



**ARENA**  
**ACADEMY**

**STUDENTS & PARENTS**  
**EXAMINATION HANDBOOK**  
**2022-23**



**CORE**  
EDUCATION  
TRUST



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# INTRODUCTION

At Arena Academy we understand that exams can be a stressful time for both students and parents/ carers. Our aim is to provide all students with a positive and fair exams experience. It is important that everyone involved are well informed of the rules and regulations. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance.

There are a number of rules and regulations for exams that you must be aware of, which are set by the JCQ and the Exam Boards . The school is required to ensure that the regulations are followed. Please read the following documents which are in Appendices:

- Appendix 1        -        Information for Candidates - Privacy Notice**
- Appendix 2        -        Information for Candidates - For Written Examinations**
- Appendix 3        -        Information for Candidates - For On-Screen Tests**
- Appendix 4        -        Information for Candidates - Controlled Assessments**
- Appendix 5        -        Information for Candidates - Coursework**
- Appendix 6        -        Information for Candidates - Social Media**
- Appendix 7        -        Information for Candidates - Non-Examination Assessments**
- Appendix 8        -        Warning to Candidates**
- Appendix 9        -        Mobile phone and other electronic device warning**

There are some questions that all students ask at exam time, we have tried to answer them in the Frequently Asked Questions section of this booklet. If there is anything that you do not understand or any questions that have not been addressed, please contact Miss Cureton, the Examinations Officer.

The rules and information within this booklet also applies to BTEC exams and internal examinations, such as Mock exams and PPEs.

## **Contacts:**

- Head of Exams        - Mrs S. Wain**
- Exams Officer        - Mrs K. Bhogal**

# BEFORE THE EXAMS

## > Examination Boards

The school uses the following Examination Boards: AQA, Cambridge International, Pearson (Edexcel) OCR and WJEC.

## > Candidate Name

Candidates are entered under the name format of first name + middle name + (legal) surname, e.g. Zayne Abdul Miah. **Candidates must use their legal name on all exam documentation even if they use a different name in school for all other purposes.**

## > Candidate & Centre Number

Each candidate has a four-digit candidate number. **This is the number you will enter on your exam paper.** It is shown on the top of your Statement of Entry and your Exam Timetable. The centre number is **20207** and this will be displayed in the exam hall.

## > Statement of Entry

All candidates will receive a Statement of Entry indicating the subjects they are being entered for and the level of entry. Please check that these details are correct.

You must check everything on your Statement of Entry **very carefully**. Pay particular attention to your personal details (spelling of your name) as this is how it will appear on your certificate. The exam boards will charge you to change these details at a later date once the certificates have been issued.

## > Timetables

A copy of the school's exam timetable will be issued to you and will be on display in your form room. You will also receive an individual timetable showing your own specific exams. This will detail the date, time, length, venue and seat number. Once you receive it, check it carefully. If there is something wrong, please contact your subject teacher immediately.

## > Clashes

A clash is when a candidate has two exams on the same day and time. The school will make arrangements for these candidates. If you think that there is a clash on your timetable that has not been resolved please see Mrs K. Bhogal, (Examinations Officer) immediately.



# DURING THE EXAMS - Regulations

## > Examination Regulations

Examinations are taken very seriously and the school **must** report any breach of regulations to the Awarding Body.

## > Attendance at Examinations

At Arena Academy:

- **morning** exams start at **9.00am**
- **afternoon** exams start at **1.00pm**

Candidates are responsible for checking their own timetables and arriving at school on the correct day and time. Candidates should arrive at school, **at least 15 minutes** prior to the start of their exam and wait quietly outside the exam hall until you are told you can enter.

**Full school uniform** must be worn by all students.

School will provide you with equipment for exam.

If you do bring your own equipment:

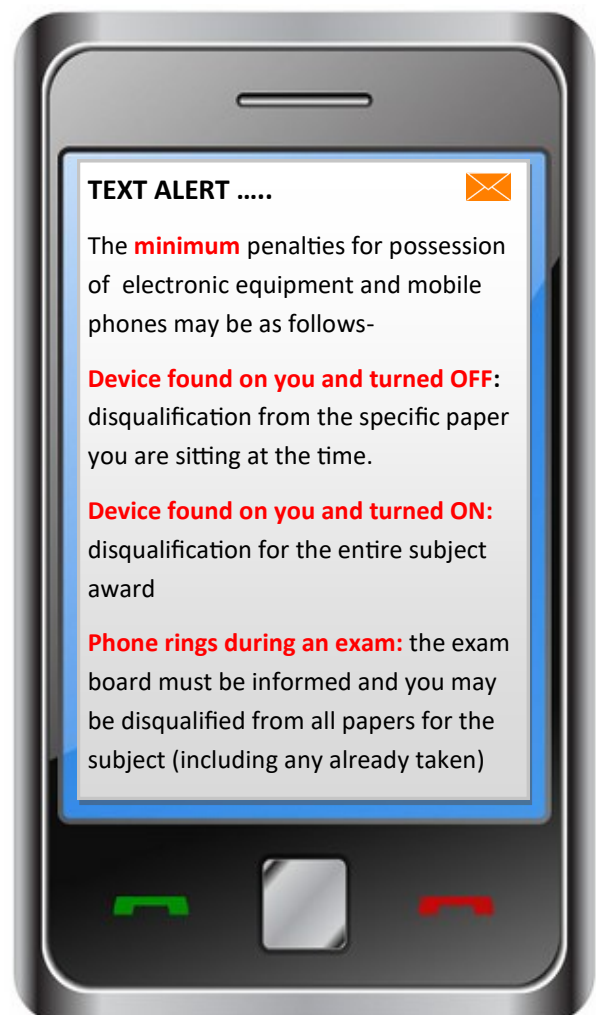
- You must use a **clear pencil case**
- Pens must be **black**
- Correction pens/fluid are not allowed

If you bring in our own calculators, you must:

- **Remove** the lids and hand to the invigilator
- **Clear** any stored data

**Do not** attempt to communicate with or distract other candidates. This could lead to **disqualification** from the exam.

- Examination regulations are very strict regarding items that may be taken into the exam (**please see *Information for Candidates document***) If you break these rules it could result in your disqualification from the exam.
- Mobile phones, all watches and other electronic equipment **MUST** be handed into an invigilator when instructed to do so before the start of the exam. If a mobile phone (or any other type of electronic equipment) is found in your possession during an exam (even if switched off) it will be taken from you and a report will be made to the appropriate Awarding body.



# DURING THE EXAMS - Your Conduct

- No food is allowed in the exam room.
- Bottles of water **must** be clear without any labels.
- **Do not** write on exam desks.
- **Do not** draw or write offensive comments on your exam paper - if you do the exam board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators or other members of staff.
- Seating plans will be displayed outside the exam hall. Students should check their seat number before entering the hall.
- Check that you have the correct exam paper, check the subject, unit and tier.
- Read all instructions on the front of the exam paper carefully and number any additional answer sheets carefully.
- Candidates are strongly recommended to visit the toilet **before** the exam starts. This will minimise disruption to other candidates. If you do need to go to the toilet you **must** put up your hand and ask an invigilator to escort you.
- If you leave an exam room without consent from an invigilator or other member of staff you **will not** be allowed to re-enter.
- Candidates **must** stay in the exam room for the whole duration of the exam. If you finish the paper early use the remaining time to check over your answers and ensure that you have completed your details on front of the exam paper correctly.



- At the end of the exam **all work must** be handed in - remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them in the correct order. Also ensure that your name and candidate number is written on each additional piece of paper.
- Invigilators will collect your exam paper before you leave the room. You must remain silent during this time.
- Remain seated in silence until told to leave the exam room. Please leave the room in silence and show consideration for other candidates who may still be working.
- **DO NOT REMOVE ANY ITEMS OR PAPERS FROM THE EXAM ROOM.**

# DURING THE EXAMS - Your Conduct

## > Emergency Evacuation

If the fire alarm sounds during an exam you must:-

- stop writing
- remain seated
- listen to instructions from staff or invigilators
- **do not** panic

If you have to evacuate the room:-

- leave everything on your desk
- **do not** attempt to collect your bags and coats
- leave in silence and **do not** communicate with anyone else during the evacuation

When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the exam.

## > Lateness

- Candidates that arrive late for an exam **may** still be permitted to sit the paper. Candidates that arrive **one hour** after the official start time **may** still be permitted to sit the paper but the Exam Board **may not** accept your exam paper for marking.
- Please inform the school at the earliest opportunity if you are going to be late. You must **NEVER** enter the exam room once the exam has started without permission.

## > Invigilators

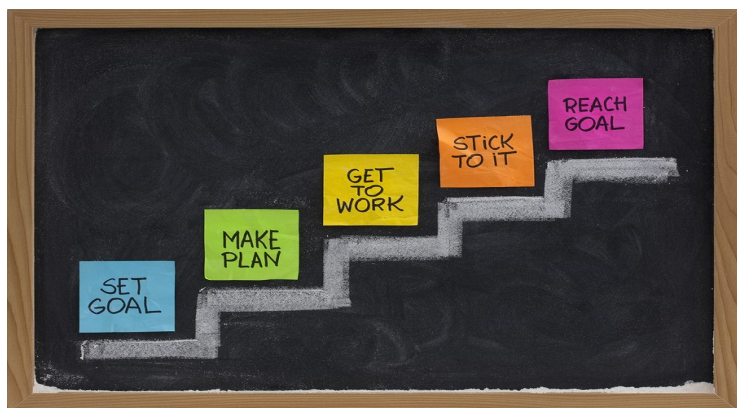
- We employ external invigilators to conduct the exams. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the exam rooms to supervise and conduct the exam. They will distribute and collect the exam papers, tell candidates when to start and finish the exams, hand out extra answer paper, if required and deal with any problems that occur.
- Invigilators cannot discuss the exam paper with you or explain questions.

## > Absence from Exams

- If you experience difficulties during the exam (e.g. illness, injury, personal problems) please inform the school at the earliest opportunity so that we can help or advise you.
- Only in **exceptional circumstances** are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Mrs Bhogal without delay.

## > Access Arrangements

- Students with specific access arrangements, scribes and/or extra time will sit there exams in a classroom (separate from the majority of other students) this is to ensure your needs are met and kept within the Awarding Bodies rules and regulations.





# AFTER THE EXAMS

## > Results

**GCSE / BTEC Level 2 results** will be available for collection on 24th August 2023.

- If you wish another member of your family to collect results on your behalf, you must give written authorisation to school before results day. The person collecting your results will need to bring a form of ID with them.
- No results will be given out over the telephone.

## > Certificate Collection

- Certificates will be available for collection on certificate evening. Students will need to collect and sign for their certificates in person. You will be advised of the date of certificate evening by letter.
- Should you require certificates prior to certificate evening these can be collected from school between the hours of 9.00am and 4.00pm. You must bring identification with you to collect certificates.
- If you cannot collect your certificates in person, another member of your family can collect them on your behalf. You must provide written authorisation to school and the person collecting your results will need to bring a form of ID with them.

It is extremely important that certificates are collected as they are required for higher education and employment purposes.

You should keep them safe as a lost certificate will cost around £40.00 each to replace.

## > Enquiries about Results

### • Remarks:

Once you have collected your results, if you wish to query a mark/grade you should speak to your subject teacher/Head of Department immediately. You will be required to complete a permission form and this must be handed back to the Mrs Bhogal (Examinations Officer) before the remark deadline. It is important to note that marks/grades can either be raised, remain the same or lowered.

### • Access to Scripts:




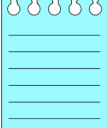






Following the release of results, subject teachers might request a return of an exam script. We would need your permission to do this and will ask that you sign a permission letter and return it Mrs Bhogal (Examinations Officer) before the access to scripts deadline.

## > Enquiry about Results Appeals

If a subject teacher/Head of Department does not agree with the request for a remark you can appeal to the Mr R Mann, Headteacher. Please refer to the Enquiry about Results Appeals booklet on our website.



# EXAM CHECKLIST

	Be at school 15 minutes prior to an exam AT THE LATEST. It is much better to arrive early than late.
	Leave your bags and coats where instructed to do so, at the front/side of the exam hall.
	Phones - students must not have mobile phones or other electronics devices in their possession (either on or off). These must be handed into an invigilator when instructed to do so.
	Remove any notes and papers in your pockets.
	Only clear pencil cases are allowed on your desk.
	You <b>must</b> remove the lid from your calculator and clear any stored data.
	Do not communicate in any way with other students once you enter the exam hall. If you have any questions, you should raise your hand and an invigilator will come to you.
	You <b>must</b> wear full uniform for every exam.
	<b>NO</b> Food is allowed in the exam hall.
	Water bottles are allowed in the exam hall if necessary. These should be clear bottles with no labels on the bottle.

# FREQUENTLY ASKED QUESTIONS

<p><b>Question:</b> What time do examinations start?</p>	<p><b>Answer:</b> Morning exams start at 9.00am. Afternoon exams start at 1.00pm. <b>Always</b> arrive at least 15 minutes early for your exam.</p>
<p><b>Question:</b> What do I do if there are two exams on the same day and time on my timetable?</p>	<p><b>Answer:</b> If you have two exams on the same day, at the same time, the school will re-schedule the exams (on the same day). Exams that do not exceed 3 hours in total, will be sat one after the other. Where exams do exceed 3 hours, candidates will sit one paper in the morning and the other in the afternoon.</p> <p><b>In these circumstances candidates will be supervised and must not have any communication with other candidates or use their mobile phones.</b></p>
<p><b>Question:</b> What do I do if I think I have the wrong paper?</p>	<p><b>Answer:</b> You must raise your hand and inform an invigilator or member of staff immediately if you think you have the wrong exam paper.</p>
<p><b>Question:</b> What do I do if I have an accident or I am ill before the exam?</p>	<p><b>Answer:</b> Inform the school as soon as possible so that we can assist. In the case of an accident which 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.</p> <p><b>You may 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.</b></p>
<p><b>Question:</b> What is Special Consideration?</p>	<p><b>Answer:</b> It is an adjustment to your marks or grades. You will only be considered for Special Consideration if you have been fully prepared and covered the whole course but your performance in the exam was affected by adverse circumstances beyond your control.</p> <p><b>Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis.</b></p> <p>Mrs Bhogal (Examinations Officer) must be informed immediately and you must provide medical evidence to support the application.</p>

# FREQUENTLY ASKED QUESTIONS

<p><b>Question:</b> If I am late can I still sit the exam?</p>	<p><b>Answer:</b> Provided you are not more than 1 hour late, it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to the exam hall. A member of staff will escort you into the exam hall. You <b>must not</b> enter an exam room without permission (after the exam has begun).</p> <p>You should also be aware that if you start the exam more than 60 minutes after the start time, the school must inform the exam board that you were late and it is possible that the exam board may decide not to accept your exam paper.</p>
<p><b>Question:</b> If I miss the examination can I take it another day?</p>	<p><b>Answer:</b> <b>NO.</b> You can only sit an exam on the day and time on your timetable.</p>
<p><b>Question:</b> Do I have to wear school uniform?</p>	<p><b>Answer:</b> <b>YES.</b> Normal school rules apply to uniform.</p>
<p><b>Question:</b> Can I keep my mobile phone on me if I switch it off?</p>	<p><b>Answer:</b> <b>NO.</b> Being in possession of a mobile phone or other electronic device is regarded as cheating and is subject to severe penalties.</p>
<p><b>Question:</b> Can I leave before the end of the exam if I have finished?</p>	<p><b>Answer:</b> <b>NO.</b> We do not allow students to leave an exam before the published end time.</p>
<p><b>Question:</b> What do I do if I fall ill during the exam?</p>	<p><b>Answer:</b> Raise your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and if you feel this may have affected your performance.</p>

**(Fill the empty spaces with the subjects to revise)**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
EAT BREAKFAST							
8.45 - 9.00	SCHOOL						
9.00 - 10.00							
10.00 - 11.00						ATTEND REVISION CLASSES	
11.00 - 12.00							
REMEMBER TO EAT—LUNCH							
1.00 - 2.00	SCHOOL						
2.00 - 3.10							
3.10 - 4.10	ATTEND REVISION CLASSES						
4.00 - 5.00							
5.00 - 6.00							
TAKE A BREAK—DINNER TIME							
7.00 - 8.00							
RE-CHARGE YOUR BRAIN —GET SOME SLEEP							



**The documents on the following pages contain important information regarding your conduct within examinations, controlled assessments and coursework.**

**It is a regulatory requirement that we provide you with these documents and you should take the time to read and understand them.**



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

## **Information for candidates – Privacy Notice**

### **General and Vocational qualifications**

**Effective from 1 September 2016**

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.

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

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

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) 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.learningrecordsservice.org.uk/>

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

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

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





## Information for candidates for written examinations – effective from 1 September 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.

## **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.

**This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.**



# Information for candidates for on-screen tests – effec-

**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:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you must not have access to:

(c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;

(d) pre-prepared templates.

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.

6 If you have a watch, the invigilator will ask you to hand it to them.

7 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.

8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.

9 Do not borrow anything from another candidate during the on-screen test.

## **B. Information – Make sure you attend your on-screen test and bring what you need**

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

## **C. Calculators, dictionaries and computer spell-checkers**

- 1 You may use a calculator unless you are told otherwise.
- 2 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 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. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) 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.

**Do not open the question paper until you are instructed that the exam has begun.**

## **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:
  - (a) you have a problem with your computer and are in doubt about what you should do;
  - (b) 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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

**This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.**



**This notice has been produced on behalf**

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

### **Information for candidates – GCSE controlled assessments**

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

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

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

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

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

#### **The regulations state that:**

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

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**





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

**AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

**Information for candidates**

**GCE, ELC and Project qualifications - coursework assessments**

**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 or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will 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, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

You must also include 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: 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 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 and should not be included.

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 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 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 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.

Your awarding body will decide which penalty is appropriate.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## 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<sup>CIC</sup> (JCQ<sup>CIC</sup>) 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>

Take care to avoid possible malpractice and the application of a penalty.



**This notice has been produced on behalf**

**of: AQA, OCR, Pearson and WJEC**

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

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

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

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

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

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

**The regulations state that:**

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

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

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

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

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

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

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

Take care of your work and keep it safe. 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**

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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 or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## **Penalties for breaking the regulations**

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

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

Your awarding body will decide which penalty is appropriate.

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



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

1. You **must** be on time for all your examinations.
2. **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.**



AQA

City &amp; Guilds

CCEA

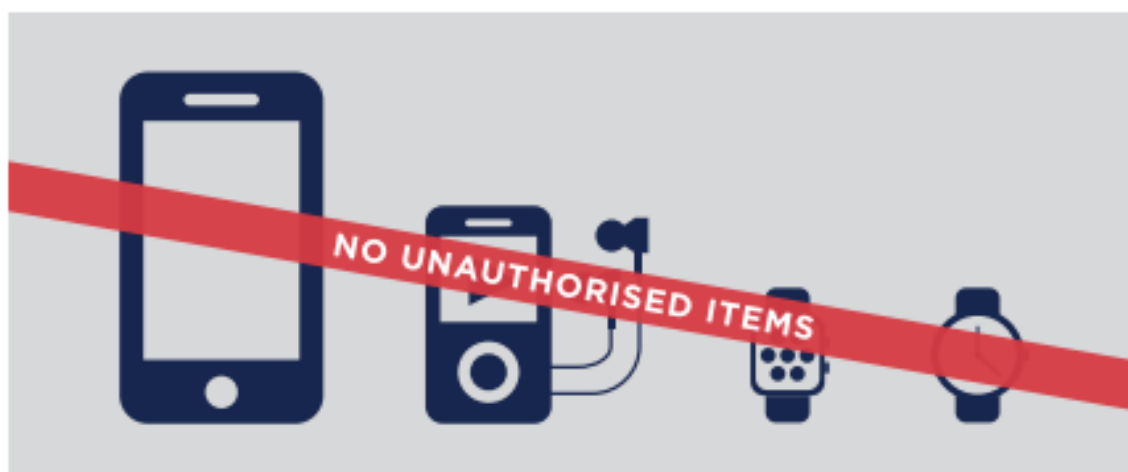
OCR

Pearson

WJEC

**NO MOBILE PHONES  
NO WATCHES  
NO MP3/4 PLAYERS**

**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.

