



Public Examinations

**Information for Parents and
Students
2011/2012**

Introduction

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The centre 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 best. Mock exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform about examination procedures, to answer some of the most frequently asked questions to help to guide and support students and parents through the examination process.

It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any other questions please feel free to make enquiries from the exams officer. You can contact the exams office by telephone on **0191 5615511**

On exams days it is best to contact the reception on **0191 5615511** and leave a message, with the nature of your query, since the main priority will be the starting of exam sessions on time.

Contents

Introduction	1
<i>Contents</i>	2
Who is responsible for the examinations?	1
Who is entered for public examinations?	1
Can students take holidays during term time?	1
Coursework deadlines	1
What information will students receive about their examination entries?	1
What are modular examinations?	2
Where will the examinations be held?	2
How do I know when the date exams take place?	2
At what times do the exam sessions begin?	2
What happens if a student has more than one exam at the same time?	3
How are students supervised?	3
What happens if a student cannot find his/her place in the exam room?	3
What happens if a student is late?	4
What should students bring to the examinations?	4
What should candidates not bring with them?	4
Regulations governing the use of calculators	5
What are the regulations regarding mobile phones?	5
What is meant by Malpractice?	5
What happens if a student does not turn up for an examination?	6
How are exams started?	6
What standards of behaviour are expected during examinations?	6
What do I do if my son/daughter is unwell at the time of one of the examinations?	6
What do Students do who finish early?	7
What do I need to do if a student has problems that may affect his/her examination performance?	7
How can parents best help their son/daughter during the examination period?	7
What happens about the return of centre books and equipment at the end of the examination period	8
When and how are the results distributed?	8
What can I do if results are substantially different from what is anticipated?	8
What is the Appeals Procedure?	9
How do I go about obtaining copies of marked examination scripts?	12
How do candidates apply to re-sit?	12
When do students receive certificates?	12

Who is responsible for the examinations?

The centres' exams officer is responsible for administering all public examination arrangements and for oversight of students during exams, under direct responsibility from the head of centre, the principal.

There is a team of adult invigilators who will be present during the exams at all times and who are supervised by the exams officer.

The awarding bodies or examination boards set down strict criteria which must be followed for the conduct of exams, and the centre is required to follow them precisely.

Who is entered for public examinations?

It is centre policy to enter every student who is being taught a subject, for the most appropriate level of exam. Only by exception, after consultation with parents, and heads of department, will students not be entered.

Can students take holidays during term time?

Dates for exams are rigidly fixed by the exam boards and are subject to change until close to the time that students start study leave. The exams officer will not give actual dates for exams to parents or students in advance, wishing to book holidays. Parents are reminded that they require the principal's permission to take students out of the centre and they book holidays during term time at their own risk. It is strongly against good practice, careful preparation and centre policy to take holidays in term time.

Coursework deadlines

Most of the subjects have an element of coursework included in them which has to be completed, be marked and assessed and the marks and work sent to the boards well before the formal exam sessions take place. The centre sets deadlines that allow time for this process and to meet the board deadlines. These cannot be changed. Students who don't submit coursework on time will not be allocated a mark for this portion and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the minimum 35% of the course.

What information will students receive about their examination entries?

When the entries have been entered on the centres computer system, students will receive a student entry summary detailing the subjects and tiers for which they been entered. This should be checked and you are asked to inform the centre if you believe there are any errors or problems.

This document serves two purposes:

- I. to check that all entries have been made and are correct,
- II. to inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.

Once the examination boards have received entries, Statements of Entry will be issued showing the subjects entered with that board, and giving the dates of the examination. These should be checked and kept safely by the candidate, as they are evidence that an entry has been made. They should be brought by the candidate to each examination as an additional check on papers entered, tiers of entry, candidate number etc. but not written on. Sometimes candidates will receive updated statements if the entries made for them change.

What are modular examinations?

Modular GCSE and AS/A2 levels involve the written examinations on sections of the syllabus being taken at intervals throughout the course rather than all at the end.

Most modular sessions are in November, January, March and June according to the Board used. Students have the opportunity to retake certain units on the advice of their subject teachers but the centre only pays the entry fee if the original examination was missed through illness and a medical certificate was produced.

Where will the examinations be held?

The main location for written papers is the main hall. Candidates are asked to be there 10 minutes before the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly outside the room until invited to enter. Where a candidate sits will be determined by their candidate number, which appears on all statements of entry. The candidate will sit at the desk bearing a card with their candidate number. This arrangement follows examination board rules and the centre cannot change it.

How do I know when the date exams take place?

The main periods for exams are November, January, March and May – until the end of June/early July but some oral examinations and practical examinations will take place earlier. All candidates will receive individual entry statements from the examination boards, which will give them the dates and sessions (a.m. or p.m.) of the papers they are taking. They will also receive a centre produced timetable of all GCSE/GNVQ examinations. This will include start times and the location of the examinations. It is helpful if parents make sure a copy of this timetable is available to them at home with their son's/daughter's exams highlighted.

At what times do the exam sessions begin?

The exam boards dictate the permissible start times for exams. Candidates are asked to report no later than **8.50 for morning examinations** and **1.20 for afternoon examinations**. The length of examination papers varies and they will frequently not finish until after the normal school day. Students and parents should be aware of this and make appropriate arrangements for

getting home. Students will not be allowed out of an exam early for any reason.

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be even later. Timings for some papers may deviate from this pattern and the candidates will be made aware of this. It is the candidates' responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for students to confuse AM and PM. sessions. Please ensure your son/daughter checks his/her exam commitments for each day on the previous evening.

What happens if a student has more than one exam at the same time?

If a candidate is timetabled to sit two or more exams at the same time this is known as a clash. If these are for the same subject this is intentional on the part of the board and the exams are meant to run one after another. If not, then this should be picked up during the checking process and notified immediately to the exams officer who can grant permission for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink, as they will not be allowed to buy food. Even attempting to communicate with any other candidate will invariably result in the loss of all those exams for all of the candidates involved.

How are students supervised?

Adult external invigilators will supervise students under the direct management of the exams officer. Once candidates enter the exam room they must remain supervised and follow the invigilators instructions at all times. The invigilators are experienced in exams procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the exams officer by radio to resolve any issues.

The Invigilators call candidates in by candidate number or subject group and should find the desk with their candidate number card on it.

In some sessions, papers will be already open or on exam desks, these must not be opened until candidates are advised to do so.

What happens if a student cannot find his/her place in the exam room?

Occasionally problems arise because a student's number card is not where he/she thinks it should be. There are a number of possible reasons for this and the situation has to be investigated. Your son/daughter will be asked to

wait at the front for a few moments whilst the invigilator on duty in that venue checks the entry and sorts the problem out with the exams officer. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered. Students who have been officially withdrawn from an examination will not be permitted to sit the papers. It is helpful if the candidate has his/her statements of entry with him/her, but these must not be written on.

What happens if a student is late?

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the centre immediately and get a message to the exams officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted. However, we are bound by examination board regulations on this matter. Normally candidates with a genuine reason and who are brought straight to centre may be admitted within the first 30 minutes of the start time, after this time the board will decide whether to accept any paper sat.

Candidates who arrive more than 1 hour after the start or after the end of the exam will not be admitted.

What should students bring to the examinations?

Candidates should bring writing equipment, coloured pencils, erasers etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. All candidates should have their name clearly marked on their calculators, as these have to be collected in for some mathematics papers, which are non-calculator.

Pens should be black or blue. Modular papers require the use of a black biro only.

Some subject papers will require the use of dictionaries or set texts, and candidates will be advised by their subject teachers about this.

Candidates are responsible for ensuring that they bring everything they need to the examination.

What should candidates not bring with them?

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat mere possession of these items as an infringement.

Mobile phones

Personal CD/tape/minidisk players - unless permitted for individual language exams.

These items can be handed to an invigilator before the start of an exam, but the centre cannot be responsible for the security of these while the examination is in progress

The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked

Notes, papers and text books etc are only allowed in certain exams and candidates will be informed by the subject teachers in advance
Candidates should not bring lucky mascots etc. into the examination room
No food items or chewing gum are allowed

Regulations governing the use of calculators

Some subject papers, especially Maths, explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these.

Also calculators with any of the following facilities are prohibited:

Data banks

Dictionaries

Language translators

Retrieval of text or formulae

QWERTY keyboards

Built-in symbolic algebra manipulations

Symbolic differentiation or integration

Capability of remote communication with other machines

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or program before the examination.

What are the regulations regarding mobile phones?

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances. This applies to all public and centre/mock examinations. They cause disturbance to other candidates if they ring and can present opportunities for malpractice. Any student found to have a phone in the exam room will be reported to the appropriate examination board. Should this happen they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that the phone should not be brought to centre. We can take no responsibility for the security of mobile phones brought to centre.

What is meant by Malpractice?

Malpractice is the term that the exam boards use for any irregularity, or breach of the regulations of any form. The exams officer is required to, and will, report all infringements to the appropriate body and they will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The exam

boards take the integrity of exams very seriously and it is important that candidates heed the exam officers instructions carefully.

What happens if a student does not turn up for an examination?

A student who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the centre will seek to recover the exam fees if a child does not turn up for an examination and parents be asked for a payment of the cost of the subject, depending on the examining board in the event of non-attendance. It is in all our interests to ensure that the centre's examination budget is not wasted.

How are exams started?

The lead invigilator will usually announce the exam formally, and candidates cautioned that they are subject to the regulations. Any instructions or board notices, changes to papers etc will be read out and the candidates asked to complete their details on the answer papers.

What standards of behaviour are expected during examinations?

All candidates are given a copy of a 'notice to candidates' produced by the examining bodies, which gives general guidelines for conduct, which must be observed. The wording of this is included at the back of this booklet.

The centre and the examination boards regard breaches of examination regulations very seriously. Parents should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The head of centre and exams officer have the power to remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the examination board. This may result in the candidate not receiving a grade for the whole of that examination.

What do I do if my son/daughter is unwell at the time of one of the examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses it is important that you do so at examination time. Your doctor will advise as to

whether your son/daughter is fit to sit the examination. If the candidate takes the paper, your doctor should give you a letter, which the centre can forward to the examination board asking for special consideration on the grounds of illness. If the candidate is unable through illness to sit a paper the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the exams officer without delay, as there is a tight deadline.

Please telephone the centre if your son/daughter will not be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

Please be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date on which the papers were sat. We cannot guarantee otherwise that all relevant examinations will be covered

There is a standard JCQ form (JCQ/ME Form14) available from the exams officer available for self-certification for a missed exam/s, which can be countersigned by your doctor/nurse or surgery receptionist.

What do Students do who finish early?

Students should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other candidates.

What do I need to do if a student has problems that may affect his/her examination performance?

Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the centre and appropriate applications made supported by an educational psychologist's or specialist teacher's report, the exams officer and head of centre are empowered to grant extra time, the provision of a prompter or similar arrangements, but only given the correct evidence and at their sole discretion. The learning support department will make arrangements for providing any other special assistance and inform the candidates of any special rooming arrangements.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the exams officer so that an application for special consideration can be made to the boards. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

How can parents best help their son/daughter during the examination period?

Examinations are inevitably a stressful time for some candidates and support from both centre and parents can be helpful. The centre will provide advice

about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation.

What happens about the return of centre books and equipment at the end of the examination period

Students will have been informed by subject departments, of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to centre.

When and how are the results distributed?

GCSE results arrive on **Thursday 23rd August 2012**. Results will normally be available for collection from 10.00 a.m. Students wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector. Results will not be given over the telephone under any circumstances.

GCSE candidates not intending to collect in person but wishing their results to be posted, should leave a stamped addressed envelope (also bearing their candidate number), with the exams officer or at the centre reception. Result slips for GCSE's not collected or posted on results day will be retained in centre for collection at the start of term, again with the necessary authority.

What can I do if results are substantially different from what is anticipated?

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. It is advisable to obtain a copy of the script and mark scheme before proceeding to an EAR (enquiry about result) that is very expensive. If there are serious grounds for concern about a result then the centre can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are available from the exams officer and the process should be started as soon as possible after consultation with the head of department concerned. The final date for submission to the board is 20th September for summer exams and four weeks after results for others.

If the results have serious implications for the student's future plans then advice should be sought from the careers service.

What is the Appeals Procedure?

INTERNAL APPEALS POLICY ON CENTRE ASSESSMENTS FOR EXTERNAL QUALIFICATIONS

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Red House Academy is committed to ensuring that:

internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;

assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;

the consistency of the internal assessment is secured through internal standardisation as necessary;

Staff responsible for internal standardisation attend any compulsory training sessions.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used
- the parent or guardian must make the appeal in writing to the School's Examinations Officer: *appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.;*
- the enquiry into the internal process will normally be led by the Examinations Officer, the KS4 Vice Principal and the Interventions Director provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the *appellant*;
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The *appellant* will be informed in writing of the outcome of the appeal, including:

relevant communications with the Awarding Body;

any steps taken to further protect the interest of the candidates.

If the *appellant* is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the *Principal and a member of the Governing Trust*.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

ENQUIRIES ABOUT RESULTS (Re-marks)

Awarding Bodies will not consider Enquiries About Results directly from candidates or their carers. If the centre supports a re-mark for a candidate then they must sign a Enquiries And Appeals About Results Candidate Consent form, as a re-mark may lead to the original grade being made lower, confirmed as correct, or raised higher. If you wish for re-mark then applications should be made within a week of published results for examinations in the summer series.

The *candidate* will be informed in writing of the outcome of the enquiry.

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry; the student may normally pay to have an enquiry carried out, following a discussion with the centre. Where the student wishes to challenge the decision of the centre not to hold an enquiry, or consequent appeal, then a written appeal must be lodged.

Written appeals procedure

- the parent or guardian must make the appeal in writing to the School's Examinations Officer: *appeals should normally be made by within two weeks of published results for examinations in the summer series.*
- the enquiry will normally be led by the Examinations Officer, the KS4 Vice Principal and the Interventions Director provided that neither has played any part in the original process;
- the relevant Head of Department will be able to respond to the appeal in writing, and a copy will be sent to the *appellant*;

The *appellant* will be informed in writing of the outcome of the appeal.

If the *appellant* is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the *Principal and a member of the Governing Trust*.

Internal Appeals Policy for Controlled Assessment

This policy applies to coursework and controlled assessment which is marked in school and moderated by the examination board. Red House Academy is committed to ensuring that when staff assess students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by students is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will take place to ensure consistency.

1. Enquiries about coursework and controlled assessment marks should initially be addressed to the teacher responsible for assessing the work.
2. As soon as reasonably practicable, the teacher will provide the student with details of the marks awarded and explain the current status of the piece of work e.g. whether marking/internal moderation is complete. In accordance with normal teaching practice, the teacher will discuss with the student the reasons for the awarding of a particular mark if examination board regulations allow this.
3. Additional information about the work e.g. comments recorded about it by the teacher, comments from internal moderation, any correspondence with the exam board about the piece of work etc are available to the student where this does not contravene examination board regulations.
4. If at this point, the student is not satisfied that the piece of work has been marked fairly and in accordance with the instructions of the examination board, a formal appeal, in writing may be made to the examinations officer and the work will be re-marked by an appropriate member of staff. The deadline for internal appeals is seven working days after the student is given their final mark. The student and parents must be made aware that the appeal may result in the mark staying the same, going up or going down. If the re-mark results in a different mark there should be a dialogue between the two teachers involved and a final mark agreed. If the teachers cannot agree then an appropriate third party (EG. The Head of Department/SLT) will arbitrate.

5. The students and parents should be informed of the result of the appeal within five working days.
6. If the teacher has doubts about authenticating a piece of work, these will be raised with the student at the earliest opportunity. The student will be given a chance to remove material which cannot be authenticated or to undertake an alternative task if this is practical. No work that is unable to be authenticated can be used. The Controlled Assessment Co-ordinator, head of department, examinations officer and parents will be informed in all cases where work cannot be authenticated. If malpractice is suspected whilst the controlled assessment is occurring then it should be investigated immediately and if necessary, the Controlled Assessment Co-ordinator called for.
7. The examination board will be informed if the findings of any appeal are not likely to be final by the date of the last externally assessed paper in the subject.

How do I go about obtaining copies of marked examination scripts?

It is currently possible to have access to marked scripts for some GCSE scripts. You will need to complete an ESR1 form from the centre and pay a fee for each subject/paper. You should be aware that copies of marked scripts prior to an enquiry on results must be ordered within one week of the issue of results. You will also need to purchase a copy of the mark scheme.

How do candidates apply to re-sit?

It is possible to re-sit modules; requests to re-sit units must be made on the correct form, via subject departments and accompanied by the appropriate examination fees. Students should discuss their decision to re-sit with their subject teacher or relevant dept head, who will need to sign the form to signify approval.

Fees may vary depending on the subject and must be paid by the deadlines set. Refunds are not normally given.

When do students receive certificates?

The examining boards issue certificates well after the examinations have taken place. The centre distributes the ones issued for the main summer's exams at or after the centres presentation evening in November each year. Students are required either to collect in person, or to have the certificate posted by recorded delivery for which there is a charge of £10 to cover costs. A friend or family member may collect them but only bearing a letter of request signed by the candidate and some form of ID.

Certificates uncollected after 1 year are destroyed; they can only be replaced by direct application to the boards by the candidate, and will require proof of identity such as an original birth certificate and a substantial fee per certificate.

AQA

City & Guilds

CCEA

Edexcel

OCR

WJEC



**NO MOBILE PHONES, IPODS,
MP3/4 PLAYERS.**

**NO PRODUCTS WITH AN
ELECTRONIC
COMMUNICATION/STORAGE
DEVICE OR DIGITAL FACILITY**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

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

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
-----	---------------	------	---------	-----	------

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 2011



This notice has been produced on behalf of:

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

Information for candidates

GCSE, Functional Skills and Principal Learning, Controlled Assessments

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

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

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

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

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

The regulations state that:

“the work which you submit for assessment must be your own”,

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

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

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

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2012.

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

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

Preparing your work – good practice

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

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

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

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

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

Plagiarism

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

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project Qualifications, Coursework Assessments

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

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

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

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

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

The regulations state that:

“the work which you submit for assessment must be your own”,

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

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

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

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2012.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

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

Preparing your coursework – good practice

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

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

Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

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

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

Plagiarism

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

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
-----	---------------	------	---------	-----	------

Information for candidates For on-screen tests – effective from 1 September 2011

**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.**

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

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
-----	---------------	------	---------	-----	------

Information for candidates
For written examinations – effective from 1 September 2011

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; • calculator cases/instruction leaflets; • reading pens; • mobile phones, iPods, MP3/4 players or any other products with text/digital facilities. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with or disturb other candidates once the exam has started.
7	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You must write in black ink. Coloured pencils or inks may be used only 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	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery, this includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
This information must be made available to all candidates in advance of their examination(s). It may be provided electronically to candidates or in hard copy paper format.	