



Wildern School

Centre Number 58243

Exam Guidance for Students and Parents

Summer Season 2023

School Telephone: 01489 783473

School email: wildern@wildern.org

Exam email: exams@wildern.org

Introduction

It is the aim of Wildern School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and be 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 The Wildern School is required to follow them precisely. You should therefore pay particular attention to the JCQ Information for Candidates and Warning Notices included at the end of this booklet. If there is anything you do not understand please ask.

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

Examinations Officer

Mrs C Clilverd
01489 779455
exams@wildern.org

Director of Progress and Achievement

Mr B Milburn

Contents

4	Wildern School Provisional Summer GCSE Timetable
5	Contingency day 2023
5	Written exams
5	Coursework/controlled assessment/non-examination assessment
5	What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)
6	Where you will take your examinations
6	What time your examinations will start and finish
6	Supervision during your exams
7	Exam conditions
7	Where you will sit in the exam room
7	What equipment you need to bring to your exams
8	What you should not bring into the exam room
9	Food and drink in exam rooms
9	What you should wear for your exams
9	Where your personal belongings will be stored during your exam
9	What to do if you arrive late for an examination
9	What to do if you are ill on the day of an examination
9	Special considerations
10	What happens if you are absent from an exam
10	What will happen in the event of an emergency in the exam room
10	Suspected malpractice
11	Candidates with access arrangements
11	Students with medical needs or severe anxiety
12	Results
12	Post-results services
13	Certificates
14-27	JCQ Information for Candidates
28-29	JCQ Warning Notices

GCSE Exam Timetable – May/June 2023 Provisional

Morning session – 9.00am start	Date	Afternoon session – 2.00pm start
Religious Studies Paper 1-1hr 45	Monday 15th May	Drama -1hr 30
Biology Paper 1- 1hr 45 Combined Science-Biology Paper 1-1 hr 15	Tuesday 16th May	German Listening and Reading- 1hr 45, 1hr 20 Media Studies Paper 1- 1hr 30
English Literature Paper 1-1hr 45	Wednesday 17th May	Physical Education Paper 1-1hr 30
History Paper 1- 2hrs	Thursday 18th May	Computer Science Paper 1- 1hr 30
Maths Paper 1 Non calculator- 1hr 30	Friday 19th May	Business Paper 1- 1hr 45
French Listening and Reading-1hr 45, 1hr 20	Monday 22nd May	Geography Paper 1- 1hr 30
Chemistry Paper 1- 1hr 45 Combined Science Trilogy Chemistry Paper 1-1 hr 15	Tuesday 23rd May	Religious Studies Paper 2- 1hr 45
English Literature Paper 2- 2hrs 15	Wednesday 24th May	Media Studies Paper 2- 1hr 30
Physics Paper 1- 1hr 45 Combined Science Trilogy Physics Paper 1-1 hr 15	Thursday 25th May	Computer Science Paper 2- 2hrs
German Writing- 1hr, 1hr 15 Physical Education Paper 2- 1hr 15	Friday 26th May	
Half Term		
English Language Paper 1-1hr 45	Monday 5th June	French Writing- 1hr, 1hr 15
Maths Paper 2- 1hr 30	Tuesday 6th June	
Spanish Listening and Reading- 1hr 45, 1hr 20	Wednesday 7th June	History Paper 2- 2hrs
Contingency Day 1	Thursday 8th June	Contingency Day 1
Geography Paper 2- 1hr 30	Friday 9th June	Biology Paper 2- 1hr 45 Combined Science-Biology Paper 2- 1hr 15
English Language Paper 2- 1hr 45	Monday 12th June	Business Paper 2- 1hr 45 Creative iMedia- 1hr 15
Chemistry Paper 2- 1hr 45 Combined Science Trilogy Chemistry Paper 2-1hr 15	Tuesday 13th June	Spanish Writing- 1hr, 1hr 15
Maths Paper 3- 1hr 30	Wednesday 14th June	Music- 1hr 30
	Thursday 15th June	Dance- 1hr 30 Food Prep and Nutrition- 1hr 45
Physics Paper 2- 1hr 45 Combined Science Trilogy Physics Paper 2-1 hr 15	Friday 16th June	Geography Paper 3- 1hr 15
Design Technology- 1hr 45	Monday 19th June	
	Tuesday 20th June	
	Wednesday 21st June	
	Thursday 22nd June	
	Friday 23rd June	
	Monday 26th June	
	Tuesday 27th June	
Contingency Day 2	Wednesday 28th June	Contingency Day 2
	Thursday 29th June	
	Friday 30th June	

PLEASE NOTE THE ABOVE TIMETABLE IS PROVISIONAL

Contingency day 2023

As you can see from the 2023 Exam timetable, the Exam Awarding bodies and JCQ (The Joint Council for Qualifications) have arranged two contingency days. This is for “GCSE and/or GCE examinations, should sustained national or local disruption arise during the June 2023 examination series”.

This decision has been made following the tragic events of summer 2017, namely the Manchester attacks and the Grenfell Tower Fire. JCQ have decided that there needs to be an option whereby an exam can be postponed in the event of an incident and rearranged for a later date to allow all students a fair and equal chance. The dates that have been set aside as the 2023 Contingency Days are Thursday 8th June and Wednesday 28th June.

This means that all exam candidates **must be available to sit exams up to, and including, Wednesday 28th June**. This decision is not a school decision and applies to all candidates in all schools nationwide. Please make a note of this important date as it is common practice, and completely understandable, for many families to book holidays at the end of June and into July so as to take advantage of the lower prices available. However, it would be devastating for a student to miss out on a good grade, after working hard during the GCSE course, because they may be absent from a rearranged final exam.

Written exams

When you receive your individual exam timetable it will show your own specific, timetabled examinations with your name, Unique Candidate Identifier (UCI), exam number and details of the date, time and duration of each exam. Check it carefully. **If you think that something is wrong, please see Mrs Clilverd immediately**. You may have already completed some practical components.

Coursework/controlled assessment/non-examination assessment

The JCQ notice about coursework, controlled assessments and non-examination assessments is at the end of this booklet.

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

Occasionally some candidates will have a clash where two or more subjects are timetabled at the same time. This year, provisionally, German Listening and reading and Media paper 1, German writing and Physical Education paper 2, Dance and Food Prep and Business paper 2 and Creative iMedia are scheduled for the same time. The school will make special timetable arrangements for candidates who take both these subjects, but the exams must be taken on the day, and in the same afternoon for most students. The times for these exams will be shown on your individual timetable. You will be supervised by an invigilator until you have finished all the exams scheduled for that day so you may also have to bring a packed lunch

and a drink with you on that day as you will not be able to communicate with other students. A break of up to 20 minutes will be allowed between papers and you will not be allowed to revise in this time.

Where you will take your examinations

The exams will mainly take place in the Sports Hall, Main Hall and Wave but other venues have also been used. Please check your timetable so that you know where you will be for each of your exams.

What time your examinations will start and finish

Most morning exams start at 9:00am and the afternoon exams at 2:00pm. You must assemble outside your examination room 15 minutes before the start time.

It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to others, so please do not ask to leave but use the time to check through your answers thoroughly and to make sure that you have completed your personal details correctly.

Supervision during your exams

Senior members of staff will be present at the start of their relevant exams. The school employs external invigilators to conduct the examinations. They are members of staff. You will be expected to behave in a respectful manner towards them and follow their instructions at all times. Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell you when to start and finish the examination, hand out extra paper if required and deal with any problems that occur during the examination. They cannot discuss the examination paper with you or read or explain the questions.

You may not leave the examination room without the permission of the invigilators. If you need to go to the toilet you will be escorted by an invigilator and **you will not be allowed any extra time.**

Any student who behaves in a disruptive or unacceptable manner will be removed from the examination room by invigilators. They will be escorted to the Examination Officer and their conduct will be reported to the Senior Leadership Team. A report will then be sent to the relevant examining body.

Exam conditions

Copies of the 'Information for Candidates' which is issued jointly by all the examination boards is included in this booklet. You must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.

Listen carefully to instructions and notices read out by the invigilators — there may be amendments or corrections 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.

Do not draw pictures, or write offensive comments on examination papers — if you do the examination board may refuse to accept your paper.

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, make sure all papers all loose sheets are in the correct order and insert inside the last page of the exam booklet.

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.

Where you will sit in the exam room

You will sit in candidate number order for each exam. A sticker with your name and number will be on the desk so you can find your seat.

What equipment you need to bring to your exams

Examination regulations are very strict regarding items that may be taken into the examination room. **If you break these rules you will be disqualified from the examination.**

All items of equipment (pens, pencils, mathematical instruments) should be visible to the invigilators at all times.

- You must either use a transparent pencil case or clear plastic bag.
- You must use a black pen. No ink erasers or correction pens are allowed.
- Using calculators - You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

"Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
 - databanks;
 - dictionaries;
 - mathematical formulae;
 - text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator

Taken from [JCQ Instructions for conducting examinations 2022-2023](#) downloaded Sept. 2022

What you should not bring into the exam room

Only material that is listed on question papers 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 examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.

Mobile phones, iPods, **smartwatches**, MP3/MP4 players and **wrist watches** must not be brought into the exam room. Being in possession of any electronic communication device in the exam room is regarded as cheating and is subject to severe penalty from the awarding bodies. The school must report any such incident whether or not the device was used and the awarding body will decide the penalty.

Any of the above devices brought into the examination room must be switched off and handed to an invigilator before the start of the exam. **All watches must be removed and handed in with mobile phones.**

Food and drink in exam rooms

No food or drink (except a small clear plastic bottle of water, **label removed**) is allowed in the examination rooms.

What you should wear for your exams

Full School Uniform must be worn by all students attending school for examinations.

Where your personal belongings will be stored during your exam

Bags and coats are to be left in the designated area in your examination room. Do not bring any valuables into school with you during the exam period.

What to do if you arrive late for an examination

If you arrive less than one hour after the published starting time of the examination, it may still be possible for you to sit the paper. Report the exam office as soon as you can; A member of exams staff will then escort you to the exam room as after an examination has begun you must not enter the examination room without permission from an invigilator or the Exams Officer.

You should also be aware that if you start the exam more than one hour after the published starting time the school must inform the exam board who may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed you will still arrive on time.

What to do if you are ill on the day of an examination

If you are ill on the day of an examination, please contact the school as soon as possible 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 you can give.

You will need to obtain written medical evidence from your GP or hospital if you wish the school to make an application for Special Consideration on your behalf.

Special Consideration

Special Consideration is an adjustment to the marks or grades of a candidate who has sat the exam but has been disadvantaged in some way because of 'exceptional circumstances'.

Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or a domestic crisis at the time. The Examinations Officer must be

informed immediately so that the necessary paperwork can be sent to the board and the candidate will be required to provide written evidence to support the application. **This must be received no later than 5 days after the examination date.**

Parents should be aware that the decision to apply any adjustment is made by the examining body. It is likely to be small and no feedback is ever provided.

What happens if you are absent from an exam

If you miss an exam without informing the school of the reason your parents/guardians will be charged the entry fee for the exam. Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

JCQ says that “when a candidate has missed a timetabled component/unit for acceptable reasons and the centre is prepared to support an application for special consideration, an adjustment may be made to the terminal grade. However, the component/unit must have been missed in the terminal series, candidates must have covered the whole course and a minimum of 25% of the total assessment must have been completed”.

If this happens, the exam board will approximate a grade for the component missed using the students’ other components/papers’ results. They will compare these to how other candidates nationally have achieved on the missing component in relation to the completed papers/components.

https://www.jcq.org.uk/wp-content/uploads/2021/06/Guide_to_spec_con_process_2122.pdf

What will happen in the event of an emergency in the exam room

If the fire alarm sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation and absolute silence must be maintained at all times.

When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Suspected malpractice

Wildern School adheres to the JCQ Policies and Procedures for Suspected Malpractice in Examinations and Assessments which can be found on the School website.

Candidates with access arrangements

If you have approved exam access arrangements check your timetables carefully so you know where you are going for each exam. Please wait outside the venue 10 minutes before the start time of the exam. If you are unsure about any of the arrangements, ask the Learning Support staff.

Access arrangements are designed to allow students who may otherwise be disadvantaged by a recognised learning need and who may require some support in an examination. This may include extra time awarded on a subject by subject basis, a prompt, rest breaks, a reader, a scribe or modified papers etc (the list is not exhaustive). **Access arrangements are usually applied for at the start of Year 10**; some exceptional cases where a new learning need has been identified will be considered after this date. Urgent cases will always be considered (e.g. broken writing hand/arm where a scribe or word processor can be provided).

Students are monitored throughout their learning at Wildern School and any concerns affecting assessments and examinations are reported to Learning Support. Evidence is then gathered and if supporting the need for it, students are assessed for access arrangements. If there is sufficient evidence an access arrangement is applied for.

Students with medical needs or severe anxiety

As with access arrangements, support can be offered for students who are undergoing treatment at the time of examinations. This may include rest breaks, prompts, different seats and quiet rooms. These can **only** be arranged for **students who are receiving treatment from a level 3 practitioner** (ie Hospital consultant, CAMHS) and with medical evidence to support an application.

To have some exam nerves is normal and most students do feel anxious around examinations. Students who are suffering severe exam anxiety but are not under CAMHS can be seated at the back/side of the hall/sports hall. This decision is made in consultation with Students Services and the Director of Progress and Achievement.

Results

Results will be available for Year 11 students to collect on **Thursday 24th August** between **10:00am and 11:00am**. If you would like anyone else to collect your results, students should please write a letter and sign it for the person collecting your results. Your nominated person must bring this letter and a form of photographic ID on results day.

Alternatively, a stamped and self-addressed envelope of A5 size or bigger can be left with the exams office for results to be posted. Adequate postage is required and we would suggest postage for a 'large letter'. Results will not be given out by telephone or emailed under any circumstances. Results not collected by candidates or a representative will be held securely in the exams office until collected at a later date.

If you need post-results advice, staff will be available during the morning on Results Day. The examinations office will be open for enquiries in the week after results are released (times to be confirmed in the results pack). School term begins on Friday 1st September 2023 where subject specialist staff will be available for advice.

Post-results services

If you feel strongly that it is necessary to make an enquiry about your result you should contact the exams officer on exams@wildern.org

Examiner marking is a specific skill with extensive training. Subject staff do not necessarily have this training and therefore cannot 'mark' papers themselves to give advice on remarks. You should also be aware that your mark could go **down**, up or stay the same, the latter being the most likely outcome. There is a review fee and it is refunded only if there is a change of the overall grade following the review.

If you decide to go ahead with a review, please complete the Enquiries about Results Form which will be included in the students results pack and return it to the School Exam Office form with the correct payment (cash or cheque) by Friday 8 September 2023.

Fees for Exam Reviews

Correct fees for any Enquiries about Results are released by exam boards in Spring of that year. The correct fees for reviews in 2022 will be included in the information pack that accompany your results in August. For guidance fees in 2022 cost up to £54.25 a paper, this is likely to have increased. Further information about this will be included in the pack with the results.

Service	Type	GCSE
1	Clerical check	AQA: £8.25 Edexcel: £11.90 OCR: £19.50
2	Review of marking	AQA: £38.35 Edexcel: £49.20 OCR: £54.25
3	Access to scripts (original)	AQA: £3 Edexcel: £3 OCR: £13.25

Certificates

Certificates will be available for collection in November. A letter inviting you to collect these will be sent to you and your parents/guardians with full details nearer the time. Any certificates not collected will be held securely until December 31st 2023. After this date they will be destroyed. To replace certificates from exam boards costs from £43 per qualification (depending on the examination board) so it is highly recommended students collect these on the day specified and keep them safe.

Coursework/non-examination assessments can be collected at this time as well.

Information for candidates Coursework assessments ©JCQ 2022

With effect from 1 September 2022



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. 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, encyclopaedias, journals, TV, radio and on the internet.

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

The regulations state that:

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

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

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called ‘referencing’. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

You **must not** write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

With effect from 1 September 2022



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

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

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

Preparing your work — good practice

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

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

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

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

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

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio and on the internet.

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

The regulations state that:

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

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

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

If 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



Joint Council for
Qualifications ^{CIC}

Information for candidates On-screen tests With effect from 1 September 2022

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 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, **you must** not have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.

9 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.

2 If you arrive late for an on-screen test, report to the invigilator running the test.

3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.

4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

(a) make sure it works properly; check that the batteries are working properly;

(b) clear anything stored in it;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae; (d) **do not** bring into the examination room any operating instructions or prepared programs.

3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you have been entered for the wrong on-screen test;

(b) the on-screen test is in another candidate's name;

(c) you experience system delays or any other IT irregularities.

3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

E. Advice and assistance

1 If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the on-screen test if:

- (a) you have a problem with your computer and are in doubt about what you should do;
- (b) you do not feel well.

3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

1 Ensure that the software closes at the end of the on-screen test.

2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).

3 **Do not** leave the exam room until told to do so by the invigilator.

4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

Information for candidates Written examinations With effect from 1 September 2022



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:

a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5 If you have a watch, the invigilator will ask you to hand it to them.

6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started. 8 **You must** not write inappropriate, obscene or offensive material.

9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.

10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.

2 If you arrive late for an exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

(a) make sure it works properly; check that the batteries are working properly;

(b) clear anything stored in it;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) **do not** bring into the exam room any operating instructions or prepared programs.

3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;

(b) the question paper is incomplete or badly printed.

3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/ or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.

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, including those used for rough work.

E. Advice and assistance

1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the exam if:

(a) you have a problem and are in doubt about what you should do;

(b) you do not feel well;

(c) you need more paper.

3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

2 **Do not** leave the exam room until told to do so by the invigilator.

3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates

Using social media and examinations/assessments



Image by Patrice Jones

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

Please read it carefully.

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

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

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

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

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

Penalties that awarding bodies apply include:

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

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

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





Information for Candidates Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

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

CCEA <https://ceea.org.uk/legal/privacy-notice>

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

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

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

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

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

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here:

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

Information about you and from where it is obtained

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

Each awarding body will create certain information about you such as a candidate number, examination results and certificates. You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis. The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies. The awarding bodies take the security of the information about you that they hold seriously. You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are: Access – you are entitled to ask each awarding body about the information it holds about you. Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you. Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds. Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways. Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you. You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

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

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

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

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

Please note

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

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

Warning to Candidates

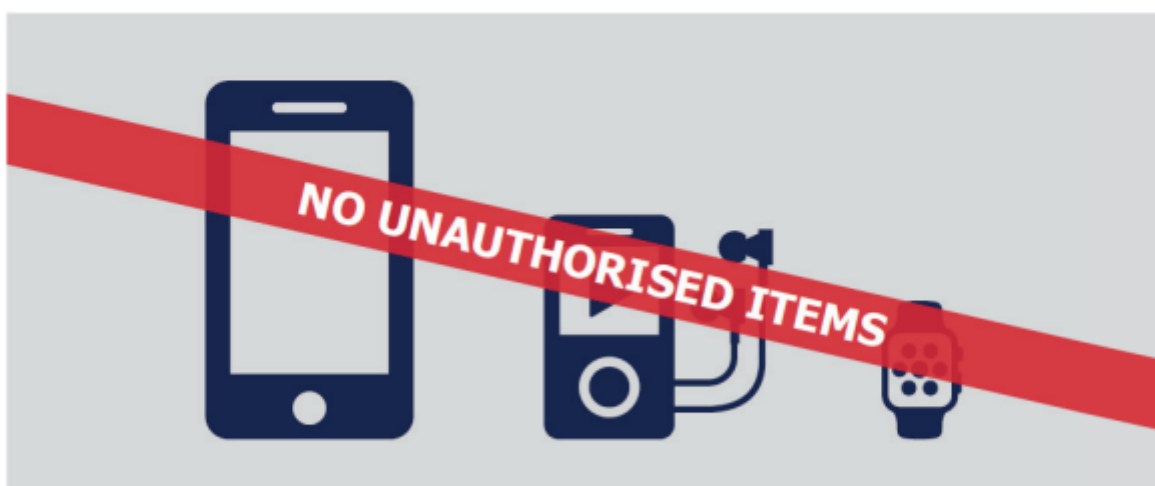
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to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

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

Effective from 1 September 2021

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

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



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

DISQUALIFICATION
from your examination and your overall qualification.

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