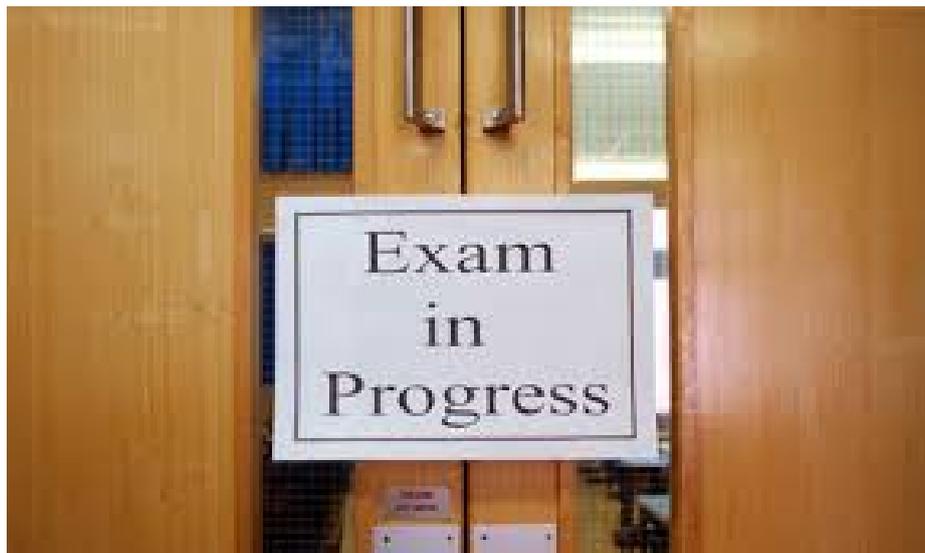




Thornhill  
Community  
Academy

A School • A Family • A Community



# Exam Handbook 2017 - 2018

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*This handbook is available in other formats.*

*If you would like an electronic copy or an enlarged copy, please request one from the*

## A word about this guide

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This guide has been produced to give you all the information you need during your GCSE/BTEC exams.

You should read it carefully and keep it so you can refer to it throughout the year.

Show it to your parents/carers so they know what is expected of you and they can help you to be prepared for your exams.

You have been provided with a sticker containing your unique exam details. Affix your sticker in the box below.



You will use your exam number (candidate number) while you are at Thornhill Community Academy and this should be written on all exam papers and controlled assessments.

Your UCI number is a unique number that you will use throughout your education. It identifies you to the exam boards.

## An introduction to exams

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When you sit GCSE, VCERT, Functional Skills or BTEC exams, there are strict rules to follow. The rules are set by JCQ which is the Joint Council for Qualifications and they represent the main exam boards. As a school, we have to make sure that all exams and controlled assessments are conducted according to these rules and regulations.

As a student (candidate) you have rules to follow too and they are reproduced in the Appendix at the back of this handbook. If you prefer to view them in a larger format, they are also available on the school website and the exams noticeboard.

Please make sure you read all the notices carefully and remember to follow the rules and regulations when you are doing controlled assessments and exams. Pay particular attention to the penalties for malpractice.

As Exam and Data Manager, I am responsible for the administration, organisation and smooth running of all the exams in school, including internal exams, mock exams and public exams. If you have any questions about exams or need more information, please speak to me in the Exams Office.

Mr James MacFaul  
Examinations and Data Manager

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## **Exam entries and timetables**

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Final exam entries are made in February and you will be given a print out of your exam entries together with a personalised provisional timetable at this time.

Occasionally, it is necessary to make changes to exam entries after the February deadline and if there is a change to your entries, you will be given a new exam entry list and timetable.

Sometimes you will see two exams listed at the same time on your timetable. This is common with language exams and some sciences. When this happens, you will sit one paper, followed by the other. You will remain under exam conditions between the papers and will remain in the same exam room.

Year 11 students will receive a final timetable in the first week of May which will include exam room and seating information.

Overleaf you will find the Year 11 exam timetable for May/June 2018. Holidays should not be booked during these months as dates and times of the exams cannot be changed once finalised by the exam boards.

## Frequently asked questions

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### **Can an exam be arranged on a different day?**

No. All exams must be held on the day and time set by the exam board.

### **What if I am ill on the day of an exam?**

You should make every effort to attend school for an exam even if you are ill. If you are too ill to attend, then you will need to obtain medical evidence from the hospital or your G.P. so that we can show this to the exam board.

### **What if I am late?**

If you are running late, telephone school as soon as you can so we know you are on your way. You should try to get to school as quickly as possible and report to Reception on arrival. A member of the exams office staff will collect you and escort you to the exam room. In some cases, you may not be allowed to sit the exam, especially if you arrive more than one hour after the start of the exam. If you are not present at the designated arrival time before the start of exams staff will make phone calls home and set off to make a house call.

### **What happens if the fire alarm sounds during the exam?**

If the fire alarm sounds at any time other than the planned testing time, remain seated and wait for instructions from the invigilator. If it is necessary to evacuate the building, you will leave in silence and assemble on the top playground. You must remain under exam conditions at all times.

## Hints and tips

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- Make sure you check your timetable and know when your exams are. If you copy it into a diary or calendar make sure you check that you've copied it correctly.
- Start your revision early with a plan and timetable to ensure you are well prepared. Use the revision timetable at the back of this handbook to help you plan.
- Allow enough time to get to school for your exams. You should aim to be in school **AT LEAST 30 minutes** before the start of the exam.
- Make sure you get enough sleep every night during your exams.
- Eat a nourishing breakfast such as cereal and fruit or toast and fruit juice.
- Try not to panic and remember, it's quite normal to feel a little anxious before an exam.

### Useful websites

The following websites contain lots of advice on how to cope with exams and offer help in planning revision. Visit the websites below or follow the links from the school website examinations page.

NHS: Coping with exam stress ([www.nhs.uk](http://www.nhs.uk))

Childline: exam stress ([www.childline.org.uk](http://www.childline.org.uk))

Young Minds: For Parents, Getting Help ([www.youngminds.org.uk](http://www.youngminds.org.uk))

## On the day of the exam

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- Students should report to the Sports Hall Foyer ready for the exam by no later than 8:30am for a morning exam and 1:00pm for an afternoon exam.
- Be on time; (morning exams start at 9:00am and afternoon exams start at 1:30pm).
- Go to the toilet. Once you are in the exam room, you will only be allowed to leave the room before the end of the exam in exceptional circumstances.
- Bags and blazers should be left in the cloakroom next to the gym as they are not allowed in the exam room.
- You should hand in mobile phones and any personal belongings for safe-keeping. You will be given a ticket so that you can claim your belongings from the Finance Office after the exam.
- Check the seating plans displayed outside the gym, to see where you are sitting and make a mental note so you can find your desk quickly.
- Wait for instructions to enter the exam room and remember that you are under exam conditions from the minute you set foot in the exam room.
- All the stationery and equipment that you need for your exam will be provided for you.
- You will also be provided with boiled sweets and bottled water (except in mock exams). You should place the bottle on the floor under your desk to avoid accidental spillages.
- In longer exams, you will also be offered a biscuit.
- Listen to the Invigilator's announcements and follow their instructions.

## During the exam

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### You **must** not:

- Talk or attempt to communicate with other candidates; this includes whispering, making eye contact, laughing or trying to attract the attention of another candidate.
- Bring any unauthorised materials into the exam room, including revision notes, mobile phones, smartwatches, watches or mp3/4 players.
- Deliberately distract other candidates.
- You must not write inappropriate, obscene or offensive material on your question/answer book.
- Carry on working after the end of the exam.
- Students not following rules during mock exams will be internally excluded and sit exams in their own time.
- The rules of the exams are set by JCQ and are strictly enforced. Any breach of these rules has to be reported to the exam board. The offender could lose their mark for that paper or be disqualified from the exam series. Other students in the exam hall could also lose their marks.

### You **should**:

- Follow the rules and regulations of the exam at all times.
- Read the instructions on the front of your question paper and make sure you read the questions carefully.
- Make sure that your name, exam number and centre number (37448) are on your answer book and any additional sheets.
- You **MUST** write your answers in the designated space. Anything written in margins will not be marked.
- Do your best and allow time to check through your answers at least twice.
- Remain seated until you are dismissed by the invigilator row by row. Remain silent throughout.

## Access arrangements

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The purpose of an access arrangement is to ensure that a student is not disadvantaged when taking exams. Access arrangements are agreed before an assessment (exam or controlled assessment). They allow students with special educational needs, disabilities or temporary injuries to:

- Access the assessment;
- Show what they know and can do without changing the demands of the assessment.

An access arrangement is the way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

For most access arrangements an application must be made to JCQ and this should be processed at the start of the course so that students know what is available and have the access arrangement in place for exams and controlled assessments.

The arrangement put in place must reflect the support given to the student in school, commonly referred to as 'normal way of working' e.g.

- In the classroom
- Working in small groups for reading and/or writing
- Literacy support lessons or intervention strategies
- Internal school tests and mock exams.

We sometimes receive requests from parent and students for a 'separate room'. Unfortunately, we are unable to comply with such requests as this could give an unfair advantage to the student.

*More information can be found in our Accessibility Plan available on the*

*school website. (A paper copy is available on request).*

## **Special Consideration**

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Special consideration is an adjustment to a student's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the exam, which may have had a material effect on their performance in an exam.

Special consideration can only seek to go some way to assist a student affected by a potentially wide range of difficulties, emotional or physical, which may affect performance in exams. It cannot remove the difficulty faced by the student.

Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the exam.

Applications for special consideration are submitted to the exam board(s), after the exams, by the Examinations and Data Manager and they will review the evidence and make a decision as to whether to apply special consideration.

## Results and certificates

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- Results will be published on **Thursday 23rd August** and you can come into school to collect your results between 9.00am and 12.00pm. More information will be sent to you closer to the time and details will be posted on the school website.
- There will be staff around to help you understand your results and to talk about options available if you haven't achieved the grades you were hoping for.
- Certificates are issued by the exam boards around November time. These are checked and collated and will be available for students who have completed their studies to collect in the November following your final exams.
- It is important that you collect your certificates as we only keep them in school for three years. The exam boards only provide replacements in exceptional circumstances and charge £30-£40 per certificate.

## Post results services

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The following services are available after results are published:

### **Clerical re-check**

This service includes a check in the addition of marks awarded.

### **Review of marking (a remark)**

Your exam paper (script) will be marked by a different examiner, but your mark can go up or down and the new mark will stand.

### **Review of moderation**

If school is unhappy with the marks awarded in an externally marked controlled assessment or if the marks awarded by your teacher have been adjusted by the exam board, then we can request a review. In this case, marks may be adjusted up or down, but the new mark will stand only if it has gone up. (i.e., you can't lose your grade).

There is a cost for all of the above services, which will be paid for by the school if the request is supported by a member of SLT.



**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.



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

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

**Information for candidates – GCSE controlled assessments**

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

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

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

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

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

**The regulations state that:**

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

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

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 2018.

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

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

## Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, 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 the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



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**Information for  
candidates  
For written examinations – effective from 1 September  
2017**

**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</b>	<b>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: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><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.</p>
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</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</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> 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.
<b>E</b>	<b>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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
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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**Information for  
candidates  
For on-screen tests – effective from 1 September  
2017**

**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	<p>You <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"> <li>• notes;</li> <li>• <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>• the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>• pre-prepared templates.</li> </ul> <p><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></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>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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
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	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> <li>• you have been entered for the wrong on-screen test;</li> <li>• the on-screen test is in another candidate's name;</li> <li>• you experience system delays or any other IT irregularities.</li> </ul>
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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> <li>• you have a problem with your computer and are in doubt about what you should do;</li> <li>• you do not feel well.</li> </ul>
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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**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 2018.

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



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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

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**NO IPODS, MOBILE  
PHONES  
MP3/4 PLAYERS  
SMARTWATCHES  
NO POTENTIAL  
TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**

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

in **DISQUALIFICATION**

from your examination and your overall qualification.

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

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