

# **Reading Girls' School**



**PUBLIC EXAMINATIONS**

**INFORMATION FOR  
PARENTS AND STUDENTS**

**2018**



## INTRODUCTION

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

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

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

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

If you have any other questions, please feel free to make enquiries to the Examinations Officer. You can contact the Examinations Office by

Telephone: 0118 986 1336  
Email: [exams@readinggirlsschool.net](mailto:exams@readinggirlsschool.net)

On examination days, it is best to contact the main school reception on 0118 986 1336 and leave a message, with the nature of your query, since the main priority will be the starting of examination sessions on time.

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## **WHO IS RESPONSIBLE FOR THE EXAMINATIONS?**

The school's Examinations Officer is responsible for administering all public examination arrangements and for oversight of students during examinations, under direct responsibility of the Principal.

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

The Awarding Bodies or Examination Boards set down strict criteria which must be followed for the conduct of examinations and the school is required to follow them precisely.

## **WHO IS ENTERED FOR PUBLIC EXAMINATIONS?**

It is school policy to enter every student being taught a subject for the most appropriate level of examination. Only by exception, after consultation with parents, and with the written consent of the Principal or Deputy Principal, will students not be entered.

## **CAN STUDENTS TAKE LEAVE OF ABSENCE DURING TERM TIME?**

Dates for examinations are rigidly fixed by the Examination Boards. Parents are reminded that they require the Principal's permission to take students out of school for any reason, and leave of absence will only be granted in very exceptional circumstances. It is against school policy for students to take leave of absence in term time.

## **COURSEWORK/CONTROLLED ASSESSMENT DEADLINES**

Most of the subjects have an element of coursework/controlled assessment included in them which has to be completed, marked and assessed and the marks and work sent to the Boards well before the formal examination sessions take place. The school sets deadlines which allow time for this process and to meet the board deadlines. These cannot be changed. Students who do not submit coursework controlled/assessments on time will not be allocated a mark for this portion and their overall grade will suffer. They may also not be eligible for special consideration for the formal examinations should they be ill as they will not have completed the minimum 50% of the course.

## **WHAT ARRANGEMENTS ARE MADE FOR EXAMINATION PREPARATION?**

Examination preparation begins for Years 11 students on dates notified by the school. Students will be involved in revision sessions when not in examinations from 14 May 2017. Energiser sessions will be held before exams, until Friday 18 June 2017. After that date girls will only attend if they have an examination. Students studying NCFE or Btec courses are required to attend until all the work is completed to a satisfactory standard.

## WHAT INFORMATION WILL STUDENTS RECEIVE ABOUT THEIR EXAMINATION ENTRIES?

When the entries have been entered on the school's computer system, students will receive a Student Entry Summary detailing the subjects and tiers for which they have been entered. This should be checked and you are asked to inform the school if you believe there are any errors or problems.

This document serves two purposes:

- (i) to check that all entries have been made and are correct,
- (ii) to inform parents that they undertake to pay the entry fees should their child fail to take the examination without good reason.

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

The names and spelling appearing on the Statement of Entry will be used on the final Certificates so should be checked carefully.

## WHERE WILL THE EXAMINATIONS BE HELD?

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

## HOW DO STUDENTS KNOW WHEN EXAMINATIONS TAKE PLACE?

The main period for examinations is from the start of May – until the end of June but some oral examinations and practical examinations will take place earlier. All candidates will receive individual entry statements which will give them the dates and sessions (am or pm) of the examinations they are taking. This will include start times. It is helpful if parents make sure that a copy of this timetable is available to them at home with their child's examinations highlighted.

## AT WHAT TIMES DO THE EXAMINATION SESSIONS BEGIN?

The examination boards dictate the permissible start times for examinations. Candidates are asked to report no later than **20 minutes before the published start time on the students individual timetable**. The length of examination papers varies and they will frequently not finish until after school finishes. Students and parents should be aware of this and make appropriate arrangements for getting home. **Students will not be allowed out of an examination early for any reason.**

Some students may also receive an allowance of extra time for the examinations and so their finishing times will be even later. Timings for some papers may deviate from this pattern and the candidates will be made aware of this. It is the candidate's responsibility to be aware of the start time of each examination but parents should be warned that there is a tendency for students to confuse am and pm sessions. Please ensure that examination commitments are checked for each day on the previous evening.

### **WHAT HAPPENS IF A STUDENT HAS MORE THAN ONE EXAMINATION AT THE SAME TIME?**

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

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

### **HOW ARE STUDENTS SUPERVISED?**

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

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

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

### **WHAT HAPPENS IF A STUDENT CANNOT FIND THEIR PLACE IN THE EXAMINATION ROOM?**

Occasionally, problems arise because a student's number card is not where they think it should be. There are a number of possible reasons for this and the situation has to be investigated.

Candidates will be asked to wait at the front for a few moments whilst the invigilator on duty in that venue checks the entry and sorts the problem out with the Examination Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which they have been entered. Students who have been officially withdrawn from an examination will not be permitted to sit the papers. It is helpful if the candidate has their Statement of Entry with them but this must not be written on.

## WHAT HAPPENS IF A STUDENT IS LATE?

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

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

## WHAT SHOULD STUDENTS BRING TO THE EXAMINATIONS?

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

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

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

## WHAT SHOULD CANDIDATES NOT BRING WITH THEM?

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

### **Banned:**

- 1. Mobile phones/ smart watches/ fitbits/ Ipods or any other personal mobile device** – unless permitted for individual language examinations.
- 2. Tippex or correction pen use** is not permitted. Candidates should cross through work they do not wish to be marked.
- 3. Notes, papers and text books** except those that are allowed in certain examinations and candidates will be informed by the subject teachers in advance.
- 4. Lucky mascots and any other personal possessions**
- 5. Food items or chewing gum** are not allowed.

## **MAY STUDENTS BRING A DRINK?**

Candidates may bring a drink with them into the examination room. However, no more than 750ml of still water or diluted squash may be brought, in a clear plastic bottle (i.e. all packaging removed) preferably with a sport cap. No fizzy drinks, cans or pouches will be allowed due to the risk of spillage. Drinking too much may cause an issue since candidates may not be allowed to use the toilet facilities during short examinations due to the issues of supervision.

## **REGULATIONS GOVERNING THE USE OF CALCULATORS**

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

Also, calculators with any of the following facilities are prohibited:

- data banks
- dictionaries
- language translators
- retrieval of text or formulae
- QWERTY keyboards
- built in symbolic algebra manipulations
- symbolic differentiation or integration
- capability of remote communication with other machines

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

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

## **WHAT ARE THE REGULATIONS REGARDING MOBILE PHONES?**

**The regulations state that mobile phones are not to be brought into examination rooms under any circumstances.**

This applies to all public school/mock examinations. They cause disturbance to other candidates if they ring and can present opportunities for malpractice. Any student found to have a phone in the examination room will be reported to the appropriate examination board. Should this happen the student is likely to be disqualified from that paper and possibly from the whole examination in that subject.

**Having a mobile phone in an examination is a very serious offence** and our advice is that the phone should not be brought to school. We can take no responsibility for the security of mobile phones brought to school.

## **WHAT IS MEANT BY MALPRACTICE?**

Malpractice is the term that the Examination Boards use for any irregularity, or breach of the regulations of any form. The Examinations Officer is required to, and will, report all infringements to the appropriate body which will decide what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The Examination Boards take the integrity of examinations very seriously and it is important that candidates heed the Examination Officer's instructions carefully.

## **WHAT HAPPENS IF A STUDENT DOES NOT ARRIVE FOR AN EXAMINATION?**

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

Parents should be aware that the school will seek to recover the examination fees if a child does not arrive for an examination. Parents will be asked for a payment of £35 per GCSE subject depending on the Examining Board in the event of non-attendance. It is in the interest of all of us to ensure that the school's examination budget is not wasted.

## **HOW ARE EXAMINATIONS STARTED?**

The examination will be announced formally, usually by the Examinations Officer, and candidates cautioned that they are subject to the regulations. Any instructions or board notices, changes to papers etc will be read out and the candidates asked to complete their details on the answer papers.

## **WHAT STANDARDS OF BEHAVIOUR ARE EXPECTED DURING EXAMINATIONS?**

All candidates are given a copy of a "Information for Candidates" produced by the Examining Bodies which give general guidelines for conduct which must be observed. A copy of this is included in this booklet at the back.

Breaches of examination regulations are regarded very seriously by the school and the examination boards. Please impress on your child the importance of good behaviour in an examination as any activities which may disturb or upset other candidates will not be tolerated.

### **The Head of Centre and Examinations Officer have the power to remove disruptive candidates.**

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

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

## **WHAT SHOULD STUDENTS WEAR FOR EXAMINATIONS?**

Examinations are a school activity and normal uniform must be worn by students below Post 16. We ask for the co-operation of parents in ensuring that candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out that they are not in correct uniform. All students know the uniform rules and it is their responsibility to ensure they observe them. Students not dressed properly or modestly will not be permitted to sit examinations.

Jackets, jumpers or other clothing are not allowed over the backs of the chairs. Candidates should bring as little as possible in the way of coats and baggage into the examination room.

Items of jewellery, such as rings or bracelets should not be worn as they make a noise on the desk and would be deemed a disruption to other candidates, likewise keys around necks.

## **WHAT DO PARENTS DO IF THEIR CHILD IS UNWELL AT THE TIME OF ONE OF THE EXAMINATIONS?**

Even if students would not normally visit the doctor's surgery for minor illnesses it is important that they do so at examination time. The doctor will advise as to whether a student is fit to sit the examination. If the candidate takes the paper, the doctor should give their parent a letter that the school can forward to the Examination Board asking for special consideration on the grounds of illness. If the candidate is unable through illness to sit a paper the board **may**, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is unlikely that an AS grade will be awarded if a unit is missed as the candidate will be expected to re-take it in January. It is essential that a doctor is seen on the day of the examination or previously. Retrospective information is not accepted by the Examination Boards and any doctors' letters must be forwarded to the Examination Officer **without delay**, as there is a tight deadline.

Parents should telephone the school if their child will **not** be attending an examination or will be present but unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

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

There is a standard JCQ/ME form (Self Certification Form) available from the Examinations Officer available for self certification for a missed examination(s), which can be countersigned by your doctor/nurse or surgery receptionist.

## **WHAT DO STUDENTS WHO FINISH EARLY DO?**

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

## **WHAT DO PARENTS NEED TO DO IF A STUDENT HAS PROBLEMS THAT MAY AFFECT EXAMINATION PERFORMANCE?**

Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the school and appropriate applications made supported by an Educational Psychologist's report, The Examinations Officer and Head of Centre are empowered to grant extra time, the provision of a Prompter or similar arrangements, but only given the correct evidence and at their sole discretion. The SEN Department will make arrangements for providing any other special assistance and inform the candidates of any special rooming arrangements.

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

## **APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL EXAM QUALIFICATIONS**

Reading Girls' School is committed to ensuring that whenever teachers assess students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by teachers who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Where a set of work is divided between teachers, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to their work, they may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the grade submitted by the centre for moderation by the awarding body. This procedure is available from the Exams Office.

After work had been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Reading Girls' School and is not covered by this procedure. If you have any concerns about it, please ask the Exams Officer for a copy of appeals procedure for the relevant awarding body.

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the exam series (e.g. the last GCSE written paper in the June GCSE exam Series).
2. Appeals should be made in writing by the student or parent/carer to the Exams Officer who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

## **HOW CAN PARENTS BEST HELP THEIR CHILD DURING THE EXAMINATION PERIOD?**

Examinations are inevitably a stressful time for some candidates and support from school and parents can be helpful. The school will provide advice about revision programmes and examination techniques and, if this is followed, it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful for parents to discuss with their child how they intend to organise revision and to talk through any anxieties about particular techniques or subject matter.

Testing knowledge of factual material can benefit the student if such help is requested but, often, all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation.

## **WHAT HAPPENS ABOUT THE RETURN OF SCHOOL BOOKS AND EQUIPMENT AT THE END OF THE EXAMINATION PERIOD?**

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

## **WHEN AND HOW ARE THE RESULTS DISTRIBUTED?**

GCSE, Btec and NCFE V Cert results arrive in school on Thursday 23 August. Results will normally be available for collection from 10.00am until 12.00 noon. Students wishing for a relative or friend to collect their results **must** send a signed letter of authorisation with the collector. Results will not be given over the telephone under any circumstance.

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

## **WHAT CAN A PARENT DO IF RESULTS ARE SUBSTANTIALLY DIFFERENT FROM WHAT IS ANTICIPATED?**

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. It is advisable to obtain a copy of the script and mark scheme before proceeding to an EAR (enquiry about result) which is very expensive. If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are available from the Examinations Officer and the process should be started as soon as possible after consultation with the Head of Department concerned. The final date for submission to the board is 20 September for summer examinations and 4 weeks after results for others.

If the results have serious implications for the student's future plans, advice should be sought from the Careers Service.

## **HOW DO CANDIDATES GO ABOUT OBTAINING COPIES OF MARKED EXAMINATION SCRIPTS?**

It is currently possible to have access to marked scripts for some GCSE units. Candidates will need to contact the school and pay a fee for each subject/paper. Candidates should be aware that copies of marked scripts prior to an enquiry on results must be ordered within one week of the issue of results.

## **WHEN DO STUDENTS RECEIVE CERTIFICATES?**

Certificates are issued by the examining boards well after the examinations have taken place. The school distributes certificates issued for the main summer's examinations at or after the school's presentation evening in November each year. Students are required to collect in person. A friend or family member may collect them but only bearing a letter of request signed by the candidate and some proof of identity.

Certificates uncollected after one year are destroyed; they can only be replaced by direct application to the boards by the candidate and will require proof of identity such as an original birth certificate and a substantial fee per certificate (£25-£30 each).



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

**AQA, CCEA, OCR, Pearson and WJEC**

**Information for candidates – 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 any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

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

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

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. 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 work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

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

## **Preparing your work – good practice**

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

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, 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 the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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

©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 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.**

<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, 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: <ul style="list-style-type: none"> <li>• 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>• the question paper is incomplete or badly printed.</li> </ul>
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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</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 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.

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.**

<b>A</b>	<b>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>• notes;</li> <li>• 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.</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</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</b>	<b>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</b>	<b>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>• you have been entered for the wrong on-screen test;</li> <li>• the on-screen test is in another candidate's name;</li> <li>• 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</b>	<b>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>• you have a problem with your computer and are in doubt about what you should do;</li> <li>• 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</b>	<b>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>

