on 7 February 2023. Where a subsequent amendment has been made, **the text is highlighted in yellow.**

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 or draw offensive or obscene 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. **Do not** open the question paper until you are instructed that the exam has begun.
- 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

JCQ Information for Candidates – Social Media



**Information for candidates
Using social media and examinations/assessments**



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

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

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.



You need to know that the following would be malpractice:

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

Penalties that awarding bodies apply include:

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

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

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



JCQ Information for Candidates – Non-examination Assessments



Information for candidates

Non-examination assessments

Effective from 1 September 2022

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 2023.

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

JCQ Information for Candidates – Coursework Assessments



Information for candidates

Coursework assessments

Effective from 1 September 2022

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.

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 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 2023.

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

JCQ Information for Candidates – On-Screen Tests



Information for candidates

On-screen tests

With effect from 1 September 2022

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. **Do not** open the question paper until you are instructed that the exam has begun.

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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

JCQ Information for Candidates – Privacy Notice



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	https://ccea.org.uk/legal/privacy-notice
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.ica.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.ica.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.ica.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.