

MURRAY PARK SCHOOL



Candidate Exam Handbook

2020-21

Exams Officer: Mrs Dorothy Boots

Tel: 01332 540024

Email: exams@murraypark.derby.sch.uk



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Introduction

Murray Park 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

Exams can cause stress and, although that is completely normal, this booklet has been written to help you understand what you need to do and minimise issues in your mock exams and GCSE exams this year. Students are called Candidates. Candidates that are well prepared, know where they need to be, at what time and have the correct equipment are less likely to suffer from stress.

Read this booklet as it should answer most of your questions. It contains advice about where to go, at what time, what to take with you, what to do if you are ill and much more. You should pay close attention to the notices and regulations in this booklet including those regarding social media, copyright and malpractice. If there is anything you don't understand you should ask your Teacher, Form Tutor, Head of Year or the Exams Officer.

Keep this book in a safe place so that you can refer to it during the exams if a situation arises and you are not sure what you need to do. Go through it with other people such as your parents and Form Tutor. The more people that know what is expected of you, the less likely you are to make a blunder.

Regulatory guidance in this document has been taken from the JCQ publication [Instructions for conducting examinations](#)

Malpractice

As an accredited exam centre for the Joint Council for Qualifications (JCQ) exam boards we must ensure that all candidates sitting exams do so under the JCQ regulations. Any incidents of suspected malpractice **must** be reported to the exam board. Malpractice means improper or negligent behaviour and includes having a mobile phone on you, copying, cheating or attempting to speak to another candidate. To make sure you do not commit an offence of malpractice please read **Information for candidates appendix at the back of this book**. If you are still unsure what is allowed or not allowed in an exam then speak to the exam officer or ask the invigilator.

If a candidate is suspected of malpractice the exam board will be informed and may decide to disqualify the candidate. Any unauthorised material will be removed and kept by the invigilator. **If a candidate is disrupting other candidates they will be removed from the exam room.** Following the exam a full report will be sent to the exam board and the candidate will have the opportunity to explain the reasons for the suspected malpractice.

The exam board will consider the details of this report and will apply sanctions that they feel are appropriate which can be a warning letter, disqualification from component/ qualification or, in the most severe cases, candidate debarment – the candidate is barred from entering for one or more exam for a set period of time. Candidates who have to be removed from the exam room are usually awarded a mark of zero. Full regulations for procedures for malpractice can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

We have included posters and notices covering exam rules to ensure candidates are aware of what malpractice is and the possible consequences. The strict regulations are there to *maintain the integrity of qualifications (upholding standards across England, Wales and Northern Ireland)*.

- *Malpractice means any act or practice which is in breach of the Regulations*
- *Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies*
- *JCQ provides information regarding what constitutes malpractice, e.g.:*
 - *Introduction of unauthorised material into the examination room (such as bringing in notes)*
 - *Breaches of examination conditions, e.g. talking in the exam room, disturbing others, mobile phones in the exam room, making noises*
 - *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
 - *Offences relating to the content of candidates' work*
 - *Undermining the integrity of examinations/assessments*
 - *Collusion and copying others work or failing to acknowledge your sources*
 - ***Sharing exam information on social media (see separate notice) such as Facebook, Twitter, Instagram and email***

The list above is not exhaustive.

Personal data

To enter you for exams Murray Park School shares personal data with the exam boards. This includes your full legal name, date of birth, gender, school candidate number and unique learner number. Other information may be shared regarding any Access Arrangements you may need or if you are absent for an exam component.

- *To understand what information is collected and how it is used, you must read the **JCQ Information for candidates – Privacy Notice** included in the appendices.*

Copyright

The copyright of any work created by a candidate that is submitted to an exam board or awarding body for assessment belongs to the candidate. By submitting work to the exam board or awarding body the candidate grants the awarding body a non-exclusive, royalty-free licence to use their assessment materials (an Assessment Licence). If you want to terminate the awarding body's rights for anything other than assessing your work please let the Exams Officer know and the school will then notify the awarding body, however it remains at the discretion of the awarding body whether or not to terminate such rights.

Non-Examination Assessments (coursework and portfolios)

You will be completing NEA components, or coursework or portfolios, during this year. These may be marked by your subject teachers but will be moderated by the exam board to ensure our marking is fair and consistent. The exam board will request a sample of our marking and may alter the marks if they feel it is not consistent with the marking from other schools. Instructions for candidates regarding NEA and coursework can be found at the back of this book.

Written timetabled exams

You need to check your exam timetable carefully to ensure you have been entered for all the subjects you are expecting to sit, and have not been entered for an exam in a subject that you were not aware of. If you have any queries regarding this timetable then please contact the exam office as soon as possible. *Do not leave it until the morning of the exam to query an exam entry.* Remember your friends' timetables may be different.

Contingency day - Summer 2021

At the end of the timetabled Summer exams there is always a period called 'Contingency'. You must remain available to come to school and sit your exams until '**Contingency Day**' which will be after your written exams have ended. The Contingency Day for 2021 has been set at 29 June 2021 but this may be subject to changes during the pandemic. *If the government move the exams then Contingency Day may also change and you may be required to be available in July 2021.* Contingency Day is so the exam boards can move your exam date if they need to and is normal every year.

If the date for Contingency Day changes it will be published on the school website and in the Coffee Bar on the notice board. Please assume that it is likely to change if exams extend through June and into July.

On-screen tests

Information regarding on-screen tests is included in the appendices documents.

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

If a candidate has two or more papers timetabled at the same time but the total time of all papers does not exceed three hours, they will sit the exams in the same session, one after the other. A short break may be given between the papers, to use the toilet for example, but the candidates will be kept in constant supervision and will not be allowed to communicate with other students or revise.

If, in very rare cases, the total time for the exam papers exceeds three hours we can arrange to move an exam paper to a different session, for example a morning exam paper may be taken in the afternoon session. The candidate will however have to be under constant supervision between these exam sessions and will not be allowed to freely communicate with other students. Candidates will be allowed to revise from their own notes but will not be allowed to use mobile phones or access the internet.

Where you will take your exams

Candidates will wait outside Cedar Park 15 minutes before the exam is due to start. They will then be organised into exam seating order and will be sent into the appropriate exam room in order.

Exams are normally held in the Sports Hall and Activity Deck. Some smaller exams may be held in Cedar Park Hall. You should expect to have a seat in the Sports Hall with the main group of students.

Exam information will be displayed on the Exam Notice Board in the Finance Foyer and in the Coffee Bar.

What time your exams will start and finish

Public Exams (the real ones)

Morning exams will normally start at 9:30am

Afternoon exams will normally start at 1:00pm

You will need to be in school **at least** 15mins before the start of each exam, revision classes are often arranged immediately before the exam so you may have to be in school much earlier. Information regarding revision classes will be given nearer the time.

Mock Exams: morning exams will normally start at 9:15am; afternoon exams will normally start at 1:15pm

Supervision during your exams

At Murray Park School we employ external invigilators to supervise candidates during an exam. These may be members of the local community and are trained to follow the JCQ instructions for conducting exams. They **have to** abide by the regulations set out by the JCQ and will report any misconduct. Candidates must listen and follow the instructions the invigilators give them. Failure to comply with instructions given could mean you are disqualified from the paper or the subject – or, in the worst cases, from all GCSE subjects. Murray Park School expects outstanding behaviour during exams. **Information for candidates on the regulations of written exams is at the back of this book. Please read this carefully so you are aware of the regulations in an exam room.**

Exam room conditions including hygiene

Candidates will be sent into the exam room by Senior staff. **Once you enter the exam room you are under exam conditions which means:**

- You must follow the instructions of the invigilators.
- No talking.
- You must not communicate with any other candidates whilst you are in the exam room including non-verbal such as trying to draw attention to yourself or another candidate.
- If you have a problem you should raise your hand and wait for an invigilator to come to you.
- You must not shout out to try and attract the attention of candidates, invigilators or any staff in the exam room. If you have your hand raised the invigilators will come to you.
- You must not leave the exam room until you are told to do so by the invigilators.
- You will leave the exam row by row at the instruction of the invigilators.
- You must leave the room in silence.
- If you feel ill or need to use the toilet during an exam you must raise your hand and wait for an invigilator. If you do leave the exam room during an exam you will need to be escorted. You may not go to the toilets in the first hour of an exam or the last 15 minutes of an exam.

Hygiene in exam rooms:

- You will not need a mask as you are sat with 1.25m from the centre of one chair to the centre of the next as a minimum. This follows the JCQ instructions for conduct of examinations.
- You will be with your year group bubble.
- You will be asked to use hand sanitiser on the way into the exam.
- You will be asked to clean your desk, equipment (including calculator, ruler and pencil case) and your chair and this must be done in silence and whenever you are instructed to do so by the invigilators.

These hygiene measures help protect everyone.

Where you will sit in the exam room

You will be sent into the exam room in the order that you will be sat in. An invigilator will direct you towards your desk and you will find a card with your name and candidate number on your desk. You must sit down in silence and not get up out of your seat without permission. If you are unable to find your desk you will need to inform the nearest invigilator who will help you.

You are not permitted to choose your own desk or which exam room you will sit in.

How your identity is confirmed in the exam room

School candidates will be identified by members of teaching staff and the Senior Leadership Team (Assistant Head Teachers, Deputy Head Teachers or Head Teacher).

Private Candidates will be required to provide photographic documents such as a college ID card, passport or driving licence to confirm their identity. This can be requested each time you attend an exam.

What equipment you need to bring to your exams

We will provide you with equipment you may need for each exam. This will include black pens, ruler, pencil, eraser, highlighters. This equipment will be placed on your exam desk before you enter the room. We will also provide calculators and basic maths equipment appropriate for exams.

- If you wish you may bring your own equipment but this must be in a clear pencil case. Your calculator must not have a lid.
- Gel pens and correction fluids (Tippex) are **not allowed** to be used on an exam paper, highlighters can be used to highlight points in the question but cannot be used in answers. If you are unsure, ask the invigilator.

Using calculators

You cannot borrow a calculator from another candidate during the exam. If your calculator stops working then put up your hand and wait for an invigilator to come to you.

If you bring your own calculator you are responsible for the power supply, the calculator's working condition and clearing any memory. Your calculator must not have a lid or printed instructions and must not be internet enabled/a communication device.

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

Mobile phones and any other electronic equipment, including watches that store data (smart watches), are not allowed on your person during an exam. Mobile phones must be turned off and in your bag or left at home. You will be asked to remove your normal wristwatch and place it on your desk. Regulations on watches may be updated during the year 2020-2021 and it is possible that a ban on all watches in the exam room may come into force.



Any candidate, who is found to have any unauthorised equipment on them, **even if it is in their pocket and turned off**, will be reported to the exam board. The exam board are then likely to disqualify the exam paper and you will be awarded zero marks. Nearly all candidates found to have a phone on their person are disqualified. These items should be turned off and kept in your bag for the duration of the exam.

Make sure you have no alarms that are going to sound on your phone during the exam and if you do not know how to switch off your phone then speak to your form tutor or head of year. Phones should not be left in 'flight mode' or on silent – they must be completely turned off. If you do not have a bag, these items can be handed to the invigilators before the start of the exam.

Do not be afraid to admit you have something you need to hand in – the invigilators would much rather that you handed items in immediately before the start of the exam than you were disqualified.

JCQ Warning to Candidates & Unauthorised Items posters will be displayed outside each exam room to remind you of these regulations.

Food, drink and toilet arrangements in exam rooms

Water in a clear bottle with the label removed is permitted in all exams. You must keep it on the floor to avoid spilling on your exam paper. No other food and drink is allowed unless for medical reasons. As the canteen will be available as normal to buy food before and after the exams there will be no need to eat food during an exam.

Most exams are around one to two hours long. If you make sure you use the toilet before the exam there should be no need to go during the exam. This not only causes disruption to yourself but also to other candidates around you. If, however, you do have the need to go to the toilet during an exam, you must raise your hand and wait for an invigilator to escort you as you have to remain under exam conditions. We do not allow toilet trips in the first hour or last 15 minutes of the exam. As you may have to wait, please use the toilet in your year bubble area before the exam.

What you should wear for your exams

You should wear full school uniform throughout your exams. **Remember you might need your school jumper as well as your blazer** as you will be sitting still for a long period. It is easy to feel colder than normal when sitting still so an extra layer is advisable in winter and sensible in summer depending on the temperature. Private candidates should dress in a professional and appropriate manner for the school environment with no inappropriate slogans, logos or images.

Where your personal belongings will be stored during your exam

Your bags and coats must be left where the invigilator instructs. In the Sports Hall this is usually at the side of the hall.

What to do if you arrive late for an exam

It is your responsibility to be aware of the dates and times of your exams and note that they may not be exactly the same as a friend's timetable. Consider how you normally get to school as you must make sure you leave home early enough to reach school in plenty of time for your exam. If you normally catch a bus consider catching an earlier one just in case a bus is delayed or missed out.



No matter how prepared you are for your exams you may find yourself in a situation where you are running late for an exam. Do not panic, contact the exam office if you can, and get into school as soon as possible. If you are late for an exam you must report straight to the exam office.

If you arrive in school within one hour of the start time you should be able to sit the exam and have the full time allocated to you as long as the other candidates have not been released from the exam room and we have a room and supervision available.

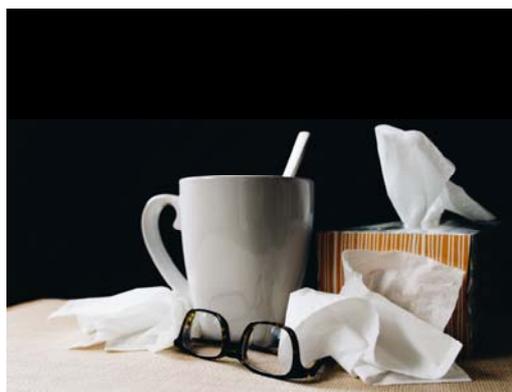
If you arrive more than an hour after the start time we would have to notify the exam board and they may not accept your exam paper.

What to do if you are unwell on the day of an exam including Coronavirus or Covid-19

If you have symptoms of Coronavirus or Covid-19 (fever, persistent cough or loss of taste or smell) you should not attend your exam. You should isolate and call 119 to arrange a test. Any missed exams for reasons of illness including Coronavirus or Covid-19 are subject to the conditions below.

If you are feeling ill on the day of the exam and have no Covid-19 symptoms you should, if possible, still attend for your exam. You should inform the exam officer if you are not well, who will in turn inform your invigilator. Exam conditions still have to be adhered to so you must not leave the room without informing the invigilator. Following the exam Mr Gregory will be advised and he will ask the Exams Officer to inform the exam board you were not well and small concessions may be taken into account when issuing your final grade. These concessions vary depending on the seriousness of the illness.

If you are self-isolating or too ill to attend for an exam, including having Coronavirus or Covid-19, you must get someone to ring the exam office as soon as possible. Tel: 01332 540024. You and your parents would need to complete an absence form with details of why you were unable to attend for an exam; if you have seen a doctor or a medical professional and we would also ask them to verify this on your form. Mr Gregory will be advised and he will ask the Exams Officer to inform the exam board. Any supporting evidence such as proof of having been at A&E, proof of a prescription having been issued, a Covid-19 positive or negative result, etc. will assist us making an application for you. We can ask the exam board to issue you with a final grade for that subject based on any other non-exam assessments and exam papers you have already submitted. The exam board will only consider this if you have completed a minimum requirement of the qualification (usually around 30%-50%). External exams cannot be re-arranged for another date, there will not be another opportunity to sit the exam in that same exam window. If you miss all the exams for one subject in the Summer then you may have to re-sit in the next available exam period.



What happens if you have an unauthorised absence from an exam

If you have an unauthorised absence from an exam you will be awarded X for that component (with no marks). You cannot take the exam another day or on another session to catch up. It may mean your overall grade is classified as U (ungraded).

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

If the emergency fire alarm sounds during an exam you must

- Stop writing and close your exam paper. The Invigilators will make note of the time that the exam stopped.
- You remain seated and do not evacuate the room unless told to do so by the invigilator or member of staff.
- A member of staff will come to the exam room to inform candidates and invigilators if there is a need to evacuate.
 - If there is no need to evacuate the invigilators will tell you when to continue with the exam.
 - The full time for the exam will be given and an updated finish time will be displayed to include the stoppage time.
 - A request for Special Consideration will be made to the exam board because of this disruption to the exam.
- If you are instructed to evacuate the exam room you must leave all exam papers and bags in the exam room.
- Leave the room in silence; you are still under exam conditions.



- Exam candidates will be sent to a different evacuation area than the rest of the school, you will not be allowed to communicate with other candidates to ensure you are not discussing the exam paper.
- You will return to the exam room to continue with the exam once it has been confirmed to be safe. The full working time for the exam will be given and an updated finish time will be displayed.
- In the unlikely event you are unable to continue with the exam, a full report would be sent to the exam board and Special Consideration would be asked for.

Candidates with access arrangements

Access Arrangements should be discussed with Mrs Hubbard (SENDCo) who will have tests and supporting evidence of need in place. The SENDCo will then advise the exams team of candidate needs. Not all Access Arrangements can be used in all exams so the use of a bilingual dictionary or reading pen or laptop could change from subject to subject. Any extra time allowances are not blanket across all subjects and every student is different. Mrs Hubbard advises the Exams Officer what is permitted. These arrangements are designed to level the playing field and should not change the nature of the assessments or alter the standard of the assessment.

Results

Full information about the publication of exam results will be circulated during the summer term. AS exam results are published the week before GCSE exam results.

Post-results services

Candidates who have not achieved the grade(s) that were expected of them may wish to pursue a Review of Results (RoR). It is imperative the centre has written permission from each candidate concerned before processing a request for clerical re-checks or a post-results review of marking. The candidate must fully understand that their marks for a given assessment may change following a Service 1 or Service 2 RoR and this could result in subject grades being raised or lowered. There are four RoR services available; the cost of these services can vary depending on the exam board and the prices below are examples from the 2018-19 year and could change:

1.	Clerical checks (adding up the marks)	£8-£20 per component
2.	Review of original marking	£37-£50 per component
3.	Review of original moderation	This can only be pursued by the school as the outcome has an impact on all candidates.
4.	Access to scripts	£0-£20

For more information about these services, especially if you think you may wish to pursue a RoR, you must contact the exam office immediately; you will then be given more information and advice. Full details about Reviews of Results, including deadline dates for applications, will be in your results envelopes.

Certificates

Certificates are not issued to schools until all results enquiries have been solved meaning they normally arrive before Christmas. At Murray Park we organise a Certificate Evening for our Y11 leavers (subject to the circulation of Coronavirus and any social distancing at that time). This is an enjoyable evening when you can bring along your family to see you receive your certificates, catch up on all the news, plus the catering staff lay on a brilliant buffet! You will be given further details, when you collect your results.

Internal appeals procedures

Murray Park School has an internal appeals procedure for marks awarded in Non-Exam Assessments and coursework. You can find a copy of the procedure on the notice board in the coffee bar.



JCQ Information for candidates – coursework (Cambridge Nationals)

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, p29).

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 2021.

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 or share it with anyone, including posting it on social media. 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 online 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 2020 – Effective from 1 September 2020

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking 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 the 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 or share it with anyone, including posting it on social media. 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, p29.

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 2021.

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 work 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 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

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking 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 2020

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> a) the internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; b) pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it;

	<p>c) remove any parts such as cases, lids or covers which have printed instructions or formulae;</p> <p>d) do not bring into the examination room any operating instructions or prepared programs.</p>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Always follow their instructions.
2	<p>Tell the invigilator at once if:</p> <p>a) you have been entered for the wrong on-screen test;</p> <p>b) the on-screen test is in another candidate's name;</p> <p>c) you experience system delays or any other IT irregularities.</p>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <p>a) you have a problem with your computer and are in doubt about what you should do;</p> <p>b) you do not feel well.</p>
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

JCQ Information for candidates – written exams

You **must** read this information before you take 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 2020

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	<p>You must write clearly and in black ink.</p> <p>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.</p>
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulae; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Always follow their instructions.

2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	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.
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 for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take 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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JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains “*Information About You and How We Use It*”



Information for Candidates

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 what happens to that information. For more detail see each awarding body’s full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

CCEA http://ccea.org.uk/legal/privacy_policy

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/home/privacy-policy/>

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.

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 (e.g. 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 hold. 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 and 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.

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). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are

regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

JCQ Information for candidates – social media

You **must** read this information to help you stay within examination/assessment regulations when using social media. You should visit the JCQ website <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> and download the pdf document “Information for Candidates – Social Media”.

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 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 (such as an exam question or task or someone else’s work) 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.

What is included in this social media malpractice?

- **Copying or allowing work to be copied – posting written work on social networking sites prior to an exam or assessment.**
- **Collusion: working collaboratively with other candidates beyond what is permitted.**
- **Allowing others to help you produce your work or helping others with theirs.**
- **Possession of confidential assessment related information in advance of the exam.**
- **Exchanging, obtaining or receiving exam related information including the art/photography/textiles exam questions.**
- ***Passing on exam related information even if you did not intend to use it.***
- ***Passing on rumours of exam content.***

JCQ Unauthorised Items 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

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

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.

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. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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