



# ***GCSE***

# ***Public Exams***

***Information***  
***For***  
***Candidates and Parents***

***2023/24***

## Introduction

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

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

This booklet is intended to provide information about exam procedures and to answer some of the most frequently asked questions to help to guide and support candidates and parents through the exam 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 Exams Officer, Miss K Wilson.

You can contact the exams office by:

Telephone 01264 810555

E-mail [wilsonk@testvalley.hants.sch.uk](mailto:wilsonk@testvalley.hants.sch.uk)

On exam days it is best to contact the exams office by calling the main school line (01264 810555) and leaving a message with the receptionist including the nature of your query, as the Exams officer is unlikely to be able to pick up emails or calls.

Further exam information and subject content can be found by accessing the schools website, within the Curriculum tab.

[Curriculum Booklet Download](#)

# Contents

Who is responsible for the Exams?	4
Who is entered for public exams?	4
Can candidates take Holidays during term time?	4
Non-Examination Assessment deadlines	4
Study Leave	5
What information will candidates receive about their exam entries?	5
Where will the Exams be held?	5
How do I know when exams take place?	6
Exam Contingency days	6
At what times do the exam sessions begin?	6
What happens if a candidate has more than one exam at the same time?	7
How are candidates supervised?	8
What happens if a candidate cannot find their place in the exam room?	8
What happens if a candidate is late?	9
What should candidates bring to the exams?	9
What should candidates not bring with them?	9
May candidates bring a drink?	10
Regulations governing the use of calculators	10
What is meant by malpractice?	11
What happens if a candidate does not turn up for an Exam?	11
How are exams started?	11
What standards of behaviour are expected during exams?	12
What should candidates wear for exams?	12
What if a candidate is unwell at the time of one of the exams?	12
What do candidates do who finish early?	13
What if a candidate has problems which may affect their exam performance?	13
How can parent's best help their child during the exam period?	14
What happens about the return of school books and equipment at the end of the exam period?	14

<b>When and how are the results distributed?</b>	<b>14</b>
<b>What if results are substantially different from what is anticipated?</b>	<b>15</b>
<b>When do candidates receive certificates?</b>	<b>16</b>
<b>I want to appeal my internal assessment mark.</b>	<b>16</b>
<b>Information for candidates – Coursework assessments</b>	<b>19</b>
<b>Information for candidates – Non-Examination assessments</b>	<b>24</b>
<b>Information for candidates – Written examinations</b>	<b>29</b>
<b>Information for candidates – Privacy Notice</b>	<b>38</b>
<b>Warning to Candidates – Poster</b>	<b>41</b>
<b>Unauthorised items – Poster</b>	<b>42</b>

## **Who is responsible for the Exams?**

The schools' Exams Officer is responsible for administering all public exam arrangements and for oversight of candidates during exams, under direct responsibility from the Head of Centre, the Head Teacher.

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

The awarding body's set down strict criteria under JCQ guidelines which must be followed for the conduct of exams, the school is required to follow these precisely.

## **Who is entered for public exams?**

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

## **Can candidates take Holidays during term time?**

Dates for exams are rigidly fixed by the awarding body's and are subject to change. Parents are reminded that our school policy is that no holidays will be authorised in term time.

At Key Stage 4 there are exams/assessments which take place throughout the year and not just in the summer exam period.

## **Non-Examination Assessment deadlines**

Some subjects have elements of non-examination assessment which have to be completed, marked and assessed. The marks and work must be sent to the awarding body well before the formal exam sessions take place. The school set deadlines which allow time for this process and to meet the board deadlines. These cannot be changed.

Candidates who do not submit non-examination assessments on time will be automatically awarded a U for that unit and their overall grade will suffer.

## **Study Leave**

Students are expected to attend all lessons until otherwise notified by the school.

## **What information will candidates receive about their exam entries?**

When the examination entries have been made, candidates will receive a 'Candidate Statement of Entry' detailing the subjects and tiers for which they have been entered. This must be checked and candidates must inform the school if there are any errors or problems.

The 'Candidate Statement of Entry' serves three purposes:

1. To check that all entries have been made and are correct.
2. To inform parents that they undertake to pay the entry fees should their son/daughter fail to take the exam without good reason.
3. To check that their child's name is correct.

## **Where will the Exams be held?**

The main locations for which written papers are likely to be conducted are the: Gym, Oasis or offices / meeting rooms. Candidates with access arrangements will likely be seated in an office / meeting room. The Exams officer and SENDCo allocate candidates to rooms based on their access arrangements.

Languages listening exams that are split into foundation and higher tiers will be held in different rooms, candidates may therefore be in a different room for these exams than other written exams. Candidates with access arrangements are likely to be in the same room as all other candidates sitting the same tier.

Candidates are asked to be at the Tennis Courts 10 minutes before the advertised exam start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They must put any bags/belongings they are not taking into the exam in the allocated storage area and wait quietly in the Tennis Courts until invited to enter. The school takes no responsibility for the security of bags/belongings brought into school. Where a candidate sits within their allocated room 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 photograph, candidate number and name.

## **How do I know when exams take place?**

The main period for exams is from the start of May until the end of June, however some speaking and practical exams will take place earlier. All candidates will receive an individual entry statement of all written exams which states the dates, times and locations of the papers they are entered for. It is helpful if parents make a copy of their child's statement of entry to ensure they are aware of the dates and times of their child's examinations.

## **Exam Contingency days**

In case of major disruption that impacts on the exam period the awarding body's designate Contingency days, to allow for emergency rescheduling of any affected exams. Candidates must be available to sit an exam on these days. In the event of an exam being rescheduled the awarding body's would not make any allowance if a candidate is not available on the contingency days.

The provisional Summer 2024 Contingency days are Thursday 6/13th June and Wednesday 26th June.

## **At what times do the exam sessions begin?**

The awarding body's dictate the permissible start times for exams. Candidates are asked to arrive no later than 8:40am for morning exams, which start at 9am and 13:10pm for afternoon exams, which start at 1:30pm. If the time is different, notices will be sent out before the start of the exams to confirm registration times. The lengths of exam papers vary and on occasion an exam will not finish until after the normal school day. Candidates and parents should be aware of this and make appropriate arrangements. Candidates will not be allowed out of an exam early for any reason.

Some candidates may receive an allowance of extra time for the exams and so their finishing times will be even later.

It is the candidates' responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for candidates to confuse a.m. and p.m. sessions. Parents should check their son's/daughter's schedule for each day on the previous evening.

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

Occasionally candidates are scheduled to sit more than one exam 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 awarding body and the exams are meant to run one after another. If the clash between different subjects, the clash will be resolved by one of the following:

1. *For clashes totaling 3 hours or less (including extra time and rest breaks)* the exams will be sat one after the other, with the centre deciding the order of which the examinations will be sat. Candidates may be given up to 20 minutes supervised break between the exams. This break will be conducted in the examination room (unless the candidate has allocated supervised rest breaks) under formal exam conditions at all times, candidates cannot use this time to revise.
2. *For clashes totaling more than 3 hours* the centre may conduct one examination in a later or earlier session within the same day. Candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision until one hour after the published starting time for that examination. Candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision from 30 minutes after the published starting time for that examination until they begin. Candidates may revise between the examinations using their own resources but must not be in possession of any device with access to the internet.
3. *For clashes of three or more examinations totaling more than 5 and a half hours* the centre may conduct one examination the following morning, including Saturdays. The centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times while they are on the premises sitting examinations. The candidate must be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and the centre must ensure there is no contact with other candidates. The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The centre must determine a method of

supervision which ensures the candidate's wellbeing. The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone, email, internet and social media. It also extends to television and radio, which could report key details of the day's examinations. The head of centre must be satisfied with any arrangement for overnight supervision of a candidate, this is essential to avoid compromising the integrity of the exam and needs to be organised well in advance.

## **How are candidates supervised?**

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

The Exams Officer will call candidates by the order they are seated; candidates should then find their desk with their candidate number card on it.

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

## **What happens if a candidate cannot find their place in the exam room?**

Occasionally problems arise because a candidate's number card is not where he/she thinks it should be. There are a number of possible reasons for this and the situation has to be investigated. Candidates will be asked to wait at the front for a few moments whilst an invigilator and the Exam officer investigate. Every effort is made to keep these problems to a minimum and they will not prejudice any candidate's chance of taking an exam for which they have been entered. Candidates who have been officially withdrawn from an exam will not be permitted to sit the papers.

## **What happens if a candidate is late?**

It is imperative that candidates are on time for their exams. If parents are aware that their child has got the timing of the exam wrong and has missed the starting time, they should telephone the school immediately using the main number (01264 810555) and ask for a message to be passed to the Exams Officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted, however, we are bound by the awarding body's regulations. 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.

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

## **What should candidates bring to the exams?**

Candidates should bring writing equipment, coloured pencils, erasers etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases (or any cases with any writing on them) will not be permitted in the exam room.

All exam papers must be completed using only black pens (biro/ink).

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 exam.

## **What should candidates not bring with them?**

Some items are strictly banned and should not be brought into the exam room under any circumstances. The awarding bodies treat possession of the following items as malpractice.

Mobile phones / Tablets / Smart watches / Watches / Music players / Headphones

These items can be handed to an invigilator before the start of an exam, but the school cannot be responsible for the security of these.

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

Notes, papers and textbooks etc are only allowed in certain exams and candidates will be informed by the subject teachers in advance.

Candidates should not bring lucky mascots etc. into the examroom.

No food items or chewing gum are allowed.

*Should a candidate have a medical condition which requires the candidate to have access to any of the above items during an examination, parents should contact the Exams Officer as early as possible, prior to the examination series as the awarding bodies may need to be contacted for approval and medical evidence may be required.*

### **May candidates bring a drink?**

Candidates may bring a drink of still water no more than 750ml with them into the exam room. This must be in a clear bottle with no labels on. No fizzy drinks, cans or pouches will be allowed.

### **Regulations governing the use of calculators**

Some exam papers explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for those examinations.

All 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 is 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 exam. Retrieval of information and/or programs during the exam is an infringement of the regulations. Candidates are responsible for clearing any information and/or program before the exam.

### **What is meant by malpractice?**

Malpractice is the term that the awarding body's use for any irregularity, or breach of the regulations of any form. The Exams Officer is required to, and will, report all infringements to the appropriate awarding body who will decide on what action to take based on the nature of the infringement.

There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The awarding body's take the integrity of exams very seriously and it is important that candidates heed the Exam Officers instructions carefully.

### **What happens if a candidate does not turn up for an Exam?**

A candidate who is absent from any exam without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the exams which have been marked.

As set down by the Department for Education, Penalty Notices will be issued when a pupil has one or more unauthorised absences during a public exam, assessment or test.

In addition, parents should also be aware that the school will seek to recover the exam fees if a child does not turn up for an exam and parents can be asked for a payment of approximately £50 per GCSE, depending on the awarding body, in the event of a candidate's non-attendance.

### **How are exams started?**

The exam will be announced formally by the Lead Invigilator and candidates cautioned that they are subject to the regulations. Any instructions, 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 exams?**

A copy of 'Notice to Candidates' is included in this booklet at the back, produced by the awarding bodies that gives general guidelines for conduct which must be observed.

Breaches of exam regulations are regarded very seriously by the school and the awarding bodies. Good behaviour is essential in any exam as any activities which may disturb or upset other candidates will not be tolerated.

The Senior Leadership Team and Exams Officer have the power to remove disruptive candidates.

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

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

## **What should candidates wear for exams?**

Exams are a school activity and normal uniform must be worn by candidates. We ask for the co-operation of parents in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates before an exam by pointing out when they are not in the correct uniform. All candidates know the uniform rules and it is their responsibility to ensure they observe them. Candidates not dressed properly or modestly will not be permitted to sit exams.

Jackets, jumpers or other clothing are not allowed over the backs of the chairs. Candidates are not permitted to take bags or coats into the exam room, an area will be allocated for storage of these.

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 if a candidate is unwell at the time of one of the exams?**

Even if a candidate would not normally visit the doctor's surgery for minor illnesses it is

important that they do so at exam time if they are unwell. The doctor will advise as to whether they are fit to sit the exam. If the candidate takes the paper, the doctor should give a letter which the school can forward to the awarding body asking for special consideration on the grounds of illness.

If the candidate is unable through illness to sit a paper the awarding body may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is unlikely that a grade will be awarded if a unit is missed as the candidate will be expected to re-take. It is essential that the candidate sees the doctor on the day of the exam or previously. Retrospective information is not accepted by the awarding bodies and any doctors' letters must be forwarded to the Exam Officer without delay, as there is a tight deadline.

A telephone call must be made to the school if a candidate will not be attending an exam or if a candidate will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

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

There is a standard QCDA form (QCA/ME Form 14) available from the Exams Officer available for self-certification for a missed exam/s, which can be countersigned by doctor/nurse or surgery receptionist.

### **What do candidates do who finish early?**

Candidates should use all of the available time on their exams and spend any time at the end checking their answers. Candidates are not permitted to leave before the awarding body's published duration of the exam. They must sit quietly at their desk so as not to disturb other candidates.

### **What if a candidate has problems which may affect their exam performance?**

Some candidates are eligible for access arrangements. These are normally identified

by the school and appropriate applications made supported by an Educational Psychologist's report. Candidates or parents should contact the SENDCo should they have any queries regarding access arrangement entitlement.

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

### **How can parent's best help their child during the exam period?**

Exams are inevitably a stressful time for some candidates and support from both school and parents can be helpful. The school will provide advice about revision programmes and exam techniques, and if this is followed it should not be necessary for any candidate to work abnormally long hours during the revision period. It is 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 candidate if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Candidates 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 exam period?**

Students will be issued with a leavers form, which needs to be signed by all their teachers to confirm all resources have been returned before they formally leave the school.

### **When and how are the results distributed?**

GCSE results day is provisionally Thursday 22nd August 2024. Results will normally be available for collection from 10.00 a.m. Candidates wishing for a relative or friend to collect their results must send a signed letter of authorisation and ID with the collector. Results will not be given over the telephone under any circumstances.

GCSE candidates not intending to collect in person but wishing their results to be posted, should leave an A4 stamped addressed envelope, along with a letter authorising us to post, this needs to be with the Exams Office before the end of the summer term. Result slips for GCSE 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 if results are substantially different from what is anticipated?**

It must be remembered that exams can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result, then the school can initiate an enquiry with the appropriate awarding body.

Details of the procedures and the fees involved are available from the Exams Officer and the process should be started as soon as possible after consultation with the Head of Department concerned.

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. The final date for submission to awarding bodies is mid-September for summer exams and 4 weeks after results for others.

It is important to notify a senior member of staff of any concerns as soon as possible, preferably on results day.

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

## **When do candidates receive certificates?**

Certificates are issued by the awarding bodies well after the exams have taken place (usually November). The school will organise the certificates ready for collection at the earliest possible point and will inform candidates that they can be collected. Candidates are required to collect certificates in person. If this is not possible the candidate must submit a written request to the Exams Officer asking for them to be posted or for a family member to collect them, but only if they have a letter of request signed by the candidate and some form of ID.

Certificates uncollected after one year will be returned to the relevant awarding body or securely destroyed as is required by the awarding bodies. Certificates can only be replaced by direct application to the awarding bodies by the candidate and will require proof of identity such as an original birth certificate this service may incur a fee.

## **I want to appeal my internal assessment mark.**

Test Valley School is committed to ensuring that whenever their staff marks candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Test Valley School ensures that all centre staff follow a robust Non-examination assessment policy. This policy details all procedures relating to non-examination assessments for GCSE, BTEC and vocational qualifications including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Test Valley School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation ensures consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the mark scheme to their marking, then they may

make use of this appeals procedure to consider whether to request a review of the centre's marking.

1. Test Valley School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Test Valley School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment
3. Test Valley School will, having received a request for copies of materials, promptly make them available to the candidate.
4. Test Valley School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Test Valley School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 2 calendar days of receiving copies of the requested materials by completing the internal appeals form.
6. Test Valley School will allow 2 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Test Valley School will ensure that the review of marking is carried out by an assessor who has appropriate competence, who has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Test Valley School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Test Valley School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

# Information for candidates – Coursework assessments



## Information for candidates

### Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



©JICQ<sup>c1c</sup> 2022

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

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

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

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

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

The regulations state that:

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

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

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called 'referencing'. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

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

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

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

Don't be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

# Information for candidates – Non-Examination assessments



## Information for candidates

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



©JCQ<sup>2022</sup>

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

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

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

## Preparing your work – good practice

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

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

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

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

**Do not be tempted to use pre-prepared online solutions – this is cheating.** Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

## Research and using references

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

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

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

The regulations state that:

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

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

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

# Information for candidates – Written examinations



## Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of:



©JQC CIC 2022

**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:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write 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:
  - (a) make sure it works properly; check that the batteries are working properly;
  - (b) clear anything stored in it;
  - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
  - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
  - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.  
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
  - (a) you have a problem and are in doubt about what you should do;
  - (b) you do not feel well;
  - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

## F. At the end of the exam

- 1** If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.  
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not** leave the exam room until told to do so by the invigilator.
- 3 Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## ***Information for candidates – Social media***



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



Image by Patrice Jones

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

**Please read it carefully.**

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

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

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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



Image by Ben Wight

### **You need to know that the following would be malpractice:**

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

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

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

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

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



JCQ 2022 – Effective from September 2022

# Information for candidates – Privacy Notice



## Information for Candidates

### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

### **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

### **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## Warning to Candidates – Poster

Appendix 4



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

### Warning to candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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

Effective from 1 September 2022

## Unauthorised items – Poster

Appendix 7



AQA

City & Guilds

CCEA

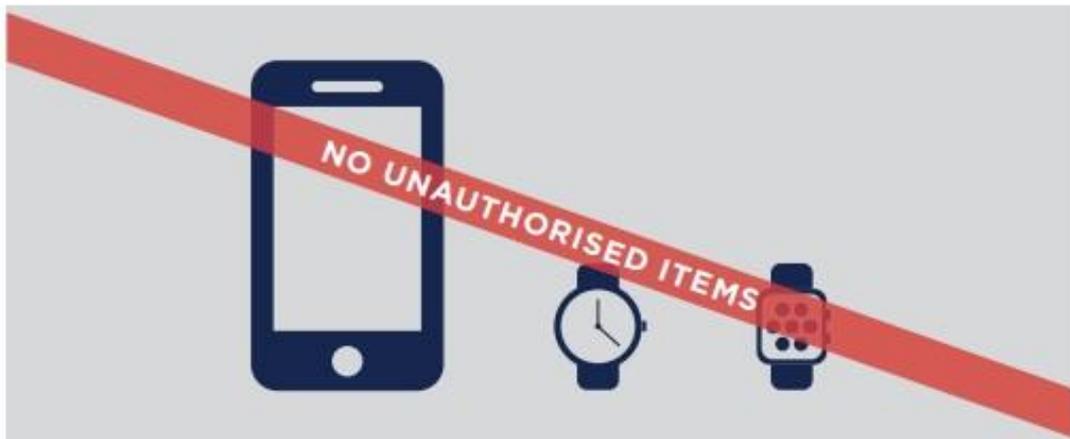
OCR

Pearson

WJEC

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



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

# DISQUALIFICATION

from your examination and your overall qualification.

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