



Chew Valley School

Learn

Grow

Achieve

Information for Examination Students

2020 - 2021



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Chew Valley School

Learn Grow Achieve

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Dear Students/Parents/Carers,

November 2020

The forthcoming academic year will be of vital importance as students prepare to take their examinations in May/June 2021.

As you know, we will be running trials in December 2020. We have rethought our usual method of taking Trial exams in the Main Hall because of the Covid situation and being unable to meet as a large group. Trials will be based in classrooms. Students will receive a timetable shortly, but this can also be accessed via the Insight Portal, 1 week before. Please check the Insight Portal the evening before each exam, as sometimes rooms may change. We will, however, use the second trial exam period in March/April to ensure students have actually completed an exam or mock in this space.

All public examination students have to comply with regulations for candidates issued by the Joint Council for Qualifications, JCQ. JCQ is the regulatory body for all Examination Boards in the UK.

Every effort has been made to ensure that JCQ regulations are clear and familiar to our students. To assist students, they have been issued with a copy of the documents below which are also available on our website and which we must ensure they read and understand;

- Information for Candidates for Written Examinations
- Information for Candidates for On Screen Tests
- Information for Candidates – Non-examination Assessments
- Information for Candidates - Guidelines for Social Media use
- Information for Candidates – Privacy Notice
- Information for Candidates – Coursework Assessments

Students have also been given a copy of this Examination Booklet which gives them information and reminders pertinent to Chew Valley students which, again, includes the notices listed above. We would also urge Parents and Carers to read the Examination Booklet so everyone is familiar with the content.

Staff will give students support and assistance towards preparing for their final examinations throughout the forthcoming year both in class and via special assemblies. Deadlines for coursework and dates for Controlled Assessments/Non Examination Assessments are set by class teachers and will vary depending upon your son/daughter's subject choices.

It may be of some assistance to parents/carers to have some overview of what to anticipate throughout the forthcoming academic year but please note, **all dates below are provisional:-**

Year 11

| | |
|----------|---|
| Dec 2020 | Year 11 Trial examinations – Friday 4 th – Thursday 18 th December 2020. These help staff to ensure a correct tier of entry is made to enable students to meet or exceed their Challenge Grade and provide valuable experience of exams for students |
| Feb 2021 | Parents' Evening – Wednesday 3 rd February GCSE Summer entries made Students' Statement of Entry issued for Summer exams. |

| | |
|-------------|---|
| | Students <u>must</u> check their subjects and tiers of entry are correct and notify their subject teacher and the Exams Officer immediately if there are any queries. |
| Mar 2021 | W/C Monday 22nd March - Final Y11 English & Maths trials. |
| April 2021 | April/May MFL Speaking Controlled Assessment April GCSE Art prep & April GCSE Art Exams Students' FINAL Summer Individual Timetable available via Insight Portal. This final timetable indicates the date/time/venue for each subject paper. It is VITALLY important for students to read and note this information and to ensure they know where to go for every exam as they will not necessarily sit all exams in the same location. Please note: The date, time and venue are NOT NEGOTIABLE. If an afternoon exam is of 1.5 hours or more in duration, Parents/Carers must make arrangements for transport home as students cannot be released early from the exam room and coaches cannot be held back. |
| May 2021 | Main exam period begins. |
| July 2021 | 6 th July – 6 th Form Induction Day |
| August 2021 | GCSE Results day – Friday 27 th August 2021 9am in the School Hall or via Insight Portal |

Please remember your Insight portal access will cease on 31st August 2021 if you are not joining 6th Form.

Year 12

| | |
|----------|---|
| Nov 2020 | GCSE resits – w/c 4 th November 2020 |
| Jan 2021 | 5 th – 12 th January – trial exams in most subjects. Thurs 14 th Jan 2020 - results issued for November English re-sits |

Year 13

| | |
|-----------------|--|
| Nov 2020 | University Admission Tests 4 th & 5 th (am) |
| Jan 2021 | 5 th – 12 th January – trial exams in most subjects |
| Feb 2021 | Release of A Level Art/Photography tasks Students' Statement of Entry issued for Summer 2021 exams, including any re-sits. Students <u>must</u> check their subject entries are correct and notify the Exams Officer immediately if there are any queries. |
| April 2021 | W/C 19 th April trial exams in most subjects. Students' FINAL Summer Individual Timetable available via Insight Portal. This final timetable indicates the date/time/venue for each subject paper. It is VITALLY important for students to read and note this information and to ensure they know where to go for every exam as they will not necessarily sit all exams in the same location. Please note: date, time and venue are NOT NEGOTIABLE. If an afternoon exam paper is of 2 hours duration, students must make arrangements for transport home as coaches cannot be held back and we cannot release students early from the exam room. |
| May – July 2021 | Main period for written examinations. |
| August 2021 | GCE results issued to students Tuesday 24th August 2021 8.30am from the School library or via Insight Portal |

Please remember that your Insight portal access will cease on 31st August 2021

Parents/Carers frequently request information regarding the dates of their son/daughter's final examination. This information is available on the Individual Timetable issued before the Easter holiday. **It is not possible** to advise individual dates prior to this as the Centre has to confirm all Statements of Entry are correct first. As a guide, external exams are scheduled from 24th May until 2nd July 2021. Please remember that these dates are subject to change.

For Public Examinations, students must be present in the exam venue **15 minutes before** the timetabled starting time. This is to ensure all notices are delivered and that students are in the correct location with the correct paper in front of them. Students have to supply their own pens, pencils and mathematical equipment. Please note - students should only use **BLACK** ballpoint pens, in accordance with JCQ regulations. Gel pens are not permitted. Full school uniform must always be worn for 11 and suitable, appropriate clothing for Years 12 and 13 (covering shoulders and midriff). **Hoodies and wrist watches** are not allowed in Exam Rooms.

You will be able to find information regarding JCQ regulations on the notices to candidates. Please be aware that these are JCQ regulations and all exam candidates **have** to follow them. Every year the school will receive at least one inspection visit. These visits are spot checks which enable the JCQ to confirm that exam regulations are being followed within each registered centre. We would ask that if your son/daughter has any queries or concerns to speak with their tutor, subject teacher, Head of House or the Examinations Officer. We wish them all the very best with their exams!



Mrs Kate Rowlands
Deputy Headteacher



Mrs Louise Whitehead
Examinations Officer

Introduction to this Booklet

The aim of this booklet is to guide you through the **public examination** period by explaining the procedures and by answering some of the questions you may have.

The information contained in this booklet is vitally important, please read it carefully, and if you are unsure about anything, please pop in and see one of us, or send an email.

Where can I find out more?



Mrs Rowlands & Mrs Whitehead are responsible for the school's examinations. Mrs Whitehead works from an office next to L8 and Mrs Rowlands is based in the office next to Mr Beynon.

whitehead@chewvalleyschool.co.uk or krowlands@chewvalleyschool.co.uk
exams@chewvalleyschool.co.uk

WE ARE HERE TO HELP YOU....

What are Public Examinations?

These are exams for which the school has to pay a fee to an external examination board. These boards are independent of the school. They set and mark examination papers, assessments etc. Each exam board awards qualifications such as GCSE, BTEC and GCE A levels, providing a certificate if results have been achieved.

The school currently uses 4 examination boards and you can find out which board is used for all the subjects you take by asking your teacher or the Exams Officer. All the boards have websites full of useful information to help you to prepare for your exams.

The exam boards are:

| | | | |
|---|---|--|---|
|  |  |  |  |
| aqa.org.uk | ocr.org.uk | edexcel.org.uk | wjec.co.uk |

When do Public Examinations take place?

There are 3 main periods during which exams happen, although controlled assessments, practical assessments and language orals can occur throughout the year and dates are set by each department and communicated to you separately.

November: This period is for English and Maths GCSE re-sits only

January: Cambridge Nationals, some GCSE modules and A Level Business.

Summer: The main exam period for all subjects

Exams occur during normal term time, and it is essential that you do not arrange holidays during scheduled school dates. **In the summer, all exams are finished by 2nd July 2021 and Year 11 & Year 13 students need to ensure they are available right until this date. Please be aware these dates may change.**

Personal Information

Chew Valley School has a unique Centre Number: **50741**

Each student will have their own Exam Number, issued by the Exams Officer. This number will appear on all official statements (entry summary, exam timetable, certificates etc.). Legal names appear on certificates and not preferred names.

The entries (Higher/Foundation for Maths, Science and Languages) for all your exams are usually decided by your teacher. A thorough checking procedure is in place to ensure that the entries are correct which includes **checking by the candidate**. When you receive statements of entries check them to make sure all the information is correct. If you are in **ANY DOUBT**, please see your teacher or the Exams Officer. Once the timetables have been organised, they will appear on the **INSIGHT PORTAL**.

What to wear?

Year 11 students need to wear normal school uniform at all times. Students will not be admitted to the examination room if they do not follow this request. Hoodies are not to be worn.



Students in the 6th Form should dress in an appropriate manner. Hoodies are not allowed in the Exam Room.

The day before each Exam....

Make sure you check your timetable via the **INSIGHT PORTAL** just before your exams. Late changes to venues may have occurred. It is your responsibility to arrive promptly and to ensure transport arrangements are in place for both journeys. **This is especially important for afternoon exams which frequently finish after the school buses have gone – students cannot be released early from the exam room to get the bus home.**

Ensure you know which room your exam takes place in and where that room is in the school. If in any doubt, ask a teacher or come to the Exams Office.

Prepare your school bag with all necessary equipment needed.

On the Day of the Exam....



| | |
|--|----------------------|
| <u>For morning exams</u> You need to be at your venue by: | 15mins before |
| <u>For afternoon exams</u> You need to be at your venue by: | 15mins before |

You will be registered in the exam venue. Do not go to a tutor base.

Once you are inside the exam venue you are under Exam conditions and the supervision of the Exam Invigilators. You **MUST FOLLOW ALL THEIR INSTRUCTIONS**, be silent and listen carefully to them. If you have any queries, do not disturb another candidate but raise your hand to alert the invigilators.

In the event of an emergency and FIRE EVACUATION, follow the instructions of the invigilators.

DO NOT take any exam materials (papers, books etc.) with you
DO NOT talk – if you are observed talking, your exam may be void
DO NOT remove bags. Leave all belongings behind
DO NOT go to your normal evacuation point – you will be directed to the exam evacuation point (outside Lake View House). **YOU MUST REMAIN SILENT**

Who is responsible for knowing when and where the exams are?

You are. Your personalised timetables will be on the **INSIGHT PORTAL** and you will be told when it is available. You need to check your timetable thoroughly. Speak to your teachers or to the exams team if you need anything explained. It makes sense to add dates, times & venues to your iPad/mobile phone. Do not follow your friends as they may be in a different room!

PLEASE READ THIS DOCUMENT AND STICK TO ITS RULES !

What are the Exam Rules and what happens if they are broken?

The rules for the conduct of public exams are clear and non-negotiable. They are spelled out in detail by JCQ, the body that acts on behalf of all exam boards. These rules are attached to the back of this booklet. Copies are also available on the school website.

Important Reminder of Basic Rules

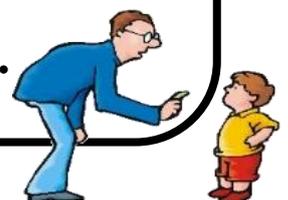
| | | |
|---|--|---|
|  | YOU MUST BE SILENT from the moment you enter your exam venue until the moment you are well outside. No excuses! | |
|  | DO NOT ATTEMPT TO COMMUNICATE WITH OTHER STUDENTS. This includes talking, hand movements, eye contact etc. <u>Face forward at all times</u> and put your hand up if you require any help or have a query. | |
|  | BRING ALL NECESSARY EQUIPMENT WITH YOU IN A CLEAR BAG/PENCIL CASE. Calculators (if permitted) should be without lids or any written instructions with the calculator memory cleared | |
|  | WATER ONLY IN A CLEAR PLASTIC BOTTLE- NO SPORTS TYPE BOTTLES. |  |
|  | Mobile phones, alarms, MP3 players, smart devices and watches, tippex and correction/gel pens are FORBIDDEN. You will be asked to remove your watch and hand to an Invigilator if you forget to leave it outside. Any device found to be on a student will be confiscated and the exam board informed. This often leads to your paper being cancelled and no grade being awarded! Leave all Phones in your bags. | |
|  | Pens need to be BLACK INK only. You must only write in the designated areas. You are responsible for making sure your answers are legible and your handwriting is clear. | |

The full list of rules are in the JCQ document.

The exam boards have the power to **DISQUALIFY YOU FROM ALL EXAMS** if you break any of their rules.

The rules will be governed by **INVIGILATORS** – members of staff appointed by the Headteacher, Mr Beynon, to conduct exams safely and fairly.

You must follow their instructions at all times.



Timetables

When will I get my timetable?

For the main summer exam season, paper copies will be available around the Easter holidays so that your preparations can be well planned. Although you can check in the exams area of the portal too.

When will Language Speaking tests and Art exams take place?

Language speaking tests will be arranged through your teacher and are generally in April/May. Similarly, Art practical exams will be arranged by your teachers and usually held in April/May.

Lateness, Illness and Injuries

What happens if I am late?



DO NOT BE LATE– if anything, aim to be early!

If you are only a few minutes late, go straight to the exam venue and do not report to Reception. If you are more than 10 minutes late, report to Reception and ask them to contact the Exams Officer. In special circumstances, it may be possible for you to take the exam, **but this is not automatic**. “Oversleeping” is unlikely to be accepted unless the exam board can be satisfied that the integrity of the exam has not been compromised.

What if I am ill or injured?

Accidents and illness do happen, but if at all possible, you need to turn up to your venue and on time. We can apply for special consideration if you take your exam under these circumstances, but will need written verification (usually a Doctor’s/Hospital note), which you will need to give to the Exams Officer immediately.

If you cannot get in for the exam at all, you need to ring the school immediately this becomes apparent on 01275 334225 (direct line to the Exams Office) **and** email the Exams Officer to tell them the circumstances (email addresses are on page 2). Do not expect the absence line to pass on messages about absence from exams due to illness/injury as these will not reach us in time for the start of morning exams.



Do I need to pay for my exams?

Not if you have **missed an exam without good reason**. However, Exam entries cost the school a lot of money so you may be charged if you fail to attend.

Practical Science Assessment

GCSE:

- Students do at least 8 practical activities (16 for combined science) covering specific techniques
- Written questions about practical work will make up at least 15% of the total marks for the qualification
- There will be no separate grade for practical skills
- Students studying combined science will receive one of 17 grades from 9-9 (highest) to 1-1 (lowest)

Improving science practicals

Ofqual

GCSE

8x practical activities (minimum)

16x for combined science

15% of total marks (in exam)

NO separate grade

A level:

| New grading structure | Current grading structure |
|-----------------------|---------------------------|
| 9 | |
| 8 | A* |
| 7 | A |
| 6 | B |
| 5 | |
| 4 | C |
| 3 | D |
| 2 | E |
| 1 | F |
| | G |
| U | U |

GOOD PASS (DfE)
5 and above = top of C and above

AWARDING
4 and above = bottom of C and above

AS & A Level Reforms

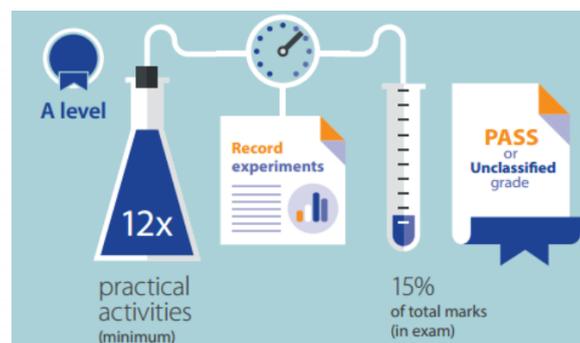
From 2015 onwards, A Levels have been changing gradually. In the past 1 x AS level + 1 x A2 Level = A Level. New AS Levels no longer contribute to an A Level award and are now a stand-alone qualification.

Therefore, students at Chew Valley School will be studying A Levels over a 2 year course rather than AS and A2.

Mock exams for Year 12 & 13 will take place in early January 2021 and for Year 13 again around March/April time.

A Level Science changes:

- More practicals – at least 12 in each science subject
- Written questions about practical work will make up at least 15% of the total marks for the qualification
- Students will need to record their experiments as they do them
- Students' competence in practicals will be reported separately (**pass/unclassified**)
- Practical 'pass' for A level science likely to be required by universities – **check admissions information**



Results and Results Day

Results of external exams will be available via the **INSIGHT PORTAL** from 9am on the published results dates. Results can be printed from the Insight Portal at home if convenient. There is no need to come into school to collect results unless students have a question or query concerning their grades, or need information and advice.

However, please remember that your Insight portal access will cease on 31st August 2021 if you are not returning to school in September.



| Exam Season (20-2021) | Results Date | Time & Location |
|-----------------------|--|-----------------------|
| November 2020 | Thursday 14 th January 2021 | 10am via Exams Office |
| Summer 2021 (A Level) | Monday 24 th August 2021 | 8.30am School Library |
| Summer 2021 (GCSE) | Friday 27 th August 2021 | 9am School Hall |

Results **MUST** be collected by the student in person. If students are unable to collect their results on the dates/times above, they may leave a Stamped Addressed Envelope with the Exams Officer and results will be posted home. Alternatively, students may provide a written note giving permission for a 3rd party to collect their results on their behalf. **SAEs and written permission slips must be left with the Exams Office before the end of the Summer Term.** Please note results are not available for collection outside the times/dates listed above but will be available via the Insight Portal.

Certificates

Certificates confirming your results are vitally important documents and should be carefully stored as they will almost definitely be needed at a later date. You can collect them either at your GCSE or A Level Certificate Presentation Event (we will write to invite you to this later in the year) or in person from Reception shortly after the Presentation Events.

If you are unable to collect certificates yourself, you may arrange for a friend or family member to collect these on your behalf but we must have a written note of consent from you and the person collecting must bring photo ID. We are unable to post certificates and any uncollected certificates will be destroyed after one year, in line with regulations.

Please remember that your Insight portal access will cease on 31st August 2021 if you are not returning to school in September.

Lost Certificates

If you lose your certificate you would need to apply directly to the exam board concerned for a statement of results – contact details for the exam boards are on the school website. This can cost in excess of £50 per certificate, so please keep them safe! The school does not keep copies of any examination certifications. Legal names appear on certificates and not preferred names, so if you wish to change this in advance, please email Mrs Whitehead.

Post Results Services

It is possible that some of your results could be disappointing. In some cases, this is likely to be a reflection of the work you have done in your preparation. However, if any of your results are significantly below your expectations, there are a number of options you may wish to pursue. These options need to be thought about carefully and discussed with subject teachers, parents/carers and the Exams Officer before you embark on them.

Enquiries about Results (EARS)

The following services are available:

GCE

| | | |
|--|--|--|
| PRIORITY Review of Marking (where a University Place is dependant) | Approx. £65 per paper. (ie Maths – 3 Papers @ £65 x 3 = £195) | DEADLINE – 10am 24th August 2021 |
| Review of Marking – can take 20 days | Approx. £59 per paper (ie Maths – 3 papers @ £59 x 3 = £177) | DEADLINE – 10am 4th September 2021 |

GCSE

| | | |
|--------------------------------------|---|---|
| Review of Marking – can take 20 days | Approx. £57 per paper (ie Maths – 3 papers @ £57 x 3 = £171) | DEADLINE – 10am 14th September 2021 |
|--------------------------------------|---|---|

Access to Scripts (ATS)

You can request a copy of your script/exam paper. Prices range from £10 - £20 per paper. Please speak to the Exams Officer to find out all of the options. This can take up to 2 months so is not an option for checking if you need a paper reviewed.

These deadlines represent **THE VERY LATEST** date for completing EARS. Remember you need to check what to do with subject staff, see the Exams Officer to check for availability of the service you require and the correct fee. Information with forms/fees/deadlines are published on the school website. **YOU SHOULD ORGANISE ANY ENQUIRY EARLY TO AVOID MISSING THESE DEADLINES WHICH ARE FIXED BY THE EXAM BOARDS.**

In all cases, you will be asked to sign an acknowledgement that your results may remain unchanged or could go up **or down**. Grades that go up will have their fee refunded. Please note that Coursework or NEA's cannot be re-marked.

Re-sits

Only GCSE English & Maths can be re-sat in the November series. Details will be published every September. Please speak to subject teachers or the Exams Officer.

All other resits will occur in the Summer series only – details will be published during the academic year.

And Finally.....

Exams can be a worrying time, but if you revise effectively, prepare properly and make sure you organise yourself (pens, calculator, clear pencil case, checking your timetable etc.) then you can reduce stresses during the exam season to a minimum.

Please speak to your subject teacher or to the Exams Office staff if you are unclear about any of the procedures involved in your exams.

Patience, persistence and perspiration make an unbeatable combination.



Napoleon Hill

A Growth Mindset
at Chew Valley



BEST WISHES FOR ALL YOUR EXAMS

A handwritten signature in black ink that reads 'Kate Rowlands'.

Mrs Kate Rowlands
Deputy Headteacher

A handwritten signature in black ink that reads 'Louise Whitehead'.

Mrs Louise Whitehead
Exams Officer

Information for candidates

Using social media and examinations/assessments



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

Please read it carefully.

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

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

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

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

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

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ 2020 – Effective from 1 April 2020



| | | | | | |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

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.

Effective from 1 September 2020



AQA

City & Guilds

CCEA

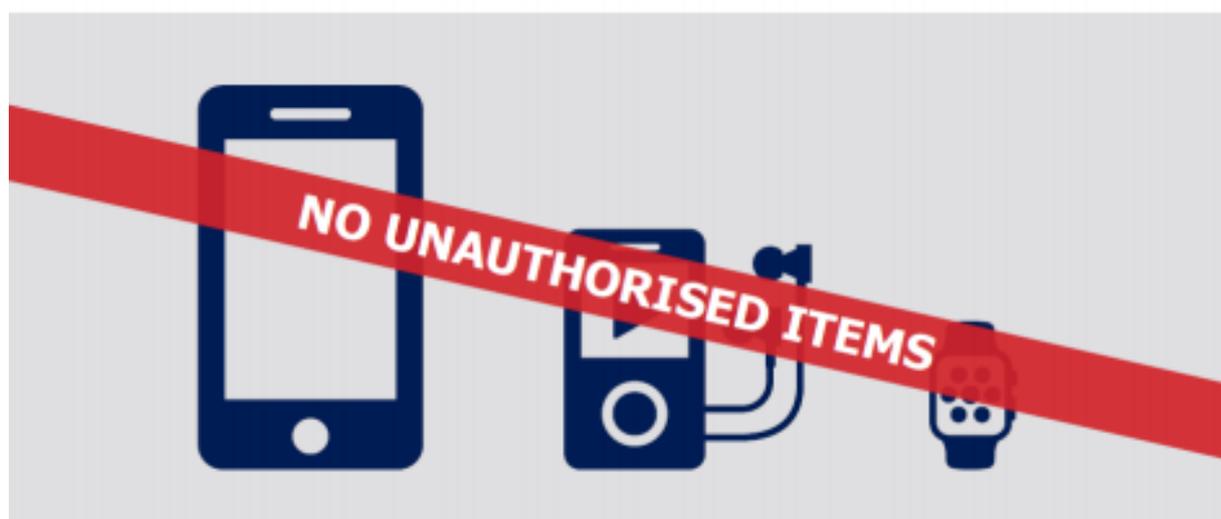
OCR

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.



Joint Council for
Qualifications ^{cic}

Information for candidates

Coursework assessments

Produced on behalf of:



©JCQ 2020

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 or 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 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 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

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| 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.

| | |
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| A Regulations – Make sure you understand the rules | |
| 1 | Be on time for your on-screen test(s). If you are late, your work might not be accepted. |
| 2 | Do not become involved in any unfair or dishonest practice during the on-screen test. |
| 3 | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. |
| 4 | Only take into the exam room the materials and equipment which are allowed. |
| 5 | You must not take into the exam room: <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 | If you use a calculator: <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 examination room any operating instructions or prepared programs. |
| 3 | Do not use a dictionary or computer spell checker unless you are told otherwise. |
| D Instructions during the on-screen test | |
| 1 | Always listen to the invigilator. Always follow their instructions. |
| 2 | Tell the invigilator at once if: <ul style="list-style-type: none"> a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities. |
| 3 | You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. |
| E Advice and assistance | |
| 1 | If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator. |
| 2 | Put up your hand during the on-screen test if: <ul style="list-style-type: none"> a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well. |
| 3 | You must not ask for, and will not be given, any explanation of the questions. |
| F At the end of the on-screen test | |
| 1 | Ensure that the software closes at the end of the on-screen test. |
| 2 | If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s). |
| 3 | Do not leave the exam room until told to do so by the invigilator. |
| 4 | Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test. |

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| 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.

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| A Regulations – Make sure you understand the rules | |
| 1 | Be on time for all your exams. If you are late, your work might not be accepted. |
| 2 | Do not become involved in any unfair or dishonest practice during the exam. |
| 3 | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. |
| 4 | You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification. |
| 5 | If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk. |
| 6 | Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. |
| 7 | Do not talk to or try to communicate with, or disturb other candidates once the exam has started. |
| 8 | You must not write inappropriate, obscene or offensive material. |
| 9 | If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return. |
| 10 | Do not borrow anything from another candidate during the exam. |
| B Information – Make sure you attend your exams and bring what you need | |
| 1 | Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam. |
| 2 | If you arrive late for an exam, report to the invigilator running the exam. |
| 3 | If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. |
| 4 | Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. |
| 5 | You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. |
| C Calculators, dictionaries and computer spell-checkers | |
| 1 | You may use a calculator unless you are told otherwise. |
| 2 | If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or 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. |

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:

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| 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: <https://www.jcq.org.uk/contact-our-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: <https://www.jcq.org.uk/contact-our-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.