

ETONBURY  
ACADEMY

Centre Number 15168

Year 11 GCSE  
Examination Booklet

2018-2019



ETONBURY  
ACADEMY

Dear Year 11 Students,

I hope this booklet provides you with all the information and reassurances you need to prepare for your GCSE Examinations.

I would like to take this opportunity to wish you every success in the exams and with your future choices.

Good luck,

Mr I Evason  
Principal

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Principal: Mr Ian Evason

## GCSE Examinations – Summer 2019

The written GCSE exams start on Monday 13<sup>th</sup> May and finish on Friday 14<sup>th</sup> June 2019. Please note that there is also an **exam contingency day** which has been arranged for examinations: “should sustained national or local disruption arise during the examination period”.

This day will be used if an exam in the event of a serious national or local incident, needs to be rearranged for a later date to allow all students a fair and equal chance. The date that has been set aside as the contingency day is **Wednesday 26<sup>th</sup> June**. Therefore, all exam candidates must be available to sit exams from the start of the exams in May until Wednesday 26<sup>th</sup> June 2019. This decision is not a school decision and does apply to all candidates in all schools.

Some practical and oral exams will take place before the 13<sup>th</sup> May and the main exam period of written papers. Your subject teachers will inform you of the arrangements and procedures for these parts of the examinations.

Study leave will start on Friday 24<sup>th</sup> May 2019.

### BEFORE THE EXAMS.....

- Carefully check your **Exam Timetable** and **Statement of Entry** which are enclosed with this booklet. Check that the spelling of your name and date of birth are correct. If they are incorrect please inform the Exams Office immediately.
- Your exam entry is made using your **legal name**. You must write your legal name on your exam papers.
- Remember your **candidate number**, you will need this for every exam.
- Morning exams start at **9:00am** and afternoon exams at **1:30pm**.
- You must attend all exams that you are entered for. Misreading your exam timetable is not a good enough reason for not turning up.
- Your subject teacher may be doing revision sessions before your exam – check with them and make sure you attend as many as you can.
- If you fail to attend an exam without a valid reason, you will not be able to take the exam at another time.
- There will be days when you have to sit more than one exam, sometimes with only a short break between them. Make sure you are prepared for this. If you have two exams due to take place on the same date and time you will have received a ‘clash’ note with your timetable. If you have received one of these notes, please read it carefully and ensure that you are prepared to be isolated between the morning and afternoon sessions. Make sure you have brought some food and a drink with you.
- Please read the copy of the ‘JCQ Information for candidates’ which is at the back of this booklet. This lists all the exam rules and regulations.

## **ON THE DAY OF YOUR EXAM.....**

- Make sure you arrive at school in time for any organised revision sessions.
- If you are delayed and may arrive after the scheduled exam start time, you need to telephone the school (01462 730391) and come to school as quickly as possible, and report to reception without speaking to other students.
- The Exam Board may have to be notified and may not accept your paper.
- If you are unwell and unable to sit an exam telephone the school and make sure you speak to the Exams Office or a message is taken by Reception. You must let us know why you are absent. It might be possible to obtain special consideration from the Exam Board. The Exam Board will not allow special consideration under any circumstances if a candidate has not completed 25% of the assessment. Medical evidence **MUST** be provided. It is important to note that **IF YOU MISS ANY WRITTEN PAPERS IN A SUBJECT YOU MAY NOT BE AWARDED A GRADE** – this will be at the discretion of the Exam Board.
- Check the seating list which will be up on the **hall** doors. This will show which room your exam is in and your seat number. Although most of the exams are in the **gym** you may be in another room so allow enough time to find the correct room.
- Make yourself comfortable before each exam, you will not be allowed extra time if you need to use the toilet during the exam. You will have to be escorted to the toilet by an invigilator.
- You need to make sure you have all the equipment needed for the exam. Invigilators only have a limited supply of equipment.

## **EQUIPMENT CHECKLIST – PLEASE REMEMBER TO BRING:**

- Clear pencil case or clear plastic bag
- Black pens
- Pencils, ruler, eraser, pencil sharpener
- A calculator for Maths, Science and any other subjects if required (do not bring the lid into the exam room)
- Maths equipment for the Maths exams – ruler, protractor, compasses, calculator
- You may have a clear bottle of water but must remove any labels from it

## **DO NOT bring:**

- Correcting fluid, gel pens and highlighter pens (except to highlight questions only)
- Smartwatches – these are not allowed in the exam room
- Wrist watches must be removed and placed on the desk in front of you
- Mobile phones, I-pods, smartwatches, headphones, or any technological/web enabled devices (such as a Fitbit) are **NOT** allowed in the exam room
- Notes of any sort



## DURING THE EXAM.....

You must –

- Be silent in the exam room, including the times when you come in and out. If you need help raise your hand clearly and wait for an invigilator to come to you.
- Remember that the invigilators are there to supervise the conduct of the exam and to maintain the integrity of the exam. They are there to ensure that every candidate in the room has an equal opportunity to demonstrate their ability and to complete the exam. If an individual disturbs others around them, the invigilator has the authority to move a candidate to another desk.
- Listen to the invigilator and show them respect, they are employed by the school so should be treated like a member of school staff.
- Inform the invigilator if you think you have the wrong exam paper.
- Read carefully and follow the instructions on the exam paper.
- Do not forget to fill in your LEGAL name and candidate number at the top of each exam paper **and sign it**.
- Do all your rough work on the exam stationery provided, cross through it and hand it in with your answers.
- Make full use of all the exam time and do not finish too early. Allow enough time for each question and answer the correct number of questions. Attempt all the questions you are required to answer. Read through and check all your answers at the end.

You must NOT –

- Become involved in any unfair or dishonest practice in any part of the exam.
- Talk, turn around or make eye contact with other students. If someone is trying to communicate with you ignore them, they could get you into trouble.
- Deface your exam script or use inappropriate language. The person marking your paper will report this and you may be disqualified.
- Anyone caught cheating in exams, which includes being in possession of a mobile phone, using unauthorised aids and communicating with other students, **WILL** be reported to the Exam Board. This is called malpractice and may mean you are disqualified from the exam you are taking and all other exams!
- Write on your exam desk: this constitutes vandalism, and if you write your name on the desk we will know who has done it!
- You must stay in the exam room for the full time indicated – you will not be allowed to leave the exam early. If you leave the exam room without an invigilator, before the exam has finished, you will not be allowed to return.

In the event of a fire alarm going off during an exam remember:

- Follow the instructions given by the invigilator.
- You will need to leave the exam room in silence.
- Leave all your equipment on your desk.

- Do not talk to other students about the exam. If you are caught talking you will be reported to the exam board as this constitutes malpractice (cheating).
- Do not line up with your tutor group.
- The invigilator will direct you to a suitable place to line up.
- The invigilator will advise when it is safe to return.

#### **AT THE END OF THE EXAM.....**

- Do not leave the exam room until you are told to do so.
- Do not take any exam materials, such as question papers or equipment you have borrowed from any exam room.
- Please leave the exam room in silence and move away quickly – even though you are the other side of the door you can still be heard and other students may still be working.
- Do not waste time worrying about the exam you have just taken – look positively towards the next one.

#### **RESULTS DAY!**

GCSE results are published on **Thursday 22<sup>nd</sup> August 2019** and you can come into school between 8:00am and 12:00pm to collect them.

If you cannot come into school to collect your results you may arrange one of the following:

- A nominated person can collect them on your behalf but they must have a letter of authorisation from you (student). Please note that this nominated person may be asked for photographic ID before results are given out.
- Results can be posted home but you must supply a stamped self-addressed envelope to the exams office no later than 12<sup>th</sup> July 2019.

If you have any queries with your results or are not happy with your final grades you must talk to your subject teacher. You may be able to get a review of marking or ask to see your exam script.

#### **POST RESULTS SERVICES**

The following Post Results Services are available from each Exam Board:

1. Enquiry about Results (EARs) / Reviews of Results (RoRs) – this is also thought of as a remark. The exam board will look again at your exam paper (your 'script') and check that the marking scheme has been applied correctly.
2. Access to Scripts – if you would like your paper back – perhaps to see where you could improve or how you were marked.

3. Clerical Check – this service will include the following checks: that all parts of the script have been marked; the totalling of the marks; the recording of marks.
4. Appeals – if you are dissatisfied with examination results following the outcome of the enquiry about results process, you should refer initially to the regulator’s Code of Practice and the JCQ publication Post Results Services – Information and guidance to centres (found in the Exams Office). If after consulting these documents you are convinced that the awarding body has not followed due procedures, it is possible to submit an appeal in line with the procedures set out in the publication. If an application for an appeal is accepted, an investigation into candidates’ or centre’s results, and the awarding body’s procedures will follow. An appeal investigation does not generally involve a further review of candidates’ work.

**If an original hard copy script has been returned to the centre under the Access to Scripts service, it cannot form part of any enquiry about results or a subsequent appeal.**

Requests for post results services must be made through the school.

Forms and prices for post results services will be available from the school on results day and from the Exams Office thereafter.

The candidate **MUST** sign the form requesting **ANY** post results service. Services cannot be applied for without the consent (in the form of a signature) of the candidate.

## **FREQUENTLY ASKED QUESTIONS**

**Q. Why do I need to check the details on my Statement of Entry (SoE) or my Exam Timetable?**

A. The details on your SoE and Timetable 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 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.

**Q. What do I do if I have two or more exam papers timetabled at the same time (an exam clash)?**

A. Some candidates may have a clash where two subjects are timetabled at the same day and time. We will re-schedule the exams that clash (on the same day). You will normally sit one subject paper followed by the second paper. Depending on how they are re-scheduled you may need to have a supervised break. The ‘clash’ note will explain how they have been re-scheduled.



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

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

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

A. Inform the school at the earliest possible point so we can help or advise you (School reception: 01462 730391). In the case of an accident that means you are unable to write it may be possible to provide you with a computer so that you can type, or a scribe who will write for you. You need to give as much notice as possible so that we can put these arrangements in place. You may need to provide medical evidence (from your GP or hospital) if you wish us to make an appeal for Special Consideration.

**Q. What is an appeal for Special Consideration?**

A. Special Consideration is a post-exam 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 mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). You should be aware that any adjustment is likely to be small and no feedback is ever provided. A candidate will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples may be temporary illness, accident or injury, bereavement, domestic crisis or other indisposition at the time of the assessment. Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment. The exams officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support any applications.

**Q. If I miss the examination can I take it on another day?**

A. 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?**

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

**Q. Why can I not bring my mobile phone into the exam room?**

A. Being in possession of a mobile phone (or any other electronic communication device eg. I-Pod, MP3/4, headphones) is regarded as cheating and is subject to severe penalties from the exam boards. If you are found with a mobile phone during an exam, ***even if it is switched off and even if you did not intend to use it***, we are under an obligation to report it to the exam board – who may decide to disqualify you.



**Q. Can I go to the toilet during the exam?**

A. If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

**EXAM CERTIFICATES**

You will be contacted by the Exams Office when your Exam Certificates are ready for you to come and collect them. This is normally by the end of November.

If you would like to nominate somebody else to collect your certificates on your behalf, they must bring with them a signed letter of authorisation from you.

Certificates need to be looked after carefully – Exam Boards **WILL NOT** provide replacements. Only if certificates have been lost through fire, flood or theft, and then the Exam Boards will need evidence provided by the police or insurance companies to re-issue them.

If certificates have been lost, Exam Boards may issue a letter detailing exam results but they charge per subject and this can be very expensive.

**INTERNAL ASSESSMENT APPEALS PROCEDURE (NON-EXAM ASSESSMENT NEA)**

This applies to GCSE internal assessments and performances and to BTEC coursework. Work that is assessed and marked in school (usually by your subject teacher or a group of teachers).

The teacher who assesses your work will be knowledgeable about that subject and mark it fairly.

Your teacher should inform you, in a timely manner, of the marks that are to be submitted to the exam board for your work. This is to enable you to request an internal appeal and for an investigation to be made before the final mark is submitted to the awarding body. You will be informed 2 weeks prior to the deadline for submission of marks to the awarding body. You have 1 week to request an internal appeal.

You should consider why you wish to appeal, there has to be a good reason that you think the marks awarded are not correct. If you feel your coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification you must speak to your subject teacher or the head of the department to request an internal appeal.

You must be aware that once submitted your marks could be subject to change by the awarding body moderation process.

If you wish to see a full copy of the NEA protocol please ask the Exams Officer.

## **AND FINALLY.....**

- ✓ Plan your revision timetable do not leave it all till the last minute.
- ✓ Get everything you need for your exam ready the night before.
- ✓ Try to get a good night's sleep throughout the exam period.
- ✓ Have a good breakfast.
- ✓ Arrive at school in time for any organised revision sessions.
- ✓ Try to relax and not be put off by what other students say before an exam.
- ✓ Have positive thoughts!
- ✓ Do remember that the exam questions are written so that you can show your knowledge and skills, they are not trying to catch you out!



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## 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</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: 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</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: 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</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: 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</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: 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</b>	<b>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.





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. 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
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

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

**DISQUALIFICATION**  
**from your examination and your overall  
qualification.**

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



## **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).

## **What happens to the information about you**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).



## **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

## **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.





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

**AQA, OCR, Pearson and WJEC**

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

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

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

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

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

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

**The regulations state that:**

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

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

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

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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

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

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

## **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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



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



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.  
Please read it carefully.**

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

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

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

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

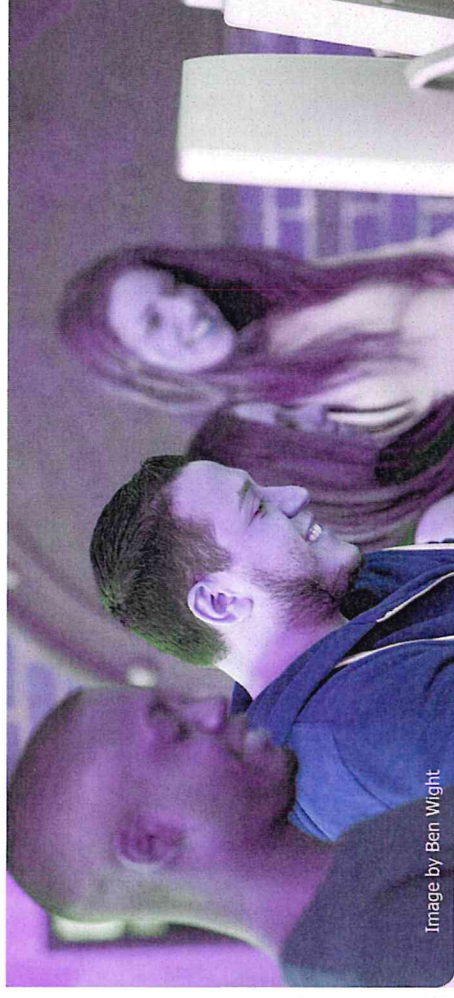


Image by Ben Wight

### **You should be aware that the following might 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 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.

### **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>

