



Kingsthorpe
College

Centre Name: Kingsthorpe College

EXAMINATIONS 2017/2018

GUIDANCE FOR STUDENTS AND PARENTS

CENTRE NUMBER 27224

SCHOOL TELEPHONE NUMBER 01604 716106

INTRODUCTION

It is the aim of Kingsthorpe College to make the examination experience as stress free and as successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Kingsthorpe College is required to follow them precisely. You should, therefore, pay particular attention to the Notices to Candidates that is printed on the following pages.

Some of the questions you may have are answered in this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact:

The Examinations Officer Miss J Moore
based in the Exams Office or
Student Services:

School Telephone Number: 01604 716106

Remember – we are here to help.

GOOD LUCK!



**NO IPODS, MOBILE PHONES,
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

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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

Effective from 1 September 2014

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

Information for candidates
For on-screen tests – effective from 1 September 2016

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"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • 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	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	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).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	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.
5	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"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • 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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • 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.

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

Information for candidates For written examinations – effective from 1 September 2016

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	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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 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.
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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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.

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

- All Candidates will have received a Statement of Entry from the College, indicating the subjects they are being entered for and the levels of entry, where applicable. Some subjects only have one tier of entry, some have Foundation or Higher Tiers. You must check everything on your Statements of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.
- Please Note: Legal surnames will appear on all certificates

EXAMINATION BOARDS

Kingsthorpe College uses the following Examination Boards:

AQA, Edexcel, OCR, WJEC, BCS, LIBF and NCFE

CANDIDATE NAME

- Candidates are entered under the name format of:

First Name + one middle initial + (legal) Surname, e.g. Adam J. Smith.

CANDIDATE NUMBER

- Each candidate has a **four-digit candidate number**. This is the number you will enter on examination papers. It will appear on your Statements of Entry and exam timetables. Please write your candidate number on the front of this booklet. **Please learn it**. Remember, failure to enter your exam number on your paper could void it.

UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter). This is shown on the top of the Statements of Entry. This number will usually begin with the Centre number (27224) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and **it is not necessary for you to remember it**.

TIMETABLES

- Each candidate will receive an individual timetable showing the specific examinations with details of the date, time, duration of the exam, venue, row and seat number. Check it carefully. If you think something is wrong see Miss Moore **IMMEDIATELY**. Don't leave it until just before the exam when it may be too late to do anything for you. (Parents: Please ensure that you make yourself aware of this timetable) The general timetable will also be available on the Kingsthorpe College Web Site.
- Some candidates may have an exam clash. This is where there are two exams timetabled on the same day and at the same time. The Exams Office will make special timetable arrangements for these candidates only. You must check your individual timetable and see Miss Moore if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Miss Moore **IMMEDIATELY**.

CONTACT NUMBERS

- Please check that Kingsthorpe College has at least one up to date contact number and email address for you.

EQUIPMENT

- Make sure you have all the correct equipment before your examinations start.

You need to provide for yourself:

- ✓ **BLACK INK** Biro or ballpoint pen (no gel pens)
 - ✓ Pencils and pencil sharpener
 - ✓ Rubber
 - ✓ Ruler
 - ✓ Protractor (Maths and Science exams)
 - ✓ Calculator (especially for some Maths and ALL Science exams)
 - ✓ A pair of compasses
- Check the regulations in the Notice to Candidates on Page 5 and the information on the following pages.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is printed at the front of this booklet. All candidates must read this carefully and note that to break any of these examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of the regulations to the Awarding Body.

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, in full school uniform and equipped. Candidates must arrive 15 minutes before the start time of their examination, and must wait quietly outside the exam room or the allocated door to the exam room until invited to enter by the Examination Invigilators.
- Full School Uniform must be worn by all students attending school for examinations (except 6th Form). This includes students who may not have been attending school for various reasons.
- All items of equipment, pens, pencils, mathematical instruments, etc, should be visible to the invigilators at all times. You must use a **TRANSPARENT** pencil case or clear plastic bag. Calculators must have all cases, lids or covers removed.
- Write your name as it appears on your statement of entry (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on your answer booklets.
- **Pens should be BLACK ink or BLACK ballpoint.** No Tippex, correction pens or gel pens are allowed, as most exam papers are now scanned electronically.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any cases, lids, covers or instructions and make sure the batteries are new.
- Please make sure that any watch alarms are turned off.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. (See Frequently Asked Questions at the end of the booklet). If you break these rules you will be disqualified from the examination.
- You must do all work, including rough work, on examination stationery unless otherwise stated.
- You must write your answers in the designated sections of the answer booklet.
- You should neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner.

- You must do any rough work for multiple-choice papers in the question book.
- **MOBILE TELEPHONES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone, earphones, or any other type of electronic communication or storage device, like MP3 Players, iPods and digital cameras are found in your possession during an examination **(even if it is turned off), it will be taken from you and a report made to the appropriate exam board. No exceptions will be made.** The item will only be returned to a parent. This is very important, at the very least you will lose the marks for the exam where the incident occurred but please remember that the examination board has the power to remove the marks from every single one of your exams if it feels that the breach of security is significant enough.
- Food and drink is not allowed in the examination rooms. However, during the May/June exams candidates may have a small bottle of water, with a sports cap and label removed, on the floor at the side of their desk. **Only water** is allowed and all other drinks will be confiscated.
- Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on your examination papers – if you do the examination board may refuse to accept your paper. A lot of exam papers are now scanned by computers, so any graffiti or comments may stop your answers from being scanned properly.
- Listen carefully to instructions and notices read out by members of staff and the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have **left the room.**
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

INVIGILATORS

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Only members of staff approved by the Exams Officer may be present at the start of the examination.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, give out instructions relating to the exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example, if a candidate is feeling ill.
- Please note that invigilators will not discuss the examination paper with you or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exam Officer or members of the College Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems), please inform Miss Moore at the earliest point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of the examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Office without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse. If medical evidence is not received within 3 days of the exam we cannot take any action for you.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 35% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being delayed.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- **A Level / GCSE / Diploma / Modular Results** you will be notified when your exam results will be available for collection. Results dates will be available on our web site.
- If you wish any other person (including family members) to collect your results on your behalf, you must give them a letter to bring in on the day and they must bring some form of identification with them.
- **No results will be given out by telephone under any circumstances.**
- Pass Grades at AS Level are from A – E
- Pass Grades at A2 Level are from A* - E
- Pass Grades at GCSE are from A*- G and 9-1

EXAM CERTIFICATES

- Certificates will only be given to the person named on them unless written permission is received from the candidate.
- Kingsthorpe College is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board.
- All certificates will be issued in the candidates legal names.
- Certificates arrive into the college during December and will be available for collection. Notification of dates that certificates will be available from will be on the Kingsthorpe College web site.

FREQUENTLY ASKED QUESTIONS

Q What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately

Q What do I do if I forget my Candidate Number?

Candidate Numbers are printed on seating plans, which are available on the entrance door of the exam room and are also held by the invigilators in the exam rooms, and on attendance registers. Invigilators will be able to help you find your number.

Q What do I do if I forget the school Centre Number?

The Centre Number is 27224 and will be clearly displayed in the examination room.

Q What do I do if I have an accident or am ill before the exam?

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You will also need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstance beyond their control. Examples or such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam for each subject) and the candidate will be required to provide evidence to support such an application.

Q What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

Q If I miss the examination 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.

Q Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up etc.

Q What equipment should I bring for my exams?

For most exams you should bring at least 2 pens (black ink only)

For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (eg for English Literature).

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q What items are not allowed into the examination room?

Only materials that are listed on question papers (eg an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Bags and coats and any other items not permitted under examination regulations must be left in the 'container'. Do not bring any valuables into school with you when you attend for an examination. No food or drink is allowed in the exam room, except for May/June exams – see earlier note on page 6.

Mobile telephones must not be kept on your person even if they are turned off. You will be given an opportunity to hand your mobile phone in to the invigilators but it is your responsibility to ensure that it is switched off. Even if you have handed it in and it goes off you may lose your marks for one or possibly all of your exams. We would recommend that you remove your battery as new phones have alarms which can turn phones back on.

Q Why can't I bring my mobile telephone or earphones into the exam room?

Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, earphones), is regarded as cheating and is subject to a severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** – **disqualification for the entire subject award**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you will be **disqualified from all papers for the subject (including any already taken)**.

Should a malpractice incident occur the college will not pay for a re-sit.

Q How do I know how long the exam is?

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the start and finish time of the exam on a flip chart or board at the front of the exam room. There will be clocks in all examination rooms.

Q Can I leave the exam early?

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. Students must leave the College site in a quiet orderly fashion at the end of their exam.

Q May I go to the toilet during the exam?

Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Only one candidate can go to the toilet at any time.

Q If I have more than one exam on a day can I get lunch at school?

Students who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way by joining the queues that are lining up at that time. If you remain on the College site between exams you must find somewhere quiet to sit and revise for your next exam. Under no circumstances should you interfere with other lessons or misbehave in any way. Students who have examinations in the afternoon with lessons in the morning will be given an early lunch.

Q Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing. Failure to notify the college of incorrect details or entries will involve certificate reprints or late entries having to be made which will be charged for.

Q I am entitled to extra time – how will that affect the way I take my exams?

Some students receive an allowance of 25% extra time. Candidates will be seated in a different room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on board.

Q Can I retake an exam due to a zero score as a result of a malpractice?

Candidates should be aware that malpractice in an exam can lead to disqualification from not only that unit but from the whole of the exam. In cases of malpractice the cost of retake, where applicable, is at the College's discretion.

If you have any further questions not covered here, please see Miss Moore or Mrs Young.

Kingsthorpe College - Appeals Procedure

In accordance with the JCQ Code of Practice for the conduct of external qualifications produced by the QCA, Kingsthorpe College is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specification;
- the consistency of internal assessment is secured through internal standardisation as set out by the Awarding Bodies;
- staff responsible for internal standardisation attend any compulsory training sessions.

NB *Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the AB must moderate the assessment and the final judgement on marks awarded is that of the AB. Appeals against matters outside the college's control will not be considered in the college's Appeals Procedure.*

Each Awarding Body publishes procedures for appeals against its decisions, details of which are available on their websites (under Post Results Services) or from Kingsthorpe College Examination Officer's on request.

- In cases of Enquiries About Results, where Kingsthorpe College does not uphold a request for such an enquiry, the parent/carer may normally pay to have an enquiry carried out.
- Where the parent/carer wishes to challenge the decision not to hold an enquiry or subsequent appeal, a similar procedure to that mentioned below will be carried out.

Appeals may also be made to Kingsthorpe College regarding the procedures used in internal assessment, such as coursework. **NB** the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself ie not the mark or grade. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the parent/carer may appeal to the Headteacher, who will put into action the agreed appeals process set out below. It is expected that it will be used only in exceptional circumstances.

1. The Examination's Officer's acting on behalf of the Principal are in overall charge of managing appeals relating to internal assessments.
2. If a candidate (via their parent/carer) wishes to appeal about his/her internal assessment marks then the following procedures should be followed:
 - The appeal should be made in writing to the Principal stating the details of the complaint and the reasons for the appeal
 - The appeal should normally be submitted by the nearest working day to 30th April for examinations in the summer series. [This deadline may be extended in exceptional circumstances where the coursework marking and moderation schedule extends beyond this time].
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing and a copy will be sent to the parent/carer.
4. If the parent/carer is not satisfied with the written response they have received then they can request a personal hearing before an appeals panel:
 - The appeals panel will consist of Principal and two of the following – the Vice Principal (Curriculum) – the Director of Faculty – the Examinations Office
 - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal
 - The parent/carer will be given at least two days notice of the hearing date

- A breakdown of the marks awarded will be provided in advance of the appeal
 - The teacher(s) involved will be present at the hearing
 - The Principal will convey the outcome of an appeal and the reasons for that outcome in writing to the parent/carer
 - Kingsthorpe College will maintain a written record of all appeals
 - Kingsthorpe College will inform the Awarding Body (exam board) of any change to an internally assessed mark as a result of an appeal.
5. If the parent/carer remains unsatisfied, the case can be referred to the **Examinations Appeals Board (EAB)**. **NB** *This service applies where awarding bodies' normal enquiries and appeals procedures have been exhausted.*

Kingsthorpe College

EXAMINATION APPEALS PROCEDURES

INTERNAL ASSESSMENT APPEAL PROCESS

Kingsthorpe College is committed to ensuring that whenever its staff assess students' work for external qualifications this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his / her work, she / he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

This policy details the procedure regarding appeals by students relating to internal assessment decisions conducted by this Centre and submitted to Awarding Bodies to contribute to GCSE, GCSE in vocational subjects, GCE and OCR National awards.

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and thus, awarding.

Commitment:

1. This written appeals policy will be published to students and made available to students through the Exams Office.
2. This appeals policy will be reviewed annually by the school's Exams Officer.
3. The Exams Office will keep records of all appeals and the subsequent decisions, will manage internal appeals.
4. Appeals will be considered by at least three people; at least one of whom who has not been involved in the internal assessment decision.
5. The candidate (making the appeal) should be supported in the presentation of their case by a parent / guardian / friend.
6. The school will keep a written record of all appeals.
7. The written record will include the outcome of the appeal and include clear reasons for that outcome. A copy will be sent to the candidate.
8. Candidates will be able to gain access to:
 - a) The marks awarded to them for an internal assessment.
 - b) All comments recorded by the school relating to their internally assessed work – feedback on grades / marks, not moderated so not final.
 - c) Any correspondence relating to their internally assessed work between the school and the Awarding Body.
 - d) Information, if available at the time of the appeal, as to whether the work was sampled by the Awarding Body.
 - e) The moderated mark given by the Awarding Body, if known.
 - f) Relevant Awarding Body procedures for the conduct of internal assessments.
9. Appeals will include a review of the procedures used by the school to award marks for internal assessments and will consider whether the procedures conform to the published requirements of the Awarding Body and the Code of Practice.
10. Deadlines for internally assessed student work will be kept and only extended in exceptional cases. A written record will be kept of the reasons and students involved by the relevant Head of Department.
11. All internal appeals should have been considered and resolved by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series). Any difficulty in meeting this deadline will be raised with the Awarding Body.
12. The school, through the Exams Office will inform the Awarding Body of any outcome from an appeal which has implications for the conduct of the examination or the issue of results at the school.
13. Full details of any appeal will be made available to the Awarding Body on request.

Kingsthorpe College

EXTERNAL ASSESSMENT APPEALS PROCEDURE

This applies to GCE,GCSE,Key Skills and BTEC work that is externally assessed

Appeals are only accepted from the Exams Officer or Head of Centre on behalf of a candidate or a group candidates. It is possible to appeal against the procedures of an Exams Board in the conduct of an examination. This is not to be confused with making a Result Enquiry, querying a mark. It is not possible to appeal against the outcome of Result Enquiry unless there is evidence that the exam board was not adhering to the code of practice. An appeal might be against the inappropriate application of a mark scheme, or perhaps against a change in specification without properly making it known. In each case the Examinations Officer would need to look very carefully at the Code of Practice, to see if there has been a procedural error. The process is long winded, and probably has to go through all three stages before success is likely. The final conclusion may be 6 months after the exam results are published, by which time any changes in marks will be far too late for University purposes. Making an appeal is very rare.

In the case where appeals are made by the College this must occur within two calendar weeks of receiving the outcome of the enquiry about results. This time scale is determined by the regulators and does not make allowance for the time the centre may be closed for holidays.

When an application for an appeal is received, an awarding body will have various mechanisms for deciding whether it will be accepted or not. An awarding body may refer the application to a committee or sub-committee. Alternatively, an officer in an awarding body may make the decision.

The decision whether or not to accept the appeal is based on:

- the grounds for the appeal put forward by the centre or private candidate
- whether an enquiry about results has been completed;
- the timescale of the application.

If an appeal is not accepted, the reason(s) for this will be given.

What happens during a Stage 1 Appeal investigation?

Stage 1 of the Appeals Process involves an examination of the case by an officer of the awarding body who has not had any previous involvement with the matter. This investigation will take into account the written submission from the appellant

The procedures which are open to investigation include the full range of processes involved in, and leading to, the award of grades. The appeals process is not directly concerned with making judgements about the quality of candidates' work since this is the responsibility of senior examiners and moderators. An appeal investigation does not generally involve a further review of the candidates' work, but such action may be authorised following the Stage 1 or Stage 2 Appeal. After the investigation the appeal will either be rejected (disallowed) or upheld (allowed). If the appeal is upheld (allowed) any necessary further work on the candidates' scripts or results will be undertaken. Any such work will always be carried out in full compliance with the Code of Practice and JCQ agreed procedures. A report on the Stage 1 Appeal investigation detailing the awarding body's decision will be sent to the head of centre or private candidate. All JCQ awarding bodies will deal with Stage 1 Appeals as quickly and thoroughly as is possible.

Stage 2 Appeals

If the exams officer/head of centre remains dissatisfied with the outcome of the Stage 1 Appeal, a written request for a Stage 2 Appeal should be sent to the relevant awarding body. **A request for a Stage 2 Appeal must be made by the college within two calendar weeks of receipt of the Stage 1 Appeal outcome letter.** The Stage 2 Appeals process is designed to ensure that the exams officer/head of centre has a formal opportunity to present their case to an impartial body appointed in accordance with the Code of Practice. The Head of Centre may wish to delegate this to a member of the centre's staff. For a Stage 2 Appeals hearing, an awarding body typically convenes a panel of three or four people. They will be drawn from a larger pool of individuals who are not directly employed by the awarding body and who have been trained in the task of deciding appeals.

Further avenues of appeal

If the appellant remains dissatisfied with the decision of the Stage 2 appeals panel, he or she may appeal to the Examinations Procedures Review Service (EPRS). The Examinations Procedures Review Service is an independent body which has been set up to ensure that schools and colleges, and also candidates and parents, are satisfied that grades issued by an awarding body are as fair and accurate as they can be.

Timescales

The awarding bodies aim to complete both Stage 1 and then (unless the outcome leads the appellant to withdraw the application) the Stage 2 hearing within 50 working days* of the application of the original appeal request (reference Code of Practice May 2011 paragraph 9.17). *Any working days falling between 25 December and 1 January inclusive will be excluded from the allowed 50 working days.

The awarding bodies aim to complete all Stage 1 and Stage 2 Appeals arising from the June examination series by 14 February in the following calendar year and on any examinations taken in other series to a comparable schedule.

Appeals against decisions made in cases of malpractice

Malpractice is a term used to describe all forms of irregularity or breaches of the regulations in examinations and assessments, e.g. plagiarism in coursework, the introduction of unauthorised material into the examination room or maladministration. Awarding bodies' decisions on malpractice cases are based on an inter-board agreement which is reflected in the Joint Council for Qualifications (JCQ) publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures. Decisions in cases of suspected malpractice are usually made by a dedicated and trained team of officers at the relevant awarding body. In cases of serious malpractice the decision may be made by a committee of senior officers or an external committee. Appeals may be initiated against a finding of malpractice and/or the sanction imposed by the awarding body.

It is not possible to appeal against a decision to take no further action.

the incident was not dealt with in accordance with the published procedures in the JCQ publication Suspected Malpractice in Examinations and Assessments ; the *decision was unreasonable in the light of the evidence presented to the Malpractice Committee*; further evidence (including medical evidence) has come to light which changes the basis of the awarding body's decision; the sanction imposed is disproportionate to the seriousness of the malpractice.

The following do not, by themselves, constitute grounds for an appeal:

The individual did not intend to cheat;

The individual has an unblemished academic record;

The individual could lose a university place;

The individual regrets his/her actions.

If you require any further clarification regarding this please speak to Miss Moore, KC Examinations Officer.

BCS Learner Appeals Policy (ECDL for Schools)

1. Introduction

This policy is aimed at our learners who are enrolled on or have taken a BCS approved qualification or unit. It sets out the process you should follow when submitting appeals to us and the process we will follow when responding to enquiries and appeals. It is also for use by our staff to ensure they deal with all appeals in a consistent manner.

2. When can I appeal?

- If you disagree with the results of your assessment
- If you believe that we did not apply procedures consistently or that procedures were not followed properly and fairly in relation to the assessment decision
- If you disagree with our decision on the allocation of reasonable adjustments or special consideration
- If you disagree with the action taken against you following an investigation into malpractice

You must submit notice of an appeal within 20 working days of your assessment.

3. Process

In the first instance you must go through your Centre's Appeals Process before bringing the matter to BCS. All Centres are required to have their own appeals policies which you are entitled to request if you wish to make an appeal. In the event that you are still not satisfied with the response by the Centre then you can raise the appeal with BCS. You will be required to provide written evidence of the appeal you have submitted to the Centre.

When submitting an appeal please provide relevant supporting information such as the following where relevant:

- your name and BCS registration number
- date(s) you received notification of a BCS result
- title and number of the BCS qualification affected or nature of service affected (if appropriate)
- full nature of the appeal
- contents and outcome of any communications relating to the investigation carried out the Centre

The appeal is considered by the Quality Assurance Team who acknowledge receipt of the appeal and will decide if there is a case for appeal

The appeal must be sent to qualityassuranceteam@bcs.uk.

4. Payment

You can make payment by debit or credit card by calling Customer Service team on + 44 (0) 1793 417 424. Alternatively, you can send a cheque made payable to 'BCS'. The standard appeal fee is £10.00 + VAT.

If you wish to escalate the appeal so that it is assessed by an independent reviewer then there will be an additional £100.00 + VAT payment required.

BCS will not start the investigation into the appeal until payment has been made. A full refund will be made if the appeal is upheld unless the appeal is for marks to be upgraded due to an illness and then the fee will not be returned.

5. How long will it take to review?

We aim to acknowledge receipt of the appeal within two working days and provide a decision within 20 working days. This may take longer, for example, if a centre visit is required. In such instances, we'll let you know of the likely timescale.

6. The Decision

If we agree we will uphold the appeal and there will be two possible outcomes:

- 1) We will reissue your result and upgrade it from a fail to a pass
- 2) We will allow you to re-sit the examination at no cost

If there is clearly no case for appeal then the appeal will be rejected and you will be given the reasons for the decision. The results of the appeal will be recorded and you notified in writing of the decision.

In all instances we will ensure that the person carrying out the investigation will not have a personal interest in the decision being appealed.

7. Independent Review

You have the right to a final independent review if you do not agree with the BCS decision. If you wish to seek an independent review you must advise us of this within 15 working days of the BCS decision.

This will be carried out by someone who is not a BCS employee, a BCS assessor or anyone connected to BCS. The independent reviewer will also be someone with the relevant competence to make a decision in relation to the appeal and will not have a personal interest in the decision being appealed.

The independent review process may involve:

- a discussion with you as the learner
- a discussion with relevant BCS staff
- a request for further information from you, the Centre or BCS personnel
- a Centre visit by authorised BCS personnel

Due to the fact that it is an independent review we are obliged to pay an external person to undertake this review on your behalf. As a result, there will be an additional appeal payment of £100.00 + VAT.

In the unlikely event that you are still unhappy with the outcome you are entitled to raise this directly with the relevant Regulator such as Ofqual or Qualification Wales.

8. Monitoring and Review

We will review the policy annually and revise it as and when necessary in response to customer feedback. If you would like to feedback any views please send in your comments to compliance@bcs.uk.



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

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

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

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

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

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

The regulations state that:

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

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

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 2017.

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

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

Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, 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 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 don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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 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.

Your awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project qualifications - 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 or lecturer.

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 2017.

You must also include 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: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

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

Preparing your 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, 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, 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 don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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.

Your awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

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

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

The regulations state that:

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

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

When producing a piece of written 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.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

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

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

Preparing your work – good practice

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

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

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

Take care of your work and keep it safe. Don't 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 don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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 or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2016

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.



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

Information for candidates

Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- 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 material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

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

You must familiarise yourself with the rules:

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

Take care to avoid possible malpractice and the application of a penalty.

Exam results will be made available to students in the main hall on the following days:

Summer 2017 Examination Results

GCE

Results Day - Thursday 17th August 10.00am – 12.00pm

GCSE

Results Day - Thursday 24th August 10.00am – 12.00pm

Results will **only** be handed to candidates unless previous arrangements have been agreed.