



**HENLEY-IN-ARDEN
SCHOOL**

Achieving Excellence Together

Headteacher Mr Steven Jefferies M.Ed

Guide to surviving your exams

2015-16

Contents

- Introduction
- Make sure you know your timetable
- Be Punctual
- Equipment needed for Examinations
- Items not allowed in the Examination Room
- Entering the Exam Room
- During the Examination
- At the end of the Examination
- Controlled Assessments
- Frequently asked Questions
- Fire Notice
- JCQ Notices and Information

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.

The school will make every effort to ensure that the exams run smoothly and that the candidates receive the best possible preparation for their exams.

This booklet aims to

- explain the regulations which you are required to follow
- give you advice about how to ensure that you are well prepared
- explain what you should do if problems occur.

Remember that if you are unsure about anything, you can check the exams section of the school website, look on the exams notice board or contact me on the school telephone number 01564 792364 and I will be more than happy to help.

The staff and I wish you the best of luck in your examinations. The chances of fulfilling your potential will be improved if you work hard and prepare well.

Lisa Darby
Examinations Officer

Before the exams you will receive a Statement of Entry. This will outline all the examinations you have been entered for. You must check everything on your statements of entry very carefully and report any queries, errors or omissions to the Exams Officer immediately.

Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and there will be a cost for any changes once certificates are awarded.

Make sure you know your timetable

- write it down, or arrange to photocopy your Statement of Entry
- show your parents and make a copy of your timetable for them
- check it carefully and note the time, date and place of your exam

If you fail to turn up for an exam you will not be able to sit it at any other time and may be charged for the exam

The main summer exam period runs from the beginning of May until the end of June. You should check when Language oral exams are taking place as these are organised separately by the Head Modern Languages. Art, Drama, Applied Performing Arts and PE practical exams are also arranged separately.

Be Punctual

Morning examinations start at 9.00am and afternoon exams usually start at 1.30pm **UNLESS OTHERWISE STATED**



All pupils should assemble in the Dining Annexe no later than 15 minutes before the exam. Pupils should look at the seating plan (posted on the Year 11 notice board in the Dining Annexe and the Hall Door), to see where they are sitting before they assemble for the exam.

Equipment needed for Examinations

You must bring all equipment in a transparent pencil case or plastic bag.

Make sure you have all the equipment you will need ie calculator (with lid removed), geometry set, pair of compasses, eraser etc. as well as pens, pencils and a ruler.

Only Black Ink is permitted for any writing you do; pencil can be used for any drawings or illustrations. (Black ink is necessary as papers may be scanned by the Awarding Body and blue ink does not show up as well).

Water may be brought into the exam room, but should be in a clear plastic bottle with a sports-style top. All labels must be removed from the bottle. The bottle must be placed on the floor under your desk or chair so that it cannot be knocked over onto any exam papers.

If you are ill and need to suck throat sweets, these may be taken into the exam with the Exam Officer's permission. The Exam Invigilators should be informed before the exam begins.

**NO OTHER SWEETS, FOOD OR DRINKS
ARE PERMITTED IN THE EXAM ROOM**

Items not allowed in the Examination Room

Once you are in the examination room you **must not** be in possession of:

- a mobile phone or iWatch
- any other electronic device (ie. MP3/4 player, ipod, pagers or anything with a text facility)
- books or papers including revision notes
- correcting fluid, ink erasers



Bags and coats must be left OUTSIDE the exam room

All valuables should be left in the 'valuables' box (raffle ticket system)

Entering the Exam Room

You must enter the exam room in **SILENCE**. You will be required to be in full school uniform, blazers may be removed before you are seated. You will need to find your seat and sit down quietly, organise yourself for the exam and await further instructions from the Invigilators. You **must not** communicate with any other pupil once in the exam room and you must **face the front at all times**.

If the fire alarm goes off during the exam you must follow instructions from the Invigilator or the Exams Officer

You must:

- leave your exam paper on your desk
- leave the room in silence
- quickly assemble outside the hall on the grass adjacent to the staff car park in your seating plan order
- leave a metre between you and the next pupil
- not communicate with any other pupil

If you are allowed re-enter the exam you must enter the room in silence as before. Once seated you must await instructions from the Invigilators, who will let you know when you can continue with your exam paper. The exam board will be notified of the disruption.

During the Examination

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.

Check you have the correct question paper, check the subject, code and tier of entry. If you are in any doubt you must put your hand up and speak to an Invigilator **before** the start of the exam - **do not wait for the exam to start**.

Read all the instructions carefully on the front of the paper and fill in your name, exam number and centre number, when told to do so.

If you need additional materials, put your hand up and ask an Invigilator. **Do not shout out to attract attention**. If you think you will require extra paper, ask an Invigilator as soon as you think you will require it so that you do not lose time.

If you have any queries about the exam paper during the exam, put your hand up and an Invigilator will come to you. Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Rough work should be crossed through if you do not wish it to be marked.

Make sure that you listen to the Invigilator who will give you any instructions you require about the exam. They will also tell you the start and finish times of the exam. You should keep an eye on the clock during the exam to make sure you are able to finish the paper in time. A warning will be given to you 15min before the end of the exam only if all students are scheduled to finish at the same time.

If you are unwell during the exam you should let an Invigilator know immediately. You will only be allowed to leave the exam room with an Invigilator. Special consideration may be sought if you are unable to continue with the exam.

If you finish your exam early you will not be allowed to leave the exam room before the scheduled finish time. This is to avoid disruption to other candidates.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for/repair any damage.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

At the end of the Examination

When the Invigilator tells you to stop writing you must put your pen down immediately.

Listen to any instructions given to you.

The Invigilators will collect the exam papers and attach any additional paper to them with a treasury tag. Your name, centre number and candidate number should be written on all additional paper. **Make sure that you hand everything to the invigilator.**

You will be asked to leave the exam room one row at a time. Make sure that you:

- leave the exam room in SILENCE
- collect any belongings from the back of the room/outside
- collect any valuables you have handed to the Invigilator
- leave your chair tidily under the desk.

Once outside the room, make sure that you remain quiet as you move around the school. Others may still be taking exams in other rooms and other pupils in the school will be working in their lessons.

It is the responsibility of the Examinations Officer to ensure that the exam is conducted according to the rules and regulations, and that they run smoothly

ANY BREACH OF THE RULES MAY RESULT IN DISQUALIFICATION NOT ONLY FROM THE EXAM CONCERNED, BUT FROM THE WHOLE EXAM SERIES

Controlled Assessments

Internal assessments are an important element to the exams. You must make sure that you meet the deadlines that your tutor gives you. Assessments must be submitted to the Awarding Bodies by the deadline date. If you are having difficulty with these, you must speak to your subject teacher, Tutor or Head of Year so that help and support may be given to you.

We wish to bring to your attention the concern being expressed by the Awarding Bodies regarding the authenticity of coursework submitted by students.

You will be asked to sign a form confirming the authenticity of each separate piece of work submitted. This means that, not only is the work that of the individual alone, but that all sources (books, films, journals and internet sites) have been acknowledged.

In the interests of fairness to all candidates sitting examinations, we would ask parents to do their best to ensure that your son/daughter is clear about this, and that they are aware of the possible implications of any attempt to submit work which is not their own, either wholly or in part.

Neither copying the work off another student nor allowing the work to be copied is acceptable. Both practices constitute infringements of the rules which will be sanctioned by disqualification.

AWARDING BODIES ARE LIKELY TO DISQUALIFY ANYONE CAUGHT CHEATING

FREQUENTLY ASKED QUESTIONS

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

A. The school will re-schedule papers internally (usually on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

A. Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I have an accident or am ill before the exam?

A. Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

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

A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q. What is an Appeal for Special Consideration?

A. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of controlled assessments is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Q. If I'm late can I still sit the examination?

A. Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

Q. If I miss the examination can I take it on another day?

A. No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A. Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my exams?

A. You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

- for most exams you should bring at least two pens (black ink only) and two pencils
- for some exams you will need a calculator, a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, pair of compasses, protractor, coloured pencil crayons (not gel pens), set texts

Q. What items are not allowed into the examination room?

A. Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Awarding Body. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. Bags and coats and any other items not permitted under examination regulations must be left outside of the examination room at your own risk. Do not bring any valuables into school with you when you attend for an examination. No food or drink is allowed in the exam room, except for water in a non-spill bottle with the label removed. Mobile telephones must not be brought into the exam room even if they are turned off.

Q. How do I know how long the exam is?

A. The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

Q. Can I leave the exam early?

A. No. It is the school's policy not to allow candidates to leave the exam room early, as this is disruptive to other candidates.

Q. What do I do if the fire alarm goes?

A. The invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

A. If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Remember - going to the toilet during the exam not only disturbs other people in the room, it also breaks your concentration.

Q. Why do I need to check the details on the Statement of Entry?

A. The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.



EXAMINATION FIRE EVACUATION PROCEDURE

- ❖ If the fire alarm sounds during the exam, remain silent and await instructions from the Invigilator or the Exams Officer
- ❖ Leave the room by the nearest fire exit (if in the hall use the double doors to the front), in **SILENCE** and assemble quickly outside the hall on the grass next to the staff car park
- ❖ Line up in your seating plan order leaving a metre between you and the next pupil. **DO NOT** communicate with any other pupil
- ❖ When instructed to do so re-enter the exam room in silence and await further instructions before re-starting your examination

**PLEASE REMEMBER THAT YOU
MUST REMAIN UNDER
EXAMINATION CONDITIONS**



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

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

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

DISQUALIFICATION
from your examination and your overall qualification.

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



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

Warning to Candidates

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

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

Effective from 1 September 2014

52004

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

Information for candidates For written examinations – effective from 1 September 2015

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

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

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

Information for candidates
For on-screen tests – effective from 1 September 2015

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

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

Information for candidates Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications[®] (JCQ[®]) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

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

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

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

You must familiarise yourself with the rules:

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

Please do not avoid possible malpractice and the application of a penalty.



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates - 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".

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 done from the address line. For example:
(<http://www.bbc.co.uk/schools/16/teachers/16/16intro/49766.shtml>), downloaded 5 February 2006.

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

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

Preparing your work – good practice

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

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

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

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

Don't be tempted to use essays from 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.**

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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

©2015



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

Information for candidates – Privacy Notice

General and Vocational qualifications

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland.

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

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

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

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

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

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

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

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

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

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

