



The Park Community School

Exam Guidance Booklet

Summer 2018

Please read this guide carefully and keep it safe. It applies to all examinations held at The Park Community School.

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Introduction

It is the aim of The Park Community School to make the examination experience as stress-free and successful as possible for all candidates.

This booklet aims to provide information that is helpful and informative. Please read it carefully and show it to your parents/carers so that everyone is aware of the examination regulations and procedures that will be applied to domestic examinations as well as GCSE and other external examinations (eg BTEC, Entry Level, etc).

The examination boards set down strict criteria for the conduct of examinations; you must read and fully understand the important JQC INFORMATION FOR CANDIDATES section in this booklet, which includes information on written examinations, practical examinations and discussing exams on the internet.

If there are any questions that this booklet has not answered, or if you need clarification on any information, please contact Mrs Nicholson, Exams Officer, as soon as you can. Don't lie awake fretting about something you consider trivial or stupid – if it's bothering you, it's important!

Before The Examinations:

The school uses the following Examination Boards:

- AQA: www.aqa.org.uk
- OCR: www.ocr.org.uk
- Pearson Edexcel: qualifications.pearson.com/en/home.html
- WJEC: www.wjec.co.uk

These websites are a useful source of information; you can access past exam papers and mark schemes and find exam tips and advice.

Centre Number:

Each school or college has a unique number which must be entered on your exam papers. Ours is 54107. This will also be displayed in each exam room.

Candidate Number:

Each student has a four digit candidate number. You must enter this number on all GCSE/external exam papers taken at this school. If you change schools, you may be given a different 4 digit number.

UCI Number:

This has 12 numbers and 1 letter and is your Unique Candidate Identifier (UCI). This will be on your timetable, results and certificates. You will always be identified with this UCI number, even if you change schools or when you go to college.

Statements of Entry

Statements of Entry are issued in February of Year 11. Your individual Statement of Entry will show every unit for which you are entered. You and your parents/carers must check the following:

- Make sure an entry has been made for every subject that you are studying (you do not have to check individual units, just that the overall subject is present).
- Check: if this is a tiered subject (ie Foundation or Higher) are you entered for the correct tier?
- Make sure that an entry has not been made for a subject that you don't do!

You and your parent/carer are asked to sign this form, confirming that the entries have been checked and return it to Mrs Nicholson. By signing this form you also agree to attend all your examinations (unless there is a very good reason for an absence, eg hospitalisation/severe illness).

Once this has been checked and returned, the Entry File will be sent to the Exam Board and your individual GCSE timetables will be issued.

Examination Timetables

A copy of the GCSE timetable and your individual GCSE timetable will be issued mid-March. Please take care if you choose to write any dates or times in your contact book – errors are often made by doing this and you run the risk of missing an exam. It is better to keep your timetable safe and refer to this.

If you lose your timetable, ask Mrs Nicholson for another copy. You won't get told off!

A few students will have a “**clash**” – ie two exams are scheduled at the same time. Check your individual timetable and if you think there is a clash see Mrs Nicholson as soon as possible. Arrangements will be made to enable you to sit all your exams; you may have to bring food and a drink as chaperone arrangements will apply. This means that you will sit one exam, then have a break and perhaps something to eat before the next exam. You will not be allowed to leave the School Hall during this time, or use your mobile phone. These arrangements comply with JCQ regulations.

Year 11 Mobile Phone Numbers

Mrs Nicholson will request Mobile Phone numbers from each Year 11 student. This is not for an early morning reminder – it is for direct contact in case a student is not in the exam room at the start of a GCSE exam. It usually means the student has overslept or has written the wrong start time in their contact book.

Mobile Phone numbers are kept private and secure and they will be destroyed after the GCSE Appeals Deadline has passed.

Seating Plans

Seating plans will be displayed prior to the exams and will be rotated to show the exams coming up. Check these carefully and make sure you know which room you are in and where you will be sat for each exam. If there are any issues, see Mrs Nicholson.

Students with Access Arrangements will take all examinations in the SASC or Library/LRC and therefore their names will not appear on the School Hall or Gym seating plans. Mrs Howard will let you know where you will be seated.

Equipment

It is your responsibility to ensure that you have all the correct equipment before your examinations.

All examinations require a BLACK BIRO to be used – NO blue pens or gel pens. This is because exam scripts are scanned into a computer and only black biros are guaranteed to scan clearly.

The following is a list of essential equipment that students must have with them during their GCSE examinations which must be in a transparent plastic pencil case or a transparent plastic bag. **No Maths tins are allowed.**

Black Biros
Pencils
Rubber
Ruler
Pencil Sharpener
Pair of Compasses
Protractor
Scientific Calculator
Coloured Pencils for Technology
Clear Plastic Pencil Case or plastic bag

All these items can be purchased from the School Shop – prices start from 5p. The Shop has an Oxford Maths Exam Set with clear pencil case for £1.65. If the Scientific Calculator is purchased from the School Shop (£6.00) this is the same model that is used in class, so the students are familiar with the functions.

Calculators must not be designed or adapted to offer language translators, symbolic algebra manipulation, differentiation or integration. They must not have retrievable information (databanks, formulae, text, dictionaries). If in doubt, check with your Maths teacher. Remove the lids and instructions before going into the exam room and make sure that the batteries (if required) are new. In addition, you must ensure that the calculator's memory has been cleared prior to the exam.

The school is not responsible for providing pupils with equipment for exams and you are not allowed to borrow any equipment from another pupil once the exam has started.

Examination Regulations

It is very important that you read and understand the JCQ Regulations at the back of this booklet. These apply to all aspects of your GCSE/External examinations, including written examinations, coursework, controlled assessments and social media.

Anyone caught breaking any of the examination rules relating to what you can/cannot bring into an exam, and how to behave before, during and after the exam itself could lead to disqualification from all subjects. The school **MUST** report any breach of regulations to the Examination Board.

These regulations cover the following:

Information for Candidates:

For Written Examinations

For On-Screen Tests

Using Social Media

Non Examination Assessments

GCSE Controlled Assessments

Privacy Notice

There is also the:

Warning to Candidates

and the:

No Unauthorised Items poster

All the rules and regulations regarding behaviour in an examination room have been applied for every exam you have taken here – right from Year 7. You already know exactly what is (and isn't!) allowed, and what an exam room feels like so you don't need to worry that anything will suddenly be different.

Controlled Assessments/Coursework Marks

You will be told the marks you are given for all Centre Assessed work before we submit them to the Board. If you feel these marks are incorrect you can request copies of your work, the specification and any other relevant information which will help you reach an informed decision about whether you wish to appeal your marks.

If you wish to appeal a mark you must inform Mrs Nicholson, in writing, within 1 week of receiving it so that we have time to re-mark this before the deadline for submission. We will write to you to inform you of the outcome.

During the Examinations

Attendance

You are responsible for checking your own timetable and arriving at school in plenty of time, in full school uniform, with the necessary equipment. Please remember that the “start” time shown on your timetables indicates just that – the start of the exam; it does not refer to the time you turn up at the exam room! You should be at the exam venue, ready, at least 5 minutes before.

Personal Belongings

You must not bring into the exam room: bags, coats, phones, iPods, smart watches, tablets or any other electronic device, bits of paper in your blazer pockets, etc. You must NOT bring any food into the exam room - even chewing gum. If you have a sore throat, Mrs Nicholson may authorise medicated throat lozenges.

Drinks

You may bring in a small, screw-top, plastic bottle of water. The label must be removed and it must NOT have a sports top. Fruit juice and squash is not permitted unless authorised by Mrs Nicholson for medical reasons. Any drinks not complying with these conditions will be confiscated.

Watches

No electronic/smart watches are allowed in the exam room. All exam rooms have large, working clocks but if you wish to bring a watch it must have a clear clock face and you MUST take it off and place it on your desk as soon as you sit down. It is your responsibility to ensure this does not get knocked off or damaged.

Mobile Phones

Mobile phones and any other type of technological/web enabled devices MUST NOT BE BROUGHT INTO THE EXAM ROOM. If you do bring any technological device into the exam room and it is discovered you have to be reported to the Board. The Exam Boards will certainly disqualify you from that examination and may choose to disqualify you from every external examination for two academic years.

You should leave all the above either at home (preferably!) or TURNED OFF in your bag outside the exam room. If you leave items in your bag, it is at your own risk. Alternatively, you may hand in mobile phones, smart watches, earphones, etc as you enter the exam room and collect them as you leave.

Identification

You will be given a Personal Identification Card which you MUST bring into each GCSE exam and place face up on your desk. This is so that invigilators can easily identify each student and it will also show your Exam Number and the Centre Number. You must keep this safe – replacements will incur a charge.

Exam Conditions

As soon as you enter the exam room you must not speak, distract or communicate with any other candidates in any way. You must always face the front of the room and if you need anything you must put up your hand and wait for an invigilator to come to you.

Toilets

If you have a known medical issue you will be able to use a school Toilet Pass. If you do not have a medical issue you cannot go to the toilet in the first hour of an exam. For exams longer than one hour, you have to be escorted to and from the exam room and you will not be allowed any extra time for the exam. There are no toilet breaks permissible in the last 20 minutes of an exam. Please make sure you go to the toilet before you come to the exam to avoid distracting yourself and other candidates!

Late Arrivals

If you arrive less than 10 minutes late for an exam please go to your exam room. If you arrive more than 10 minutes late please report to Reception who will send you to either the exam room or Mrs Nicholson, depending on how late you are! Exam Boards may refuse to mark work for students arriving more than one hour late for an exam.

Absence from Examinations

If you are unable to attend an examination please let Mrs Nicholson know as soon as possible. If you are ill or injured and have attended a doctor or hospital please remember to take a copy of any medical notes, letters, discharge papers or prescription. If you have not seen a doctor, a self-certification form (JCQ/ME Form 14) can be obtained from Mrs Nicholson. Medical evidence or the completed Form 14 must be with Mrs Nicholson within 3 days of the missed exam.

If you miss an exam you cannot sit it at a later date.

Special Consideration

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate.

Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

Special consideration must be applied for by the Exams Officer no more than 7 days later than the final paper of an examination.

Instructions for Pupils During the Examinations

- You must enter the exam room in complete silence and sit down at your desk. You must face forward and wait quietly until everyone is seated.
- Listen carefully to instructions and notices – there may be amendments to the exam paper that you need to know about.
- Check that you have the correct question paper – especially the tier of entry (Higher or Foundation). **If you think something is wrong, tell the invigilators immediately.**
- Make sure that you fill in all the boxes on the front of the exam paper with the correct details. You must use your full legal name.
- You are responsible for ensuring that your writing is legible. **If it cannot be read, it cannot be marked.** Do not draw graffiti or write offensive or inappropriate comments on your exam paper – the examiner may refuse to mark it!
- Communication of any kind – verbal or non-verbal – is not allowed in exam rooms. Any attempt to do so may result in your paper being disqualified. You must not turn around to look behind you as it might be perceived as an attempt to communicate and may distract other students.
- It is very important if you have any problems or concerns during the exam that you let the invigilators know so the issue can be resolved while your exam is in progress.
- You will not be allowed to leave the exam room early as this disturbs other students. If you finish your paper early, use your time to check your answers and try to find where you could get some more marks.
- At the end of the exam, all work must be handed in. Remember to cross through any rough work. If you have used more than one answer book, complete the front cover with the number of booklets used.
- When all work has been collected you will be dismissed in silence. Remember that students entitled to extra time will still be working and therefore you **MUST NOT** stand outside the exam room talking loudly or discussing your answers.
- Please do not write or draw on exam desks. This is regarded as vandalism and you will be asked to pay for any damage that cannot be cleaned (by you).
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the exam room. If their behaviour disturbs other candidates this will be deemed as Malpractice and will be reported to the Exam Board.

Invigilators

The school employs invigilators to conduct the examinations in accordance with the rules of the Examination Boards. You are expected to behave in a respectful manner towards all invigilators and to follow their instructions at all times.

Please remember – invigilators cannot discuss an exam paper with you, advise how to answer a question, or assist you in any way.

Examination Tips and Techniques

You may wish to use some of the following tips during your examinations. They may help you to get that extra mark that makes the difference:

- Breathe – take some slow deep breaths to relax your body and mind. This will help if you freeze up or are struggling to get started.
- Focus on your paper. Block out the exam room and other students.
- Scan through the entire question paper before you start. This will help you to plan your timings and to know where the big-mark questions are!
- Use a highlighter to mark relevant bits of the question. This will help to clarify what you need to do. Don't highlight any of your work – this will make it impossible for the examiner to read after it has been scanned. Or **BUG** your question (**B** = put a box around the command word so you know which format you should use to answer the question; **U** = Underline key words so you stick to the task in hand; **G** = just before you start to answer the question, Go Through it one more time to make sure you have understood what is being asked of you).
- Exam papers show the marks awarded for each question. Use this wisely. If a question is worth 1 mark, it will be a brief answer. If it is worth 10 marks please remember that this does not mean **one mark per word**. These are the questions that need full answers, showing your full knowledge. These give you the chance to push your grades up!
- If you get stuck on a question – leave it and come back to it later.
- Particularly for mathematical exams – show your workings out! You can get marks for these. If you have worked something out in your head and you don't put down your workings out, you are throwing away valuable marks.
- If you finish your exam with time to spare, take a couple of minutes and then:

Check you have answered all the questions

(it's so easy to turn over 2 pages and miss some)

Check you have actually answered the question that was asked

(especially if you have a tendency to waffle!)

Check your grammar – your tenses – your SPAG – your punctuation.

- Where can you get another mark? Remember – one mark is the difference between a 4 and a 5 (or a D and a C). If you have time, find where you can get one more mark.
- Don't give up. If you need to, take a moment, a sip of water and a deep breath. Re-group and go on again. Once you have re-started, you will feel better.

After the Exams

Notification of Results

GCSE results will be available on **Thursday 23rd August 2018** from the School Hall between 11.00am and 12 noon.

If you are unable to collect your results in person you may give somebody else permission to collect them on your behalf. This note must be in writing, signed by you, saying that you authorise this person to have your results. The school will keep the permission and let that person have your results.

Alternatively, before the end of the summer term, you may hand in a stamped A5 envelope, addressed to you. This will be posted on 23rd August.

We are not permitted to give results to anybody (including parents) if they have not got written authorisation. Results cannot be given out over the phone or by text under any circumstances.

Post Results Services and Appeals

All Enquiries about Results (EARs) should be discussed with the relevant subject teacher who will advise on the viability of such a request. Full details of these services (Clerical Checks, Review of Marking and Access to Scripts) plus prices and deadlines will be included with your Statement of Results. All EAR requests must be made to the Exam Boards by the Exams Officer. A signed candidate consent form is required (plus the fee, unless the school decides to appeal on your behalf) before any service is launched.

Priority Access to Scripts

We are permitted to request a priority copy of some written exam papers so that a more informed judgement can be made whether to launch an appeal or not. However, the deadline for priority requests is **31st August**. Priority access to scripts will be given to those students within **one mark of the next grade boundary**. We cannot proceed with this without your **written permission**. If you wish us to do this, you must either:

- (1) download the form from the school website and bring it with you to hand in after you have collected your results or
- (2) download the form, fill it in and email it to knicholson@theparkschool.org.uk before **2pm on Friday 24th August** (but not before results day).
- (3) forms will also be available when you collect your results in the School Hall, or
- (4) from the Exams Office on 24th August between 10am and 2pm

You should hand this in either **BEFORE** you leave the exams room, bring it to the Exams Office the next day (24th August) between 10am and 2pm or email it to knicholson@theparkschool.org.uk before 2pm on Friday 24th August. This is not guaranteed to prove which scripts to appeal, but it will give a strong indication and may help to increase your grades!

Exam Preparation

Now that all the formal information has been given to you, let's concentrate on you.

Some of you may be feeling very stressed and over-anxious. Others may just want the whole thing to go away.

One thing is sure – in exactly the same way that Christmas becomes hyped-up from October onwards and then suddenly it's all over (and never quite lives up to the anticipation) exams are the same. You have done exams since Y7. You know what to do. But for those of you who need a small reminder:

GCSE results are the reward you get for all the years you have been at school. They open doors of opportunity – for every grade you achieve, another choice opens up in the future. Don't exhaust yourself by imagining the end of the world happens with every exam – try to look on them as the keys to unlock options in your future.

How to Prepare:

Don't leave revision to the last minute – this never works. By revising, you increase the chance of being able to recall the information you need in the exam room. Let's not forget that people have different ways of revising – some students find short, intensive revision sessions work, others like to revise in a more relaxed way. Some like to read, other find making notes or highlighting works better. Whatever works for you – do it. And by the way, if your friend says they "haven't done anything yet" they are usually lying. Anyway, this isn't about what your friend does, *it's about you*.

There are loads of different places you can find help with revision – teachers, parents, BBC Bitesize, GCSE Pod. It's all there for you – use it!

These are your exams, for your results, for your future – it's time to get ready.

Stress

Exam stress happens to everyone, it's just that some people tend to show it more than others. If you are a stresser, have a look online for exam stress-tips from around the world. You will find they all say the same thing:

Eat properly. Try to find some relaxing time. Get some exercise. Get some sleep. Make a revision plan that works for you – and stick to it.

The more preparation you have done, the more confident you will feel.

The more you know you are in control, the calmer you will feel.

10 Tips for Coping With Exam Stress:

- 1) Recognise when you're stressed. Have a break from revision and chat to someone who understands the level of pressure you're feeling to help get things back into perspective.
- 2) Avoid comparing subject knowledge with your peers. Having a chat with friends about stress levels can be helpful, but comparing revision notes and knowledge is rarely helpful and can leave you feeling like you haven't done enough.
- 3) Know when and where you work best. Some people can get up at 7am and find their brain has woken up too and is ready to work, others find revision better later in the day. Work out when you feel most alert and aim to do most revision then.
- 4) Eat well. Provide your brain with the right fuel to help it to concentrate. Fresh fruit and vegetables are great. Too much coffee and chocolate isn't. Whatever you do, make sure you have breakfast before a morning exam. If you turn up hungry or with just a sugar-rush going on, you are going to under-perform.
- 5) Sleep. You can't stay up all night fretting – that won't do any good. Stick to your revision plan and then sleep, knowing that you are on the right track and you will be fine.
- 6) Exercise. Any form of exercise is great for de-stressing. Walking, football, running, work-outs are all great. Exercise helps reduce physical tension and releases natural feel-good chemicals in the brain.
- 7) Reward yourself. Build treats into your exam timetable. Be it the latest episode of your favourite programme after a couple of hours of revision or a few snacks after focusing for 30 minutes.
- 8) Try relaxation techniques. If you are anxious before an exam, find a calm, quiet space and try breathing gently in and out for a few minutes while thinking of sitting on a beach in the sun. Mrs Nicholson has a load of relaxation techniques – if you are a panicker, drop in to her office and see which ones work for you.
- 9) Steer clear of exam 'post-mortem'. Analysing and comparing answers with your friends never ends well. You can't go back and change your answers, so knowing what your friends have written for each question will just make you worry more about how you've done.
- 10) Keep it in perspective. Exams are important but remember that this time will pass. Many fears are born out of fatigue and imaginings. Get your feet back on the ground, breath calmly and tell yourself that you can do this.

Frequently Asked Questions

These are just a few examples – if you have any other questions, see Mrs Nicholson!

Q: When will I get my personal timetable for the summer exam?

- These will be issued in March.

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

- See Mrs Nicholson – she will arrange for you to sit one exam, followed by a short break. During this break you may have a drink and something to eat but you must not leave the School Hall or use a mobile phone. After the break you will sit the second exam.

Q: What do I do if I think I have the wrong paper or the wrong tier?

- Put your hand up and tell an invigilator immediately so that we can check whether an error has been made. DO NOT wait to tell us after the exam!

Q: What do I do if I feel ill during the exam?

- Tell an invigilator who will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance. You must not wait until you have gone home before letting us know.

Q: Do I have to wear school uniform?

- Yes. Normal school regulations apply to uniform, hair, jewellery, etc for all students.

Q: How do I know how long an exam is?

- The length of the examination is shown in minutes on your individual timetable. It is also shown on the front of the question paper. Start and end times of the exam will also be displayed at the front of the room. There will also be a clock in every exam room.

Q: If I am doing an exam in a classroom (eg, a practical exam, an online assessment, a controlled assessment) do examination regulations still apply?

- Absolutely!! Any misconduct for *any part* of a GCSE examination must be reported to the Board and you risk disqualification.

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>





**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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for Candidates

For written examinations – effective from 1 September 2017

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

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For on-screen tests – effective from 1 September 2017

**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; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<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	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"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<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. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates:

Non-Examination Assessments and GCSE Controlled Assessments

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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

Markers can spot changes in the style of writing and use of language.

Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the essay you have copied from!).

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

the piece of work will be awarded zero marks;

you will be disqualified from that component for the examination series in question;

you will be disqualified from the whole subject for that examination series;

you will be disqualified from all subjects and barred from entering again for a period of time. The awarding body will decide which penalty is appropriate.

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



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

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

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

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

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

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

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

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

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

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

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

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

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

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

Summary:

Before the Exams:

Statements of Entry – check everything is correct, sign it and return it to Mrs Nicholson.

Examination Timetables – this will show the date and start time of each of your exams.

Seating Plans – these will show you which room you should go to and where to sit.

Equipment – you must provide your own, especially Maths instruments and calculators.

Examination Regulations – these are issued by the JCQ and must be followed.

During the Exams:

Attendance – make sure you arrive at least 5 minutes before the start time, in full school uniform and with all necessary equipment.

Personal Belongings – don't bring in any bags, coats, mobile phones, any electronic devices. Do not have bits of paper in your blazer pocket.

Food and Drink – You may have a small, screw-top, plastic bottle of water but no food.

Watches – no electronic/smart watches. If you bring a basic watch, you must take it off and put it on your table. You are not allowed to wear it.

Mobile Phones – leave them in bags or hand them in when you enter the room. If you keep it on you, you could be disqualified from every exam for two years!

Identification – you will be given a personal ID card. You must keep this safe and put it on your desk for every examination.

If there is a problem with anything in the exam room you must tell the invigilator immediately so that it can be dealt with straight away.

Late Arrivals – go straight to the exam room or to the Exams Office.

Absence – if you are too ill to attend a GCSE exam you cannot sit it at another time. You must see a doctor and let Mrs Nicholson have a copy of any medical notes, prescriptions, discharge papers, etc so that she can inform the Board that you were ill and apply for Special Consideration. However it should be noted that only minor adjustments can be made to the mark awarded.

After the Exams

Results are available at 11.00am on Thursday 23rd August 2018 from the School Hall. If you feel a result is wrong, you should first raise this with your teacher who can advise how close you were to the grade boundary and whether it is worth launching an appeal.