



# Candidate Exam Handbook

## 2021/22

Guidance for  
Pupils and Parents/Carers

Centre Number: 14407

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Please read this booklet carefully and show it to your parents so that they also are aware of the examination regulations and procedures

***ALL STUDENTS MUST REMAIN AVAILABLE UNTIL WEDNESDAY, 29 JUNE 2022, SHOULD IT BE NECESSARY FOR AN EXAMINATION BOARD TO CHANGE THE DATE OF ONE OF THEIR EXAMINATIONS***

Date of next review	September 2022
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## Introduction

Chessington School 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.

## Purpose of the candidate exam handbook

To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken

To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken

To answer any questions candidates may have etc.

To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.

## Coursework/non-examination assessments

Relevant JCQ information for candidates documents - coursework, non-examination assessments, social media can found on the school website

Your teachers will advise you of when the assessments will take place

There is a policy on the school website which explains how your assessed work is marked and how you will be informed of the marks awarded

There is also an internal appeals policy procedure on the website, should you wish to appeal an internal assessment decision and request a review of the centre assessed marks.

## Written timetabled exams

Entries for your summer examinations are submitted to the examination boards in February

Your timetable for your examinations will be sent out to you in March. It is your responsibility to carefully check your personal details and exam entries are correct. Please see the examinations officer if anything on your timetable is incorrect

The examination regulations can be found as appendices to this document and also on the school website. Ensure you read and fully understand what is expected of you during your examinations.

There could be severe consequences should you not adhere to the regulations.

## Contingency day - Summer 2022

**ALL STUDENTS MUST REMAIN AVAILABLE UNTIL WEDNESDAY, 29 JUNE 2022, SHOULD IT BE NECESSARY FOR AN EXAMINATION BOARD TO CHANGE THE DATE OF ONE OF THEIR EXAMINATIONS**

*The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.*

*"The awarding bodies have designated Wednesday 29 June 2022 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland -*

## **On-screen tests**

You will be advised of any on-screen tests for which you have been entered.

Examination regulations applicable to these tests can be found as an appendix to this document and on the school website

Ensure you read and fully understand what is required of you during these examinations

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

If you are taking two or more examinations in a session and the total time is three hours or less, you will take one examination followed by the other in the same session.

If you are taking two or more papers timetabled in a session and the total time is more than three hours, including extra time and/or supervised rest breaks, one of your exams will be moved to either the morning or afternoon session on the same day

Should this arise, you will be supervised in a designated room from the end of the first exam until the commencement of the second exam.

You may revise using your own notes whilst under centre supervision between examinations.

However, you must not be in possession of an electronic communication/storage device or have access to the internet.

## **Where you will take your exams**

Examinations take place in the Theatre, Sports Centre Lounge or S31 and some students, with special requirements, are allocated separate rooms. You will be allocated a room and seat for your PPE examinations and this will remain the same for your examinations in the summer. Any necessary changes will be notified to you

## **Supervision during your exams**

Exams are supervised by a team of external invigilators

Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.

## **Exam room conditions**

Ensure you arrive promptly for your examinations

You are under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator

You must listen to and follow the instructions of the invigilator at all times in the exam room

You must not communicate with other candidates

The Centre no. (14407), subject title, paper no. date, duration, start and finish times will be displayed in the exam room

Do not complete the front of the answer booklet until instructed to do so by the invigilator

The invigilator will announce when you may begin to write your answers.

## What equipment you need to bring to your exams

You must ensure you bring all necessary equipment with you to the examination in a clear pencil case.

All examinations must be written in **black ink**, unless otherwise stated on the examination paper  
No unauthorised material is allowed in the examination room

### Using calculators

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

*“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...”*

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

[Taken from JCQ Instructions for conducting examinations 2021-2022, Section 10.3 ]

## What you should **not** bring into the exam room

Unless listed on the question paper, notes or books are not allowed to be brought into the exam room.

iPods, mobile phones and smartwatches are not allowed

All other watches must be removed and placed on your desk

Remove the lid to your calculator before entering the room and ensure that you have cleared anything from the memory

Full details are given in the ‘Information for Candidates’ in the appendices. Please read and ensure you understand the instructions.

## **Food and drink in exam rooms**

Food is not allowed in the examination room

You may bring water into the room. Bottles must be clear plastic and all labels must be removed from drink containers

## **Where your personal belongings (bags, coats, unauthorised material, including switched off mobile phones) will be stored during your exam**

Theatre: Drama studio

Sports Centre Lounge: Front of the room

S31: Front of the room

## **Starting Times**

Morning examinations start at 09:00 and afternoon examinations 13:30

You are responsible for checking your own timetable and arriving at school on the correct date and time. Seating plans and other information will be displayed on the wall outside of the examination room

Bags, coats, electronic equipment, notes and paper of any kind are not permitted in the examination room and must be left in the allocated area

You must wait quietly and enter the examination room only when instructed to do so

## **What to do if you arrive late for an exam**

- If you are delayed on the way to school and you are likely to be late for an examination, you should contact the school as soon as possible on 0208 9741156.  
Within 1 hour of the start time or before the finish of an exam which lasts less than 1 hour: report to reception and you will be taken to your exam room. You will be allowed the full time for the examination  
If you arrive very late, after the exam board stipulated times, consideration will be given as to whether or not you are able to take the exam. Should the exam go ahead, it will be necessary to report your late arrival to the exam board, with the reason for your late arrival and the exam board will take the decision as to whether or not to accept your script

## **What to do if you are unwell on the day of an exam**

If you are unwell on the day of the exam and unable to attend, your parent/carer must inform the school/examinations officer as soon as possible.

Obtain a letter/note from your doctor detailing your illness and forward to the examinations officer within 7 days

An application for special consideration may be submitted to the exam board, along with the evidence provided for the absence.

If you are unwell but manage to attend the exam, inform the examinations officer on your arrival

If you become unwell during an exam, raise your hand and inform the invigilator

## **What happens if you have an unauthorised absence from an exam**

If you do not have an acceptable reason for not attending an examination, you will be expected to cover the cost of the entry fee for the examination

## **During the exam**

All rough work must be done on official exam stationery. It should be neatly crossed through but not obliterated as it will be forwarded to the examiner

If you have a query or problem, raise your hand and wait for an invigilator to come to you.

**Invigilators cannot discuss the examination paper with you or explain the questions**

Sit looking at the front at all times – not sideways

Use your time carefully. There will be a clock in the examination room and a notice showing the starting and finishing time of your exam

Read all instructions carefully and number your answers clearly

You must stay in the examination room for the whole duration of the examination. If you complete your paper within the allocated time and have checked your work, you must sit in silence and on no account disturb other candidates

Toilet breaks **may be** permitted for examinations exceeding 1 hour, but you will not be allowed extra time to compensate for your temporary absence

**Do not draw graffiti or write comments on examination papers** – if you do the Awarding Body may refuse to accept your paper

## **What happens in the event of an emergency in the exam room**

Remain in your seat and you will be given clear guidance from the invigilator in the room

If the fire alarm sounds during an examination, the invigilator(s) will tell you what to do. Please do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident

## **At the end of the examination**

At the end of the examination all work must be handed in – remember to cross through any rough work. If you have used more than one answer book or loose sheets of paper, place them in the correct order. Ensure your name and candidate number are written on each additional piece of paper or booklet

An invigilator will collect your exam papers before you leave the room. Absolute silence must be maintained during this time

Remain seated in silence until told to leave the examination room. Leave the room in silence and show consideration for other candidates who may still be working. Do not talk until you are well away from the examination room

## **Candidates with access arrangements**

Some students are entitled to special arrangements. The entitlement is given following an assessment and because it is their normal way of working within the school

You will be advised by the SEN department if you have been allocated any special arrangements and of the room where your exams will be held

## Special Consideration

Special consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases).

Any adjustment is likely to be small and no feedback is ever provided

Candidates will only be eligible for consideration if they have been fully prepared and covered the whole course but performance in the examination, or in the production of coursework, is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis.

The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed and the candidate will be required to provide evidence to support such an application

## Alleged, suspected or actual incidents of malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper. All cases of suspected malpractice will be investigated by the Head of Centre and the Examinations Officer and will be reported to the awarding body.

The awarding body will oversee all investigations into suspected or alleged malpractice and will withhold the issuing of results until the conclusion of the investigation, or permanently, where the outcome of the investigation warrants it.

The awarding body will apply sanctions and penalties, see Appendix 8, in cases of proven malpractice and will report the matter to the regulators and other awarding bodies in accordance with the regulators' General Conditions of Recognition.

The awarding body will consider reporting the matter to the police if suspected or proven malpractice involves the committing of a criminal act.

Examples of malpractice: These examples are not an exhaustive list and other instances of malpractice may be considered by the awarding bodies at their discretion.

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment
- the deliberate destruction of another candidate's work
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;



- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment
  - bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations)
- 
- the inclusion of inappropriate, offensive, obscene, homophobic, transphobic, racist or sexist material in scripts, controlled assessments, coursework, non-examination assessments
  - plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
  - bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices
  - the unauthorised use of a memory stick or similar device where a candidate uses a word processor

## Results

Results will be available for collection from the school between 09:00 and 11:00 on Thursday, 25 August 2022.

Members of staff will be available to provide support and guidance to students who require it

If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation to the school before results day

If you do not collect your results or make other arrangements as above, you will receive notification through the normal post

No results will be given out by telephone under any circumstances

## Post-results services

Any concerns with regard to your results should at first be discussed with the relevant Head of Department or subject teacher.

Advice will be given on the viability of submitting an enquiry about your result

Requests for an enquiry must be submitted, **with a signed candidate consent form**, along with the fee to the Examinations Officer, as soon as possible, and by the latest Wednesday, 16 September

If the school supports your application you may not need to pay

Full details of the post results services can be found on the school website

***In general we recommend that a review would be unwise unless we advise to the contrary***

## Certificates

Certificates will be received at the school by November.

Certificates will be presented to students at a Celebration evening during November (date to be notified)

Certificates can be collected from the exams office from the end of November for those unable to attend the Celebration evening

***Any certificates not collected may be destroyed after 12 months***

Certificates are important documents. Most educational institutions and potential employers will ask to see your original certificates. If you lose or fail to collect them, you will need to obtain duplicates from the relevant Awarding Body, which costs in the region of £40.00 per certificate

## **Internal appeals procedures**

- Chessington School will inform you of your centre assessed marks prior to submission to the Awarding Body  
If you do not agree with the marks awarded, you have a right to request a review of the marking before the marks are submitted

## **Complaints and appeals procedure**

Details of the centre's complaints and internal appeals procedures to manage disputes when a candidate disagrees with a centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal, can be found on the school website

## JCQ Information for candidates – written exams

You **must** read this information before you undertake any externally assessed **timetabled** written exams.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates

For written examinations – effective from 1 September 2019

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.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes;</b> b) <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.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> 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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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.
<b>D Instructions during the exam</b>	
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	<b>When the invigilator tells you, 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.</b>
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.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	

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 2

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

**You must read this information if you will be undertaking any externally assessed on-screen tests as part of your qualification(s)**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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#### Information for candidates

**For on-screen tests – effective from 1 September 2019**

**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.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes;</b> b) <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.</b> Unless you are told otherwise, you <b>must not</b> 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. <b>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.</b>
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>B Information – Make sure you attend your on-screen test and bring what you need</b>	
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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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.
<b>D Instructions during the on-screen test</b>	
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.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the on-screen test</b>	
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.

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## Appendix 3

### JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any GCSE qualifications that contain components of non-examination assessment.



**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.

#### 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 pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

#### Research and using references

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

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

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

**The regulations state that:**

**the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.**

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, 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 2020.

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

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

### **Plagiarism**

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

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**





**This notice has been produced on behalf of:  
AQA, City & Guilds, CCEA, OCR, Pearson and WJEC  
Information for candidates – coursework assessments**

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

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

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

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

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

**The regulations state that:**

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

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

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



## **Preparing your coursework – good practice**

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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

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

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

## **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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



### JCQ Information for candidates

You **must** read this information as it informs you how the “*JCQ awarding bodies will process your personal data.*”

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

### Information About You and How We Use It

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

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body’s website and information on how to contact them here:

[www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

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

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

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

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

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

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

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

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

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

## **Your rights**

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

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

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

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

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

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

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

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

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual

## Information for candidates

### Using social media and examinations/assessments



**This document has been written to help you stay within examination regulations. Please read it carefully.**

(<http://ccea.org.uk/regulation>) in Northern Ireland.

#### Appendix 6

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 (if available). They will then report the matter to the awarding body and it will be investigated.

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

#### **You should be aware that the following 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;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving | (even if not requested) 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;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period time

**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.**

©2017 – Effective from 1 September 2017

**Appendix 8**

**JCQ *Warning to Candidates* poster**

**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.

**Effective from 1 September 2014**

## Appendix 8

### Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

NOTE: The structure of awarding bodies' qualifications can differ and therefore all the available penalties may not be relevant for every qualification.

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
<b>Introduction of unauthorised material into the examination room, for example:</b>			
Own blank paper	used for rough work	used for final answers	

Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
<b>Breaches of examination conditions</b>			
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
<b>Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):</b>			
verbal communication	isolated incidents of talking before start of exam or after papers have been collected	talking during exam about matters not related to exam; accepting exam related information	talking about exam related matters during the exam; whispering answers to questions
written communication	passing written communications (notes) which clearly have no bearing on the exam	accepting exam-related information	passing exam related notes to other candidates; helping one another; swapping scripts

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages, possibly due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing		plagiarism from published work listed in the bibliography or referenced; or minor amount of plagiarism from a source not listed in the bibliography or referenced	plagiarism from published work not listed in the bibliography or referenced; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced



Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates the answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
<b>Undermining the integrity of examinations/assessments</b>			
The deliberate destruction of work		defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates			falsification/forgery
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information, including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means); receipt of assessment information or removal of secure information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Theft (where the candidate's work is removed or stolen)			taking somebody else's work (e.g. project/coursework) to pass it off as one's own
Personation			deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
<b>Standard penalties:</b>			
1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit;		6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time.	