



Candidate Examination Handbook



2018/19

GCSE EXAMINATIONS TIMETABLE 2018/2019

	Morning	Afternoon
Monday 13 May 2019	GCSE Computer Science	GCSE Religious Education Paper 1
Tuesday 14 May 2019	GCSE French Listening & Reading	GCSE Combined/Triple Biology Paper 1
Wednesday 15 May 2019	GCSE Physical Education Paper 1/ GCSE Urdu Listening & Reading	GCSE English Literature Paper 1
Thursday 16 May 2019	GCSE Combined/Triple Chemistry Paper 1	GCSE Computer Science/ICT Paper 2
Friday 17 May 2019	GCSE French Writing	GCSE Physical Education Paper 2
Monday 20 May 2019	GCSE Religious Education Paper 2	
Tuesday 21 May 2019	GCSE Mathematics Paper 1	GCSE Geography Paper 1
Wednesday 22 May 2019	GCSE Urdu Writing	GCSE Combined/Triple Physics Paper 1
Thursday 23 May 2019	GCSE English Literature Paper 2	GCSE Religious Education Paper 3
Friday 24 May 2019	GCSE Business Unit 1	GCSE Design & Technology
Monday 3 June 2019	GCSE History Paper 1	GCSE Media Studies Paper 1
Tuesday 4 June 2019	GCSE English Language Paper 1	GCSE Music & Business Unit 3
Wednesday 5 June 2019	Level 2 Construction	GCSE Geography Paper 2
Thursday 6 June 2019	GCSE Mathematics Paper 2	GCSE History Paper 2
Friday 7 June 2019	GCSE English Language Paper 2	GCSE Combined/Triple Biology Paper 2
Monday 10 June 2019	GCSE Food Preparation & Nutrition	GCSE Media Studies Paper 2
Tuesday 11 June 2019	GCSE Mathematics Paper 3	
Wednesday 12 June 2019	GCSE Combined/Triple Chemistry Paper 2	
Thursday 13 June 2019	GCSE Geography Paper 3	GCSE Dance
Friday 14 June 2019	GCSE Combined/Triple Physics Paper 2	

External Morning GCSE Examinations will commence at 9.00 am
External Afternoon GCSE Examinations will commence at 1.30 am

JCQ EXAMINATION CONTINGENCY DAY – WEDNESDAY 26 JUNE 2019

**Please make sure you are available to take an exam on this date,
should any examinations have to be rescheduled.**

INTERNAL & PRACTICAL EXAMINATIONS 2018/2019

Thursday 20 September 2018	Y11 Mock Food Preparation & Nutrition Practical Examination
Monday 15 October - Friday 19 October 2018	BTEC Online Engineering Examinations
Monday 15 October - Wednesday 17 October 2018	Y11 BTEC Performing Arts Examinations
Monday 5 November - Friday 9 November 2018	Y10 Spanish Speaking Examinations
Thursday 8 November and Friday 9 November 2018	Y11 GCSE Food Preparation & Nutrition Examinations
Monday 12 November - Friday 16 November 2018	Y11 French Speaking Examinations
Monday 19 November - Friday 23 November 2018	Y11 Mock GCSE Examinations
Monday 3 December - Friday 7 December 2018	Y11 Mock GCSE Examinations
Monday 10 December - Friday 14 December 2018	Y11 Mock Food Preparation & Nutrition Examinations
Monday 7 January - Friday 11 January 2019	CiDA Examinations Test Window
Monday 11 February - Friday 15 February 2019	Y11 French Speaking Examinations
Monday 25 February - Friday 1 March 2019	Y10 Spanish Speaking Examinations
Monday 25 February - Friday 1 March 2019	Y11 GCSE Food Preparation & Nutrition Examinations
Tuesday 12 March - Tuesday 19 March 2019	Y11 Art Examinations
Friday 15 March 2019	Mock GCSE PE Moderation
Friday 22 March 2019	GCSE PE Moderation
Monday 25 March - Friday 29 March 2019	Y11 GCSE English & Mathematics Mock Examinations
Wednesday 3 April 2019	Year 9 Science Examinations
Friday 5 April 2019	GCSE Dance Moderation
Monday 29 April - Friday 3 May 2019	Y11 GCSE French Speaking Examinations
Monday 29 April - Wednesday 1 May 2019	Y11 BTEC Performing Arts Examinations
Monday 6 May - Friday 10 May 2019	CiDA Examinations Test Window
Thursday 9 May 2019	Year 9 Mathematics Examinations
Friday 10 May 2019	Year 9 English Examinations
Monday 13 May - Friday 17 May 2019	Y10 Art Examinations
Tuesday 18 June - Friday 28 June 2019	Y10 End of Year Examinations

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Introduction

Hollingworth Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

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

All public examinations are subject to strict regulations set by the Joint Council for Qualifications (JCQ) on behalf of the awarding bodies, these are regulations which the school has no control over and must adhere to. Copies of documents published by the JCQ which contain these regulations can be found on the JCQ website: <http://www.jcq.org.uk/>.

This handbook is intended to inform candidates about examination procedures, to answer some of the most frequently asked questions and to help guide and support candidates and parents through the examination process. It also contains the formal notices that are required by regulation to be read by each candidate (Appendices 1-5). There is a reason why we are required to issue you with these, therefore please make sure that you read them, it will help you to prepare and to avoid any malpractice. Examination entries are made on the understanding that candidates will adhere to all examination rules and regulations laid out in this handbook. It is the responsibility of parents and candidates to ensure that they are familiar with this document and its contents.

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

The school examination webpages are updated regularly and include examination guidance, performance, results, timetables and copies of relevant school policy documents. Parents and candidates are encouraged to use the website to keep themselves well informed.

Internal examinations are intended to prepare candidates for external examinations and will be set to mimic external examinations as closely as possible; therefore students are expected to follow these same rules and regulations.

WHO IS RESPONSIBLE FOR THE EXAMINATIONS?

The school's Examinations Officer is responsible for administering all external and internal examination arrangements and for oversight of candidates during examinations, under direct responsibility from the Head of Centre (the Head Teacher).

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

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

WHO IS ENTERED FOR PUBLIC EXAMINATIONS?

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

CAN STUDENTS TAKE HOLIDAYS DURING TERM TIME?

Under current school absence legislation, holidays are not permitted during term time, this includes during periods of internal and external examinations.

Dates for examinations are rigidly fixed by the Examination Boards and are subject to change until close to the time that students start study leave. Legislation does not permit study leave for internal examinations.

Written examinations

Examination entries must be made in the **candidate's legal name**, which must also be the name written on all **examination scripts and assessments**. This is so that the name can be verified by suitable identification, such as birth certificate, passport etc. When the entries have been made on the schools computer system, students will be given their first Statement of Entry in February, detailing the subjects and tiers for which they have been entered. It also shows the personal details we have on the computer system. Students are responsible for checking all details on this document, both personal e.g. spelling of name, date of birth etc. and details relating to examination entries. If there are any errors you must inform the Examinations Officer immediately so that any amendments can be made before sending to the Examination Boards.

Statements of Entry should be kept safely by the candidate, as they are evidence that an entry has been made. Sometimes candidates will receive updated statements if entries made for them change. Students must read, sign and return a copy of their Statement of Entry that they understand the relevant JCQ Information to Candidates Notices on the JCQ website:

<http://www.jcq.org.uk/> and which are also included in the appendices of this handbook (p15–20).

On-screen tests

Examination entries for onscreen tests are made in the candidate's legal name and sat within a 'test window' or on demand. Candidates must inform the invigilator immediately if they have been entered for the wrong on-screen test, if the onscreen test is in another candidate's name, or they experience system delays or any other IT problems.

Non-examination assessments

Subjects which have an element of non-examination assessment included have to be completed, marked and assessed. The work and marks must be sent to the Examination Board well before formal examination sessions take place. The school sets deadlines that allow time for this process and to meet board deadlines.

Candidates will be made aware of an internally assessed mark before external moderation procedures take place. These marks are provisional and are subject to change following moderation.

There is a school policy for appealing against the marking of an internal assessment of external examination units, this can be found in the Exams section on the school website. Any appeal must be completed before marks are submitted to examination boards at the start of May.

Students must read the relevant JCQ Notice to Candidates (non-examination assessments), (Appendix 1).

Supervision during your examinations

Examinations are supervised by a team of Invigilators under direct management of the Examinations Officer. Once candidates enter the examination room they must remain supervised and follow the invigilator instructions at all times. Invigilators are experienced in examination procedures and subject to strict regulation by JCQ and exam boards, references and police checks. They usually work in teams and will contact the Examinations Officer to resolve issues and deal with emergencies.

What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)

If a candidate is timetabled to sit two or more examinations at the same time this is known as a clash. If these are for the same subject this is intentional on the part of the board and the examinations are meant to run one after another; this is called a 'false clash'. If not this should be picked up by the student once individual timetables are issued and notified immediately to the Examinations Officer who will make arrangements for one of the examinations to be taken at a different time on the same day. Where this happens, the candidate will have to remain under supervision between the papers, please note that the rules and regulations on mobile phones and electronic devices also applies to these supervised breaks. Even attempting to communicate with anyone during any supervision will invariably result in the loss of all those examinations for all the candidates involved. In all cases, the Examinations Officer will decide on the order in which the papers are taken.

If the total time of the two papers is 3 hours or less, both examinations will be taken consecutively with a short supervised break between papers. If the total time of the papers exceeds 3 hours, one examination may be delayed from morning to afternoon or from the afternoon to the morning and will be under supervision between examinations. If any candidates are affected they will receive further information from the Examinations Officer. Candidates must remain under formal examination conditions until all scripts have been collected in. Candidates must remain seated and follow the invigilator's instructions at all times.

Where you will take your exams

The main locations are the Sports Hall and the Theatre. A school exam timetable will be produced and issued to candidates before the start of the examination season showing the room that each examination will be in. Candidates with access arrangements such as extra time are normally accommodated separately to reduce the disruption when other candidates leave the exam room.

Candidates must be on time for their examinations to enable seating procedures to be carried out.

Candidates are asked to wait quietly outside the examination room until directed by an invigilator to take their examination seat, seat numbers are displayed on the seating plans as indicated above. Candidates must remain in silence once they have entered the examination room and must not talk or communicate with other candidates in any way, verbal or non-verbal. **Be aware that any communication or misconduct will be reported to the examination board and can result in disqualification from the examination.**

Where you will sit in the exam room

Candidate seats for each exam are indicated on their second Statement of Entry, which they will receive at the beginning of May. Candidates in the main examination hall will be seated in candidate number order in a 'snake' design in columns (A-L) and rows (1-22) starting at the back of the examination hall.

If you are unable to locate your seat, please ask an invigilator to assist. Seating lists will also be displayed in the Atrium and Sports Hall.

How your identity is confirmed in the exam room

Prior to the exam starting candidate identification cards are placed on desks in the examination rooms by the invigilators, according to the seating plan. These cards display the candidate's photograph, candidate legal name, candidate number and centre number. These cards must be left face up on the desk, so invigilators can read them for the attendance register and to verify your identity in the examination room.

What time your exams will start and finish

The Examination Boards dictate the permissible start time for examinations. Candidates must be on time for examinations. Examinations start at **09:00** and **13:30**. The length of examination papers varies and longer papers may not finish until after school has finished. Candidates and parents need to account for this and consider that they may not be out of the examination in time to make the school buses and need to make alternative arrangements for getting home. Candidates will not be allowed out of the examination early for any reason.

Some candidates may also receive an allowance of extra time for the examinations due to access arrangements and their finishing times will be even later, again, this must be taken into consideration when arranging transport home.

It is the candidate's responsibility to be aware of the start time of each examination, but parents should be warned there is a tendency for candidates to confuse a.m. and p.m. sessions. Please ensure your son/daughter checks his/her examination commitments for each day on the previous evening.

Candidates with access arrangements

Some candidates are eligible for extra time or special examination arrangements. These are normally identified by the school in advance of the exam period and appropriate applications made and are supported by appropriate evidence.

If there is an emergency temporary access arrangement requirement, such as a broken hand requiring a word processor or scribe, the Examinations Officer must be notified immediately to be able to offer any support and medical evidence must be provided.

Exam conditions

- Candidates are under exam conditions from the moment they enter the examination room. Candidates must remain in silence once they have entered the examination room and must not talk or communicate in any way with other candidates while they are in the examination room. Be aware that any form of communication or misconduct can result in disqualification from the examination by the Examination Boards.
- In some sessions, papers will already be on examination desks, these **must not be opened or written on, until candidates are instructed to do so**. When instructed, candidates must complete their details on the front of their examination paper in block capitals using their legal name and signing the paper if required.
- There will be a clock on display in the examination room and notices displaying the centre number, date, exam paper and start and finish times.
- No unauthorised material may be brought into the examination room and if any additional paper is required then this must be requested from the invigilators.
- Parents should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated. The Head of Centre and the Examinations Officer have the power to remove disruptive candidates.
- Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the Examination Board. This may result in the candidate not receiving a grade for the whole of that examination.
- The writing of obscene, offensive or inappropriate material (including doodling) on examination scripts, may also disqualify a candidate from an examination.
- Candidates must not write their names or anything else on their desks. Desks are checked regularly and any vandalism will be reported to the Head of Year.
- All candidates must read the JCQ Information to Candidates documents which are printed in (Appendices 1-5).

What equipment you need to bring to your exams

Candidates are responsible for ensuring that they bring everything they need to the examination. This includes pens, pencils and any instruments they need for the examination. Candidates should bring writing equipment, in a transparent plastic bag or pencil case. Non transparent pencil cases will not be permitted in the examination room.

Candidates must write in black ink or black ballpoint pen. Coloured pencils or inks may only be used for diagrams maps and charts. You may not borrow anything from another candidate during the examination.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

“Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification. The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.”

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations.

<p>Calculators must be:</p> <ul style="list-style-type: none">○ of a size suitable for use on the desk;○ either battery or solar powered;○ free of lids, cases and covers which have printed instructions or formulas.	<p>Calculators must not:</p> <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;*• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator’s power supply;○ the calculator’s working condition;○ clearing anything stored in the calculator.	

Some subject papers, especially maths, explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these.

Also calculators with any of the following facilities are prohibited:

- Data banks
- Dictionaries
- Language translators
- Retrieval of text or formulae
- QWERTY keyboards
- Built in symbolic algebra manipulations
- Symbolic algebra manipulation
- Symbolic differentiation or integration
- Capability of remote communication with other machines

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

Calculators with graphic displays and programmable calculators are permitted if information and/or programmes stored in the calculator’s **memory are cleared** before the examination and candidates are responsible for clearing any information and/or programmes before the examination.

What you should not bring into the exam room

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

- Mobile phones, pagers or devices with an electronic communication/storage device or digital facility (for example iPads, iPods, iWatches, etc)
- Smartwatches
- Headphones.
- Solid spectacle cases

These items **must be handed** to an invigilator before the start of an examination **but mobiles must be switched off**. The school cannot be responsible for their security while the examination is in progress.

- Please note that invigilators will also ask candidates to take off watches and place these on the desk in front of them.
- The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked. Highlighter pens are also not permitted on your answer sheet.
- Revision notes, papers and text books etc. are not permitted.
- No food items or chewing gum are allowed.
- **Candidates must not have anything written or drawn on their hands e.g. a telephone number, examination number, homework notes; it may be construed as cheating by the Examination Boards.**

Any unauthorised material brought into the examination room will be confiscated and the exam board will be notified and it is likely that you will be disqualified for that examination.

The JCQ '**information for candidates – written examinations**', (see Appendix 3) outlines the rules and regulations for candidates on what is and is not permitted in an examination. You must read this carefully.

Food and drink in examination rooms

Only bottles of water are permitted in the examination room. They must be clear and **transparent** and all **labels must be removed**.

No food, fizzy drinks or juice are allowed in the examination room due to risk of spillage.

What you should wear for your examinations

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

What to do if you arrive late for an exam

If parents are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to the Examinations Officer. Depending on how long the examination has been in progress it may be possible for the candidate to be admitted. However, we are bound by the Examination Board Regulations on this matter.

Normally candidates with a genuine reason and who are brought straight to school will be admitted to the examination unless they are considered very late. For very late arrivals, the Examination Board reserves the right not to accept the script. Unfortunately there have been a few candidates whose scripts were not marked.

What to do if you are unwell on the day of an examination

Any illness, or family circumstances, which may **affect examination performance**, arising shortly before or during the examination season, should be notified as soon as possible to the Examinations Officer so that an application for special consideration can be made to the boards. This information and supporting documents should be given to the Examinations Officer as soon as possible and no later than the end of June for summer exams. All evidence must be dated to show that the illness or circumstance was present at the time of the affected examination(s).

Parents should be aware that any adjustment is likely to be small and that no feedback is provided. Evidence supporting the application must be given to the Examinations Officer before any application for Special Consideration can be made. Any allowance made by the Examination Board is only small and is normally only 1 or 2 % depending on the circumstances.

What happens in the event of an emergency in the examination room

In the event of an emergency evacuation during an examination, candidates must remain seated and calm and follow instructions given by the invigilators and senior members of staff.

Suspected malpractice

The following are examples which constitute malpractice and will be reported to the Examination Boards in all cases and can result in disqualification of an examination.

- communicating with other candidates in the examination room
- a breach of the instructions or advice of an invigilator
- bringing into the examination room unauthorised material, for example: notes, own blank paper, calculators (when prohibited), dictionaries (when prohibited), mobile phones, Smartwatches or other similar electronic devices, calculator lids, spectacle cases
- disruptive behaviour in the examination room or during an assessment session
- copying from another candidate
- plagiarism
- the inclusion of inappropriate, offensive or obscene material

Internal appeals procedures

The school's Examinations Internal Appeals Policy can be found on the Hollingworth Academy website under Exams, which outlines the procedures.

Results

Provisional GCSE statements of results will be available for collection from the LRC from **10.00am until 12.00 pm on Thursday 22 August 2019.**

Students are advised not to book holidays over the results date, however where this is unavoidable arrangements can be made for a relative or friend to collect their results on their behalf. They must send a **signed letter of authorisation** with the collector. Or students can leave a self-addressed envelope with the Examinations Officer for results to be posted to them on the results date.

Results will not be given over the phone or emailed under any circumstances.

Members of SLT will be available **on site** on results days, and Heads of Faculty are also available at this time.

Any uncollected results can be collected from reception in September when the school reopens.

Post-results services

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

The service, *enquiries about results* (EARs, service 1 – clerical re-check; service 2 – review of marking; service 3 – review of moderation), may be requested by centre staff or candidates (or their parents/carers). (EAR service 3 is not available to individual candidates). If the centre raises a query about a particular examination result, the exams officer, teaching staff and Headteacher will investigate the feasibility of requesting an enquiry at the centre's expense. Where the centre does not uphold a request from a candidate, the candidate must pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf, via the exams officer.

Written candidate consent is required in all cases before a request for an EAR is submitted to the awarding body, since candidate's marks and subject grades may be lowered and this will be sought from yourselves by email.

Certificates

Certificates will be presented to students at the Year 11 Presentation Evening in November and if you are unable to attend the Presentation Evening they may be collected in person after this date from the Examinations Office during normal school hours. If someone is collecting your certificates on your behalf, then they must bring a letter from yourself authorising them (by name) and they must bring photographic evidence of themselves.

Certificates will not be posted, as they may become lost or damaged.

JCQ Information for candidates – non-examination assessments

This information relates to the new GCE & GCSE specifications. *“This document tells you about some things that you must and must not do when you are completing your work.”*



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.

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.

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.

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

awarding body will decide which penalty is appropriate.

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

©2018 – Effective from 1 September 2018

JCQ Information for candidates – on-screen tests

“This document has been written to help you. Read it carefully and follow the instructions.”



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2018

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B	Information – Make sure you attend your on-screen test and bring what you need
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	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 formulas; 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. Follow their instructions at all times.
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.
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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

JCQ Information for candidates – written exams

“This document has been written to help you. Read it carefully and follow the instructions.”



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2018

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: 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 formulas; 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. Follow their instructions at all times.
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	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: 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 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.

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Appendix 4

JCQ No Mobile Phones Poster

This poster will be displayed outside each exam room. You **must** note that “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.”



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

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

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

DISQUALIFICATION

**from your examination and your overall
qualification.**

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

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Appendix 5

JCQ Warning to Candidates

This poster will be displayed outside each exam room. You **must** note all the warnings.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

Effective from 1 September 2014