



2018 / 19

Irlam & Cadishead College EXAM GUIDE

Information booklet for parents and students covering exams.

October 2018

Dear Student,

Over the course of the next seven or eight months you will undertake various exam-related tasks. These may be referred to as controlled assessments, coursework or non-examined assessments, online tests or formal exams.

During all of these activities you are required to follow the Exam Board regulations and a number of information sheets are attached to this letter. It is important that you remember that all work that you submit must be your own work and you will be required to confirm this.

If you fail to comply with any of these regulations this can constitute malpractice and the Academy has an obligation to report any suspected or actual malpractices to the Exam boards. They will look at all cases on an individual basis and will take the appropriate action. This can be a warning, a disqualification from that particular exam or in very severe cases a withdrawal or refusal to allow a student to sit any exams.

This booklet will outline your responsibilities during exam periods, whilst preparing controlled assessments and coursework and also give you a brief guide of the exams process.

A provisional timetable for the Winter 2018 and June 2019 exam seasons are included at the back of this booklet.

The awarding bodies have designated **Wednesday 26 June 2019** as a 'contingency day' for examinations.

Candidates must be available on Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.

If a student is not available and the Exam Boards have rescheduled an exam to this day they will automatically receive a mark of zero.

Good luck with your exams.

Joanne Carson
Interim Exams Officer

Examination instructions for students

Examination timetables for forthcoming examination seasons will be displayed outside Student Services and will be posted onto the Academy website. The same rules will apply to internal mock exams as the formal GCSE exams.

For each examination season, you will receive a timetable from the Academy. This timetable will detail the examinations that you have been entered for and the dates and times when they will take place. Please keep this seating document safe as you will need to refer to it through the examination season.

Examinations are scheduled by the Examination Boards and are fixed to a particular start time and date. It is important that you turn up at the correct time as you will not be able to take an examination at a different time.

Seating plans will be displayed on the doors opposite the sports hall corridor and outside each examination room.

Please arrive at your examination room in good time and be prepared with black pen (biro or fountain), pencil, rubber, ruler and calculator, where allowed. Your equipment should be in a clear, see-through pencil case and you should remove any calculator covers, as some have instructions or formulae on the inside.

You are not allowed to use correction fluid, highlighter pens or gel pens on your answer papers.

The School will allow bottles of water into the examination room. The bottle should be clear and you must remove any labels. It should be placed on the floor at the side of your desk so it can't be spilled and spoil your paper.

Please ensure that you allow enough time to get to School on the days of your exams in case road traffic is bad or the bus breaks down, etc. Start times are fixed.

Timings of Exams

Most morning exams will start at 9.00a.m.

If you arrive after 10.00am (if the examination is one hour or longer) or you arrive after the examination has finished (if it is less than one hour long) you are officially late and the Academy has to report this to the Examination Board. You will be allowed to sit the paper but the Examination Board may choose not to accept your paper.

Most afternoon exams will start at 1.00p.m.

If you arrive after 2.00 p.m. (if the examination is one hour or longer) or you arrive after the examination has finished (if it is less than one hour long) you are officially late and the Academy has to report this to the Examination Board. You will be allowed to sit the paper but the Examination Board may choose not to accept your paper.

If you miss an examination you will NOT be able to do it at a different time. If you are ill and cannot take the examination, you must telephone the School immediately and leave a message for Joanne Carson the Examinations Officer. It is advisable to obtain a doctor's note.

The school telephone number is 0161 537 0660.

General Guidance

Exams will be held in the main hall, the sports hall or classrooms in some instances.

You will be required to line up outside the examination room quietly and be respectful of other classes/exams that are going on in the same area. The invigilator will give instructions for you to enter the room. Please listen carefully to the invigilator and follow their instructions. They are there to ensure the smooth running of the examination.

Bags, coats and personal belongings should be placed in the secure storage area or as directed by the invigilator when you are allowed to enter. You should not have a mobile phone, smart watch or any electrical equipment in your bag. Please hand them in, or better still, leave them at home. Please do not risk your marks.

You should enter the room in silence and find your place quickly and quietly. Please face the front at all times. Do not attempt to turn around and communicate with anyone - this includes looking around, smiling or trying to attract someone's attention. If you have a problem, put your hand up and an invigilator will come to you.

Remember, you are under examination conditions from the moment you enter the examination room until all examination scripts have been collected.

The school will allow bottles of water into the examination room. You must remove any labels from the bottle and it should be placed on the floor at the side of your desk so it can't be spilled and spoil your paper.

You should not have any notes or examination relevant material in your blazer pockets. Please either put them in your bag or hand them into the invigilator when asked. Remember: If you have any unauthorized material in an examination (whether or not you intend to use it, this may be considered as malpractice).

It is an Examination Board regulation that no mobile telephones or any electrical device with WIFI facility may be taken into the examination room – smart watches are prohibited from the exam rooms - so you must hand these items in before entering the room. They will be stored safely until the exams have finished. Please be aware that alarms can sound even if a mobile is turned off. The regulations state that if you are found to have a mobile telephone on your person, or in your bag – even if it is turned off, and you do not mean to use it – this can still constitute malpractice and must be reported to the Examination Board. You may have your marks for that paper refused, be disqualified from the whole examination or even from a series of exams.

Calculators are only allowed in certain exams and the invigilators will confirm when you can use them. You will be required to remove any lids that may include instructions or formulae. Calculators must be battery or solar powered and must not be able to connect to Wi-fi, must not be programmable, must not be able to operate as a dictionary or language translator and must not be able to store databanks, dictionaries, mathematical formulae or text. See the table on Appendix A.

It is a new regulation that all smart-watches are banned from the exam room and all normal watches must be removed and placed on the desk in front of you.

Please do not doodle or draw on your answer papers. This can lose you marks if the drawing obliterates any of your answers – a lot of papers are now scanned by the Examination Boards and drawings or doodles could bleed through the paper and make the answers unreadable.

The use of any foul or inappropriate, offensive or obscene words or comments on an examination paper, in a controlled assessment or in coursework is classed as malpractice. The examiners are instructed to raise this with the Examination Boards and action will be taken. Please do not risk your marks.

You will be required to stay in the examination room until the end of the exam. Please do not ask to leave, even if you finish early. Use your remaining time to check through your work. Remember: anything extra that you write or draw may get you additional points.

You must wear full school uniform for all of your exams. Please make sure that you do not have any unauthorized paper, materials or equipment in your blazer pockets.

Malpractice is where the exam regulations have not been followed. There are strict guidelines that we, the Centre, have to follow. Any incidences of malpractice will be reported to the Exam boards and they will consider each report and decide the outcome.

Potential penalties can be: loss of marks,
disqualification from a unit,
disqualification from the whole qualification,
disqualification from all exams taken in that series,
being barred from being entered for any exams for a period of time.

There are several important documents from JCQ included with this document. Please read them and familiarise yourself with the rules. Anybody breaking these rules will be reported to the Examination Boards.

1. Information for candidates – Non-examined assessments
2. Information for candidates – On-screen tests
3. Information for candidates – Privacy notice
4. Information for candidates – Social media
5. Information for candidates – Written exams
6. No mobile phones
7. Warning to Candidates

Please be advised that Stockport Academy will report all suspected malpractice incidents and will submit all required Late reports to the exam boards. We have an obligation to do this and will not risk the future of the school as an Examination Centre.

Confirming the identity of students

The centre is required to confirm the identity of all students sitting exams. Heads of Year and SLT will assist the examination team in checking the identities of everyone entered for exams.

All students are therefore required to wear full school uniform for their exams.

Controlled assessments / Non-examination assessments

These are generally completed in a classroom but can be carried out under differing levels of supervision. Some exam specifications call for high level of control where students are effectively under exam conditions with no communication, and some allow low control whereby the environment is much more relaxed. It is important that whichever is required for your particular assessment, you follow the instructions of your teacher as malpractice can also apply to internally assessed work. Your teacher will confirm the conditions under which your non-examination assessments must take place.

You must also be aware that any work that you submit must be your own and not copied from someone else or a text book or the internet. Your teacher will help you with referencing work. Plagiarism is a serious form of malpractice and all suspected incidences will be reported.

The centre will mark and moderate all internally assessed work and feedback your marks before they are submitted to the board. There will be an opportunity for you to discuss the marks with your teacher if you are not happy with the process. We are required to carry out an independent review if you still do not agree with the outcome.

Please note that the Exam boards issue strict deadlines for the submission of marks for non-examined assessments and it is your responsibility to make sure that you have completed your work when it is asked for by the teachers. If you are late, you are risking your marks.

Results and Post Results

Results will be issued to you on pre-set dates. Results for the June 19 exams will be released on Thursday 22nd August 2019. You will receive notification of the process and times when they can be collected.

There may be a re-mark process if you believe that your paper has been incorrectly marked. Your subject teachers will review all results and contact you if they believe a paper should be re-marked. If you want to request a re-mark there will be a charge. Students will be required to sign a Data Protection/Candidate consent form before any re-marks or Access to Scripts can be requested. Please note that marks can go down as well as up and not all re-marks result in a change. Please contact your subject teachers in the first instance.

Certificates, issued by the Examination Boards, will be distributed at the presentation evening which usually takes place in November. Year 11 will receive their certificates in the November following their year 11 examinations. Any other year groups taking examinations will receive their certificates after their year 11 examinations.

These certificates should be kept safely as it is not always possible to get copies. Stockport Academy may be able to print a statement of results at a cost of £15.00, the Examination Boards may charge anything up to £40.00 for each separate certificate/confirmation of results.

If you are unable to attend the presentation event you may collect your certificates from reception during normal school hours from December onwards. You may collect in person or ask someone else to collect on your behalf. If this is the case you must provide a letter authorizing us to release your certificates to the person who should be named in the letter. This person will have to sign for the certificates and must bring identification with them.

If you or your parents/carers have any queries about the exams, you should contact your subject teachers in the first instance and the Examination Officer if necessary.

Good luck in your exams.

Appendix A

Calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<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;
<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.	<ul style="list-style-type: none">• 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.

* An invigilator may give a student a replacement calculator if one is available but please note it may be a different model than what you are used to.

* **We would advise you to have your own calculator so you are comfortable with using it.**

* You will not be able to borrow one from another candidate in an exam.

GDPR Compliancy

The General Data Protection Regulation (GDPR) requires us, the Centre and the Examination Board to take all reasonable steps to keep your personal details secure.

The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). It is important that both centres and awarding bodies comply with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.

You have received a copy of the JCQ document Information for candidates – Privacy Notice, General and Vocational Qualifications in this pack. Please ensure you read it carefully as it outlines how the Exam boards will use the data that the centre has to supply in order to make its entries or requests for Access arrangements and Special consideration.

Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, 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. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements.

The Learning Records Service (LRS) will provide learners aged 14 and over with a Unique Learner Number (ULN). An internet facility will provide and hold a ULN for every person in education and training aged 14 and over. The ULN will remain with the learner for life, supporting the learner in building a record of their participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner's achievement data.

Entries

In order to make an examination entry the centre is required to provide relevant personal data including name, date of birth and gender to the awarding bodies for the purpose of examining and awarding qualifications.

Access arrangements

When requesting Access arrangements the centre will provide relevant personal data including name, date of birth, gender and details of health or learning disability to the awarding bodies. This information allows the Exam Boards to complete their review and justification before granting approval.

Special Consideration

When requesting Access arrangements the centre will provide relevant personal data including name, date of birth, gender and details of any relevant health or personal issues that the Exam Board will need to assess a candidate's right to an adjustment.

JCQ Information for Students

1. Information for candidates – Non-examined assessments
2. Information for candidates – On-screen tests
3. Information for candidates – Privacy notice
4. Information for candidates – Social media
5. Information for candidates – Written exams
6. No mobile phones
7. Warning to Candidates

Please familiarise yourself with these documents.



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 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

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	<p>You must not take into the exam room:</p> <p>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.</p> <p>Unless you are told otherwise, you must not have access to:</p> <p>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.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
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	<p>If you use a calculator:</p> <p>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.</p>
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	<p>Tell the invigilator at once if:</p> <p>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.</p>
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	<p>Put up your hand during the on-screen test if:</p> <p>a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.</p>
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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>



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 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

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) or 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 examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

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, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

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

<http://www.learningrecordservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data 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 carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will 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 Using social media and examinations/assessments



Image by Patrice Jones

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

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- 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;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

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

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

[jwr<11yyy0les0qtii0wm1gzcou/qhYeg1kphqtocvkq/hqt/ecpfxvcvgu/fqewogpvu](#)



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

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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	
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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.

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.



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

Exam Timetables

2018 / 19 Provisional

Vocational Subjects

November 2018

Date	AM SESSION				PM SESSION			
	Start	Len	Exam Code	Exam Title	Start	Len	Exam Code	Exam Title
Mon 5 th Nov	09:00	02.30	VCert	Engineering				
Tue 6 th Nov					13:30	02:00	VCert	Food and Cookery
TBC	09:00	01:00	VCert	Childcare				

Results: Tuesday 14th January 2019

January 2019

Date	AM SESSION				PM SESSION			
	Start	Len	Exam Code	Exam Title	Start	Len	Exam Code	Exam Title
Wed 9 th Jan	09:00	01.00	21526 E	Unit 1 creative digital media				
Thur 10 th Jan	09.00	01.30	RO64	Enterprise & Marketing				
Fri 11 th Jan					13:00	01:00	R051	Sport Studies

Results: Thursday 7th March 2019

March 2019

Date	AM SESSION				PM SESSION			
	Start	Len	Exam Code	Exam Title	Start	Len	Exam Code	Exam Title
5 th – 8 th March	09.00	02.30	VCert	Engineering	5th – 8th March	09.00	02.30	VCert
Tue 19 th Mar					13:30	02:00	VCert	Food and Cookery
TBC	09:00	01:00	VCert	Childcare				

Results: Friday 24th May 2019

June 2019

Date	AM SESSION				PM SESSION			
	Start	Len	Exam Code	Exam Title	Start	Len	Exam Code	Exam Title
Tue 14 May	09.00	0.45 1.00	1FRO/1 1FRO/3	French Listening French Reading	13:00	01:45	8461F/H 8464/B/1 F/H	Biology paper 1 Combined Science
Tue 14 May	09.00	1.00	21526E	Creative Media				
Wed 15 May	09.00	1.00	RO51	Sports Studies	13:00	01:45	8702/1	English Literature
Thu 16 May	09:00	01:45 01:15	8462/1 8464/C/1	Chemistry Combined Science				
Fri 17 May	09.00	01.20	1FRO/4	French Writing				
Tue 21 May	09.00	01.30	1MA1	Mathematics (NC)	13.00	01.15	J384/1	Geography
Wed 22 May					13:00	01:45 01:15	8463/1 8464/P/1	Physics Combined Science
Thu 23 May	09:00	02:15	8702/2	English Literature				
Fri 24 May					13.00	01.30	RO64	Enterprise & Marketing
Half term								
Mon 3 June	09:00	01:45	8145/1D +1BA	History				
Tue 4 June	09:00	01:45	8700/1	English Language				
Wed 5 June	09:00	01:00	9811/01	Construction	13.00	01.15	J384/2	Geography
Thur 6 June	09.00	01.30	1MA1/2	Mathematics (C)	13:00	01:45	8145/2AB + 2BC	History
Fri 7 June	09:00	01:45	8700/2	English Language	13:00	01:45 01:15	8461/2 8464/B/2	Biology Combined Science
Tue 11 June	09.00	01.30	1MA1/3	Mathematics (C)				
Wed 12 June	09:00	01:45 01:15	8462/2 8464/C/2	Chemistry Combined Science				
Thur 13 June					13.00	01.30	8236	Dance
Fri 14 June	09:00	01:45 01:15	8463/2 8464/P/2	Physics Combined Science	13:00	01:30	8360/1	Certificate in Further maths (NC)
Mon 17 June					13:00	02.00	8360/2	Certificate in Further maths (C)
Thu 13 June	09:00	01:15	8035/3	Geography				
Tue 26 June	Contingency Day – Students must be available for this day in case any exams have to be re-scheduled							

Practical exams

Art Exam	10 hours TBC
Textile Exam	10 hours TBC
Dance Practical	TBC
Drama Practical	TBC
MFL Speaking	French w/c 29 th April 2019,

Note: Exam Boards can invoke the Contingency day if any of the earlier exams are compromised. Students are expected to be available to sit an exam on this day if necessary. Any students who miss an exam on Contingency Day will receive a mark of zero.

Internal Exams

In order to prepare you for your GCSEs we will hold internal exams / mock exams under examination conditions.

You will receive timetables and seating arrangements and will be expected to hand in your smart-watches and mobile phones before going into the exam rooms. Drinks will only be allowed in clear containers and you will be expected to follow exam regulations.

You will receive confirmation of your exam dates in due course.

You will receive a statement of results after these exams.

In 2018/19 the mock/internal timetable is expected to be as follows:

November 2018	Year 11 Mocks
January 2019	Year 10 Mocks KS3 Mid-Year exams
March 2019	Year 11 Mocks
June 2019	Year 10 End of Year exams KS3 End of Year exams.