



**CENTRE No: 12510**

**Examinations 2021/2022**

**Public Examinations Handbook**

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**Assistant Headteacher in charge of exams – Mr C Maunder**

**Exams Officer – Ms J Hamilton**

**SENDSCO- Ms J Linney**

## **CONTENTS**

- Introduction
- Pre Examinations
- During the Examinations
- Post Examinations
- Frequently asked questions
- Exam Board Information regarding Coursework
- Non Examination assessments
- GCSEs: How do the 9-1 grades work?
- Exam warnings

## **INTRODUCTION**

Chace Community 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. This handbook will outline key information for students and carers.

The code of conduct set down by the examinations board is very strict and the school must follow them exactly.

Individual exam timetables will be produced in due course.

### **Exam Season Dates**

- November 2021 examinations begin Monday 1st November 2021
- Summer 2022 exam season begins Monday 16th May 2022.

### **Study Leave**

Students will be given dates for study leave in due course. When study leave begins, you are only expected in school for scheduled exams.

## **PRE EXAMINATION**

- Before the exams begin you will be given an individual copy of your Statement of Entry (this lists all the exams you have been entered into). It is the student's responsibility to check the Statement of Entry includes all the expected subjects and correct tiers of entry. It is important your name is correct as this is how they will appear on exam certificates. Please look after your timetable and make sure you know when exams are taking place.
- A full timetable will be made available on the school website.
- Any clashes on your timetable will be clarified by the exams officer at a later date.

- Please make sure your contact details are up to date with Student Services.
- You can only take an exam on the date published. If you miss an exam you cannot take it another day. The entry fee for the exam will be payable if you miss any without good cause. A medical certificate is required if you miss an exam through illness.
- The school's uniform policy applies throughout the examinations. Outdoor coats, bags and valuables should be left at home, if weather permits, or you may have to leave your personal belongings at the front of the exam hall and the school cannot accept responsibility for their safe keeping.
- The school reserves the right to refuse entry into the examination room if you do not present yourself in full school uniform.
- Access arrangements – any queries please see Jen Linney.

### **DURING THE EXAMINATION**

- All exams will take place in the Sports Hall, Main Hall, Library, 6th Form Common Room or Dance Studio unless alternative instructions have been given.
- You should arrive at the netball courts at least ten minutes before the start of the exam.
- In the situation where Year 11 students have an examination before study leave begins, tutors will bring students to the main venue and supervise them there.
- Exams usually begin at 8.50am for the morning sessions and 1.30pm for the afternoon sessions.
- If you are late you may be refused entry to the exam room.
- You may be checked with a security detector to ensure you do not have a mobile phone/electronic device/unauthorised item on your person.
- Before the examination begins, sit silently facing the front, do not communicate in any way with other students and do not begin to write anything until instructed to do so.

- Make sure that you come to the examination properly equipped. Bring a pen, pencil, ruler, rubber and spares. Some examinations require additional materials which YOU MUST PROVIDE (e.g. calculator). Individual subject areas will advise you in advance. The school will not be able to provide such specialist materials, so ensure that you attend fully equipped.
- Use **BLACK INK** only. Bring at least 2 pens with you.
- Only clear pencil cases are allowed.
- Where calculators are allowed, please remove the case before entering the examination room, clear anything stored and check the batteries are working.
- Only still water in a clear bottle, with all labels removed is allowed in the examination room.
- The centre number, subject title, paper number, date and the actual start and finishing times will be displayed in every exam room.

### Clash Students

Please see Jo Hamilton (Exams Officer) as soon as possible to discuss exam clashes. This includes clashes you may have when sitting exams at other schools/colleges.

### Invigilators

- The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process.
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.
- All invigilators should be treated with respect and students must follow their instructions at all times.
- Invigilators are not allowed to discuss the exam paper or explain the questions.

## Special Consideration

- Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment.
- A parent/carer must inform Jo Hamilton immediately in writing if they wish for their child to have Special Consideration.
- Email [jhamilton@chace.enfield.sch.uk](mailto:jhamilton@chace.enfield.sch.uk)

## Malpractice

- To maintain the integrity of qualifications, strict Regulations are in place.
- 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:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - 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
- Please read the Social Media warning at the end of this handbook.
- You should be aware that the following constitute malpractice:
  - copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
  - collusion: working collaboratively with other candidates beyond what is permitted;
  - allowing others to help produce your work or helping others with theirs;
  - being in possession of confidential assessment related information in advance of the examination;

- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### **Personal Data**

- The awarding bodies collect information about exam candidates
- To understand what information is collected and how it is used, you must read the **JCQ Information for candidates – Privacy Notice** at the end of this booklet

### **Copyright**

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as **Assessment Materials**) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as **Assessment Licence**)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

### **Coursework assessments/non-examination assessments**

- Please refer to the NEA policy under the exams section on the school website.

### **On-screen tests**

- Please see the on screen test warning at the end of this handbook.

## **Private candidates**

**Chace Community will not be accepting any private candidates for examinations in Autumn 2021 or Summer 2022.**

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

- No mobile phones/smart devices or watches. Please see the warning at the end of the booklet.

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

- Sit in silence and listen to the instructions from the invigilators.

## **AFTER PUBLIC EXAMINATIONS**

### GCE A levels and Level 3 BTEC

A Level results will be published on Thursday 18<sup>th</sup> August 2022. Students should attend school between 8.30 am and 9.30am in the Diner.

### GCSE and Level 2 BTEC

November 2021 GCSE results will be published on Thursday 13<sup>th</sup> January 2022. Results will be sent to individuals on the Progresso App.

Summer 2022 BTEC Level 2 and GCSE results will be published on Thursday 25<sup>th</sup> August 2022. Students should attend school between 8.30 am and 10.00am in the Diner.

**UNDER NO CIRCUMSTANCES WILL ANY RESULTS BE GIVEN OVER THE TELEPHONE OR EMAIL**

### **Certificates**

November certificates normally arrive mid- March, students will be notified when certificates are ready for collection.

Summer 2022 certificates arrive at various times during the Autumn Term. It is not safe to send certificates through the post, so students are required to collect their certificates personally from the School. Students will be notified on the school website when certificates are available for collection, which will normally be in early November.

## **FREQUENTLY ASKED QUESTIONS**

- **“I have lost my exam statement of entry (exam timetable)”** – It is the student’s responsibility to look after their timetable and make a note of exam dates in their journal. New timetables can be issued by Jo Hamilton during morning break/lunchtime. A full exam timetable is available on the school website.
- **“I am missing an exam on my timetable”** – Please speak to the Head of Department.
- **“I am entered for the wrong tier”** – Please speak to the Head of Department. The Exams Officer will be informed if a change needs to be made in advance of the exam.
- **“I have an exam clash”** –

Please see the Exams Officer straight away

- If you have two exams timetabled for the same session (morning or afternoon) on the same day and the total time for both exams does not exceed three hours you will take the papers one after the other.
- If you have more than three hours timetabled for the same session, it is likely that one of your exams will be rescheduled to a different session that day. You will have to be supervised by a member of staff between the end of your morning exam and the start of your afternoon exam. You will be given detailed instructions on what to do.
- If you have more than five and a half hours of exams at GCSE level or more than six hours at GCE level, timetabled for the same day, you must go to the Exams Office immediately and in exceptional circumstances it may be possible to reschedule one of your exams for the following day.

- **“I don’t understand the exam question”** – Exam invigilators cannot help with any answers or explain any questions.
- **“I can’t remember my candidate number”** – Your candidate number is detailed on your Candidate Statement of Entry. (Exam timetable) A card with your name and candidate number will be on your exam desk.

**“I’m late, can I still sit the exam?”** - Candidates who arrive late with good reason may be allowed to sit the exam. It may not be possible to allow you any extra time if you start the exam late. If you start the exam more than an hour late (for exams which last one hour or more) or 30 minutes late (for exams which last less than an hour), the school has to inform the exam board and they may decide not to accept your work. You must allow enough time for your journey and plan to arrive at school at least 30 minutes before the start of your exam.

- **“If I miss the exam, can I take it on another day?”** - NO– Timetables are regulated by the exam boards and you must attend on the given date and time.
- **“Can I leave the exam early?”** –NO- A candidate may not leave the exam room without the permission of an invigilator.
- **“What if the fire alarm goes off?”** – You will remain silent and listen to the exam invigilators. If you have to evacuate, you must leave all your exam papers face down and equipment on the desk and leave the room in silence. Please do not attempt to collect your belongings from the front of the room. Failure to adhere to exam regulations will result in your disqualification from the exam.
- **“I need the toilet”** – Please try and go to the toilet before the exam begins. Raise your hand and an invigilator will escort you in silence to the nearest toilets. Candidates are not permitted to use the toilet in the final 20 minutes of the exam.
- **“I feel sick”** – Raise your hand and an invigilator will assist you.

## EXAM BOARD INFORMATION REGARDING COURSEWORK



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

**AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

**Information for candidates – coursework assessments**

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

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

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

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

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

**The regulations state that:**

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

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

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

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

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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

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

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

## **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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



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

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

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

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

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

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

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

# NON EXAMINATION ASSESSMENTS



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

**AQA, OCR, Pearson and WJEC**

## **Information for candidates: non-examination assessments**

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

**When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.**

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

### **Preparing your work – good practice**

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

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

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

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

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

You must not write inappropriate, offensive or obscene material.

## Research and using references

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

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

### **The regulations state that:**

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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

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

## Plagiarism

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

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using, or even marked the 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 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**

## How the new grades compare with the old ones

Old grades	New grades
A*	9
A	8
B	7
C	6
	5 STRONG PASS
	4 STANDARD PASS
D	3
E	2
F	1
G	1
U	U



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.**

# **NO MOBILE PHONES WATCHES 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.



AQA City & Guilds CCEA OCR Pearson WJEC

### Information for candidates

#### For written examinations - effective from 1 September 2018

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

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
<b>This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</b>	



AQA City & Guilds CCEA OCR Pearson WJEC

**Information for candidates  
For on-screen tests – effective from 1 September 2018**

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

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You <b>must not</b> take into the exam room: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b>  Unless you are told otherwise, you <b>must not</b> have access to: 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.  <b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.
<b>This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</b>	

**Information for candidates  
Using social media and examinations/assessments**



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

**Please read it carefully.**

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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



**You 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>

