



**MELTON VALE  
SIXTH FORM COLLEGE**

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# Student Exam Information 2019

This handbook is reviewed and updated annually

Produced/reviewed by	
Academic Services	
Date of next review	September 2020

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## Introduction

Welcome to your Student Exam Information booklet for the current academic year.

This booklet contains advice in preparing in advance for your examinations and important information about the examinations themselves, including examination board rules and JCQ regulations (which are published at the end of this booklet), and what to do if you cannot attend an exam for any reason.

It is important that you read this booklet carefully and share the information with your parents/carers so that they are also aware of the examination regulations and procedures that should be followed. If there is anything you don't understand in this handbook or have questions about, please talk to your tutor now or see Mrs Shaw or Mrs Thorley in the Academic Services office.

All lessons will run as normal up until the final exam for each of your subjects. Even though many of you may say you prefer to revise at home, at Melton Vale we have seen the most impressive exam results in the past from those students who made full use of the college in the build up to their exams. You are encouraged to use the college for study prior to exams as there is teacher support readily available and space to work without distraction. In addition to the LRC we have numerous private study areas and a silent working room (F9) available to students, these are open to students 8am-5pm (4.30pm on Fridays).

An electronic copy of this booklet can also be found on the website – Exams section.

Melton Vale is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this Student Information booklet

This booklet is produced to complement the student exam briefing assembly, to answer any questions students may have, and to signpost students (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the college's website for example Internal appeals procedures, Privacy Notice, JCQ and Exam Board information, etc.

## Warnings

### **WARNING**

JCQ and the examination boards expressly forbid you to take mobile phones, iPods, MP3/4 players, smart/iWatches, watches that beep, or any other electronic/technological web enabled, storage, source of information or communication device into examination rooms.

*Students are forbidden to take any type of electrical equipment into an examination venue, for example mobile phones, smart watches/ iWatches, watches that 'beep' at set times, iPods, MP3 players or technological/web enabled sources of information or communication devices. We strongly advise that such items are left at home. Any student who has brought such items into college will be expected to leave them in their locker. Interruption to an examination as a result of a phone or an alarm sounding is taken very seriously by the examination boards and they will not award marks to a candidate who breaches these regulations.*

**IF YOU ARE FOUND IN POSSESSION OF ANY BANNED ITEM,  
YOU WILL BE DISQUALIFIED FROM THE EXAM WITH THE  
POSSIBILITY OF BEING DISQUALIFIED FROM OTHER SUBJECTS.**

## Preparing for your examinations

### Attending Job Interviews/Appointments

You must **not** arrange to go for interviews or appointments at times that clash with your lessons and written or practical examinations.

### Coursework/Non Exam Assessment (NEA)

Candidates are reminded that they **must** complete and hand in their coursework on time. Coursework deadlines are set by individual subjects, if you are not sure of your deadlines please ask your subject teacher.

Please ensure that you have attached a signed, Candidate Authentication form to your work, otherwise you cannot make an appeal should you wish to at a later date.

The college has an appeals procedure in place for internally assessed marks. The details of procedures and strict deadlines can be found on the college website in the Internal Appeals Policy, which can be found in the Exams section (Student & Parent Portal).

#### Malpractice & Plagiarism:

Remember - the work that you submit must be your own and you must not copy from someone else, or permit anyone to copy from you. Plagiarism is a form of cheating which is taken very seriously.

Please see the JCQ Guidance & Regulation Notice (in the Appendixes section of this booklet, pages 21-22) - which contains information regarding what you *must* and *must not* do, and details of what the penalties for breaking regulations may be.

### Statement of Entry

Statements of entry are produced for all candidates **before** every examination season and distributed via tutor groups. This is extremely important to you and you must check it carefully for any errors particularly date of birth, legal names and spellings. If you identify any errors or omissions in the examinations that you are entered for please notify the Academic Services office as soon as possible.

### Examination timetables – where/when you will take your exams

You will receive your personal 'examination timetable' before the start of every examination season (early May 2019) and this will identify your start time, examination venue and seat number for each written examination.

## Examination clashes

Should you be entered for two or more **different** subjects on the same day and time the Academic Services Manager will notify you of the alternative arrangements.

This may mean you being asked to bring in a packed lunch/refreshments to have during a supervised break. If this is the case you will be allowed to look at revision material for your next examination. However, you will **not** be able to have any electronic equipment returned to you during this break i.e. phones, iPods, laptops etc...and you will be supervised at all times.

If you have been entered for two units of the same subject i.e. Maths which occur on the same day and time, then these will normally run one after the other with a short supervised comfort break (max 20 minutes).

## Contingency day - Summer 2019

The Exam Boards (also known as Awarding Bodies) have designated Wednesday 26<sup>th</sup> June 2019 as a contingency day for exams. The designation of a 'contingency day' within the common timetable is part of the Exam Boards' standard contingency planning for exams in the event of national or local disruption to exams.

All students **must** remain available until (and including) Wednesday 26<sup>th</sup> June 2019 should an awarding body need to invoke its contingency plan.

## What you should wear for your exams

Students are expected to dress appropriately for a place of work. Clothing should **not** be revealing, distracting or have any offensive logos, images or text. Footwear should comply with Health & Safety regulations e.g. no flip-flops.

You should **not** wear any coats, jackets, hoodies, scarves, hats, or wristbands in the exam venues.

## During the examinations

### JCQ/Examination Board Rules

The Joint Council for Qualifications (JCQ) issue detailed official instructions for candidates (see *APPENDIXES - JCQ GUIDANCE & REGULATIONS NOTICES* section – page 17 of this booklet onwards). They are also available to read on JCQ website ([www.jcq.org.uk](http://www.jcq.org.uk)). **You must read and understand these before taking any examinations.**

The most important rule to remember is that you must not use any unfair practices such as copying, communicating, bringing in notes or books or any other unauthorised materials such as mobile phones, smart/iWatches or any electronic equipment, storage device or digital facility into the examination room. If you are found doing this, the college **MUST** report you to the relevant Examination Board. As a consequence, for such incidents, examination boards may well disqualify you from the examination concerned and any future examinations.

### Getting to MV16

If you have a transport problem or emergency on your way to an examination, please telephone the college immediately on 01664 504750 and let reception know **before** the start time of your examination. **Exam Boards do not accept public transport delays or misreading your exam timetable as a reason for lateness or non-attendance.** If you arrive after the start of your examination it is a Head of Centre decision as to whether you will be allowed to sit the examination, if this is permitted it will then be at the discretion of the Examination board as to whether they accept your paper for marking.

### What you need to know before you get to your exam room (venue)

- It is your responsibility to see that you arrive on the right day, at the right place and at the right time for your examinations.
- You must have with you at all times your student photo ID card and on entering the examination room this must be placed face up on the front your desk so it is clearly visible at all times to the Invigilator or an Inspector.
- Any external candidates should bring photo ID with them e.g. a photo Driving License or a passport.
- All examinations will take place in Melton Vale Sixth Form College.
- Students **must** in the college by 8.45 am on examination days and at their venue by no later than 8.50 am for morning examinations and by 1.20 pm for afternoon examinations. A seating list will be posted outside the examination room. Please look at this and note your seat number so that you can go straight to your place when asked to do so.

- Morning examinations begin at 9 am & afternoon examinations at 1.30 pm you must check your timetable on a daily basis. These start times may be changed in exceptional circumstances but any changes will be advised to all affected students via the electronic noticeboard as you come into the college and/or by e-mail/posted on Teams.
- You must listen carefully to and follow the Invigilator's instructions - they will need to make some announcements/checks **before** you enter the room.
- You may only enter the room when instructed to, this will usually be done by rows – so make sure you know your seat number (check the seating list which will be outside the exam room).

### Medication

If you are on medication or need inhalers, please inform the Academic Services Manager prior to your examinations so that invigilators can be informed. All packaging must be removed if permission is given for it to be taken into the examinations venue. Medication should be placed in a clear plastic bag.

### Equipment – what to bring

- It is the responsibility of all candidates to bring all necessary equipment to the exam, e.g. black pen (ink or black ballpoint pen only - **not** gel pens or erasable pens), pencil, ruler, eraser, pencil sharpener, calculator (see notes on using calculators on page 11), mathematical drawing equipment (protractor etc. - for maths exams).
- Remember, you must write clearly and legibly in black ink (pen or ballpoint only – **not** gel or erasable pens). You may use pencil for drawings and rough notes.
- You must have with you at all times your student photo ID card and on entering the examination room this must be placed face up on the front your desk so it is clearly visible at all times to the Invigilator or an Inspector.

### Equipment –what **not** bring

- You are **not** permitted to take into the examination room such things as solid pencil cases (*PENCIL CASES MUST BE TRANSPARENT*), glasses cases, notes, books, wallets & purses, mobile phones, or any other electronic/recording/communication/web-enabled equipment including smart/iWatches/watches that beep.
- You must leave all unauthorised materials together with any coats/jackets/hoodies/scarves/hats/wristbands in your locker. You are **not** allowed to take them into the exam room.
- You are only allowed to take **one clear 500ml bottle of water with the label removed** (no writing on bottle, preferably with a spill-proof cap) into the examination room.
- No food (including chewing gum) is allowed in exam venues unless agreed in advance with the Academic Services Manager (Julie Shaw) e.g. for medical reasons.
- Check your hands, arms etc. to make sure there is no writing on them.

- Remove all wristbands.
- You must **not use highlighters in your answers**, however highlighters can be used on questions/question paper.
- You must **not use erasable pens, blotting paper, correcting fluid or gel pens** in any examination.

**Remember: possession of any 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**

## Using Calculators – JCQ Regulations

“Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification.

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

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

[JCQ [ICE](#) 10]

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

\* An Invigilator may give a candidate a replacement calculator.

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

(Taken from [JCQ Instructions for conducting examinations 2018-2019](#), section 10, page 16, downloaded October 2018)

## When you are inside the Exam Room

**You must be silent from the time you enter the examination room until you leave. Please be mindful when leaving the room as others may still be working in that room or in other rooms close by.**

- You must make **no** attempt to communicate with any other candidate in any way.
- You should sit facing the front of the room, do not turn around or sit sideways-on to your desk.
- You must remove any wrist watches and place them in front of you on the desk.
- You must place your ID card (face up) at the top of the desk so that it is easily visible to the invigilator or an Inspector, it should remain visible for the duration of the exam. This is so that your identity can be verified at all times.
- The following information will be displayed at the front of the exam room:
  - Centre number, exam subject title, paper number, the actual start and finish times, and date of each exam.
- Do **not** write anything in/on your question paper/answer book until the invigilator tells you to do so.
- The invigilator will tell you when to fill out the required details on the front of the question paper (which should be done in capital letters) and the attendance (desk) slip. Remember to use your **full legal name**. Do **not** look at the questions until you are told you may start.
- The invigilator will tell you when you may begin to write your answers.  
**The exam will formally start at this point.**
- Do not doodle on scripts (answer sheets) as you may lose marks.
- Ensure you write on the lines and in the box provided, anything written in the margins will not be marked.
- You must **not** leave your desk during the examination. For additional paper, a new pen or other materials you must raise your hand, stay silent and wait for the Invigilator. Remember to complete your full details on any additional answer books/paper.
- **You must not write or graffiti on the examination desks - if you do, you will be charged for the cost of repairing it - £50.**
- If you have any other problems, for example, if you feel ill or have to go to the toilet, raise your hand immediately and one of the Invigilators will help you or summon assistance. Please speak quietly to the invigilator so that you do not disturb other candidates.
- If you have to go to the toilet you will be escorted by an invigilator and will remain under exam conditions.
- No warnings will be given that the exam is about to finish, you must stop writing when asked, even if you are part way through something.

## **What to do if you are late for an exam**

If you arrive late for an exam you should report to reception and follow the instructions you are given. Depending on how late you are, you may be taken straight to the exam room (once you have safely stored any unauthorised materials) and report to the invigilator, or you may be escorted to your exam venue by a member of staff.

You should never just walk into an exam room if the exam has already started.

You will be given the full time for the exam.

If you arrive more than one hour after the start time for your exam, you may be allowed to sit the exam, however, be aware that the exam board may decide not accept your script.

## **Invigilators**

The college employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination and ensure that you sit your examinations in the best possible conditions. They ensure that the JCQ Rules and Regulations are adhered to and they will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

**Please note that invigilators cannot discuss the examination paper with you or explain the questions - they are only allowed to answer questions about the instructions on the front of the question paper.**

## **Fire Alarm (Emergencies)**

If the fire alarm sounds during an examination you must follow the instructions of the invigilator. You will remain under exam conditions. You must **not** discuss the examination paper with any other candidates even if they are not sitting the same paper. Follow your invigilator to the examination meeting point which is situated in the rear of the staff car park **remaining silent at all times**.

**Talking/communication can lead to disqualification**

## **Leaving the Exam Room at the end of your exam**

- You **must** stay until the end of the allotted time for your examination. Use any spare time to check your answers. You can only leave once the invigilator instructs you to do so. Please do not ask to leave early as this will be refused.
- Please listen carefully to and follow the Invigilator's instructions.
- Hand your script and other examination papers personally to the invigilator when they request it. Your script must not be left on the desk.
- **You must remain silent until you have left the examination room and are in an area of the building where no examinations are being held.**
- **You must not take from the examination room any examination stationery, or other materials provided for the examinations.**
- As some candidates may still be doing examinations in the venue or surrounding rooms, please leave the examination area quickly and **in silence**.

## **If you are unwell on the day of an exam**

- If you are ill on the day of your examination you or a parent must telephone reception 01664 504750 no later than 8am and state the problem and which examination you should be taking. You may be transferred to the Academic Services Manager for further advice.
- If you have to miss an examination through illness, it is essential that you obtain proof i.e. a doctor's certificate or other appropriate evidence on the day and hand it to the Academic Services office without delay. Alternatively there is an option to request a self-certification form when you telephone however section of this will still need to be completed a medical professional. This will be sent to the examination board and they may take this into special consideration when issuing an overall grade. For the award of a grade by special consideration, where a candidate misses part of an examination through illness or other personal circumstances, a minimum of 25% of the examination (including coursework/NEA) must be completed in most subjects.
- If you feel ill while you are in an exam, raise your hand immediately and one of the Invigilators will help you or summon assistance.

## **What happens if you have an unauthorised absence from an exam**

If you cannot produce a satisfactory explanation for your absence, you will have to pay the cost of your examination fee(s). You will be sent an invoice at the end of the examination season and the amount requested should be paid to the Finance office within 7 days.

## After the examinations

### Leaving College - Clearance Forms

Year 13 students will be issued with clearance forms before they leave, this form also allows a refund of their locker deposit. Once completed these must be signed by Mrs Black or Mrs Roberts and handed to Student Services on your last exam day.

### Examination Results

#### **EXAMINATION RESULTS FOR SUMMER 2019**

Results will be available on the following date:

**15th August 2019**

Year 13 results can be collected from 8 a.m. onwards.

Any year 12 students expecting AS Further Maths or BTEC unit results can collect these from 10.30 am onwards.

If you wish us to post your results, you must hand in **DIRECTLY TO THE ACADEMIC SERVICES OFFICE** a stamped, self-addressed envelope with your examination candidate number in the bottom left-hand corner by Friday 5<sup>th</sup> July 2019. Your results will then be posted out on results day.

Members of staff will be on hand to provide support and guidance to students who require it on results day and afterwards.

If you wish for any other person (including family members) to collect results on your behalf, you must give them a signed letter written by yourself to authorise them to collect your results. The person collecting the results will need to bring photographic ID with them.

**Please do not contact the college or the Examination Board to ask about results. Results are not given over the telephone by text or by e-mail.**

### Post-results services

Details of all the services, fees and deadlines will be supplied with your examination results.

- Candidates may request copies of their examination scripts from the Examination Boards showing how the marks were allocated for each question. This service is available for most subjects. A fee is payable for this service, which must be requested via the Academic Services Office in the period immediately after the results are published.

- Candidates are sometimes disappointed with a result in one of their subjects and wish to query the result with the examination board (clerical re-check or review of marking). Individuals – parents or candidates – cannot do this; the official forms have to be submitted to the Boards from the centre (college) and be approved by a senior teacher. A fee is payable for this service, which must be requested via the Academic Services Manager in the period immediately after the results are published.

More details can be found on the JCQ website [www.jcq.org.uk](http://www.jcq.org.uk)

### **Examination Certificates**

Certificates are received from the examination boards in the second half of the autumn term. You will be contacted by the end of November 2019 with the arrangements to collect them. Once collected these must be kept in a safe place as you may be asked by prospective employers, colleges or universities to provide them as proof of your achievements. Should you lose your certificates the examination boards will charge for each certificate replaced.

It is important that you keep us informed of any address changes once you leave college until all your certificates have been collected.

Whilst we endeavour to keep certificates for a maximum period of five years, JCQ regulations state that certificates need only be kept for 12 months. If they remain uncollected they will be disposed of securely.

### **Projects and other coursework**

Examination boards return the majority of coursework to the college in the autumn term. The college must store it until after results are published and any enquiries on results concluded, but can then only store it for a limited time. If you want to reclaim any of your work please speak to your subject teacher before you leave and then you must arrange to collect it from college before the end of December in the year in which you leave, otherwise the college has the right to dispose of it.

## APPENDIXES - JCQ GUIDANCE & REGULATIONS NOTICES

All of the following information is displayed on Exams Information Notice Boards at Melton Vale, on the MV16 website in the Academic Services & Exams section of the Student & Parent Portal, and is also available on the JCQ website <https://www.jcq.org.uk>



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Warning to Candidates

- You **must** be on time for all your examinations.
- You **must not** become involved in any unfair or dishonest practice in any part of the examination.
- 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.
- **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.
- You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
- You **must** follow the instructions of the invigilator.
- If you are in any doubt speak to the invigilator.

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

Effective from 1 September 2014

©2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

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

**Possession of unauthorised items, such as a mobile  
phone, is a serious offence and could result in**

**DISQUALIFICATION**  
**from your examination and your overall  
qualification.**

**This poster must be displayed in a prominent place outside each examination room.**

©2017 – Effective from 1 September 2017

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates

For written examinations – effective from 1 September 2018

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

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

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ol style="list-style-type: none"> <li>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>b) the question paper is incomplete or badly printed.</li> </ol>
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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: <ol style="list-style-type: none"> <li>a) you have a problem and are in doubt about what you should do;</li> <li>b) you do not feel well;</li> <li>c) you need more paper.</li> </ol>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AOA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates

For on-screen tests – effective from 1 September 2018

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

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

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"> <li>• <b>notes;</b></li> <li>• <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>• the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>• pre-prepared templates.</li> </ul> <p><b>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.</b></p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> <li>c) you have been entered for the wrong on-screen test;</li> <li>d) the on-screen test is in another candidate's name;</li> <li>e) you experience system delays or any other IT irregularities.</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
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"> <li>d) you have a problem with your computer and are in doubt about what you should do;</li> <li>e) you do not feel well.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

## **Information for candidates: non-examination assessments**

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

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

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

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

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

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

**The regulations state that:**

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

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

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

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

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

## Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## Plagiarism

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

Do not think you will not be caught; there are many ways to detect plagiarism.

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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## 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 of what happens to that information. For more detail see each awarding body's full Privacy Notice:

- AQA <https://www.aqa.org.uk/about-us/privacy-notice>
- CCEA [http://ccea.org.uk/legal/privacy\\_policy](http://ccea.org.uk/legal/privacy_policy)
- City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>
- NCFE <https://www.ncfe.org.uk/legal-information>
- OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>
- Pearson <https://www.pearson.com/corporate/privacy-notice.html>
- WJEC <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

### 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 (eg 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 to 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 holds. 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 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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



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

**Please read it carefully.**

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

Sharing ideas with others online could be helpful when you're studying or revising.

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

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



### **You should be aware that the following might constitute malpractice:**

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

### **Penalties that awarding bodies apply include:**

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

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



JCQ 2017 – Effective from 1 September 2017