



*the* Hazeley  
ACADEMY

# **GCSE & A-Level Examinations 2020**

## **Guidance for Students and Parents/Carers**

**Centre Number: 52336**

**Academy Telephone Number: 01908 555620**

## **GCSE & A-Level Examinations 2020 Guidance for Students& Parents**

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## **Introduction**

It is the aim of The Hazeley Academy to make the examination experience as stress-free and successful as possible for all students.

This booklet is designed to offer you help and advice in preparation for these exams.

This booklet also states the rules and regulations of the Exam Boards that you must adhere to.

If you do not follow these rules, then you may be disqualified from your exams.

Read this booklet carefully and if there is anything you do not understand, please ask for help.

Some frequently asked questions (FAQs) are to be found at the back of this booklet.

If there is anything you do not understand or any question that have not been addressed, please contact the Academy on 01908 555620 and ask for Mrs Barratt in Exams.

Alternatively, you can email our Exams Department with any queries: [exams@thehazeleyacademy.com](mailto:exams@thehazeleyacademy.com)

All the best and good luck!

## **Before the Examinations**

Exams can be a stressful time for students and parents, and it is important that all those involved are as well informed as possible.

Well informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of everyone that the examinations run smoothly.

PPE (mock) examinations are run to the same standards in order that students are familiar with the examination protocol in readiness for their 'real' exams.

### **Timetables:**

All exam dates are available on the Academy's website. Before the exam season starts you will have received an individual timetable showing your own specific examinations with details of date, time and duration of your examinations. Check it carefully. If you think something is wrong, see Mrs Barratt immediately.

### **Contact Numbers:**

Please check that the Academy has at least one up-to-date contact number for you by looking at the contact details for your child on Go4Schools.

## Timetables

Your individual candidate timetable will look like this:

**Individual Candidate Timetable**

<b>Season :</b> June 2018	<b>Centre Number :</b> 52336
<b>Name :</b>	<b>Year :</b> 11
<b>Candidate Number :</b>	<b>Reg Group :</b> 11
<b>UCI :</b>	<b>ULN :</b>

Date	Start Time	Board	Level	Element Code	Element Title	Component Code	Component Title	Duration	Room	Seat
Tue 15 May	8:45AM	AQA	GCSE/9FC	8658F	French Tier F	8658/LF	French Listening Test Tier F	0h 35m	Pavilion Classroom	A1
Tue 15 May	9:25AM	AQA	GCSE/9FC	8658F	French Tier F	8658/RF	French Reading Test Tier F	0h 45m	Pavilion Classroom	A1
Fri 18 May	8:45AM	AQA	GCSE/9FC	8658F	French Tier F	8658/WF	French Writing Test Tier F	1h 00m	Sportshall Left	F1
Tue 22 May	8:45AM	AQA	GCSE/9FC	8702	English Literature	8702/1	English Literature Paper 1	1h 45m	Sportshall Left	A9
Tue 22 May	1:15PM	OCR	GCSE/9FC	J383	Geography A (Geographical Themes)	J383/01	Geog A (Geog Thm) : Lvng in UK Tdy Wtn	1h 00m	Sportshall Left	E8
Wed 23 May	8:45AM	OCR	GCSE/B	A241	App Business: Business in Action	A241/01	App Business: Business in Actn Wrtn	1h 30m	Sportshall Left	A6
Thu 24 May	8:45AM	EDEXL/GCSE	GCSE/9FC	1MA1H	Mathematics Option H	1MA1 1H	Non Calculator (H)	1h 30m	Sportshall Left	A6
Fri 25 May	8:45AM	AQA	GCSE/9FC	8702	English Literature	8702/2	English Literature Paper 2	2h 15m	Sportshall Left	A9
Tue 05 Jun	8:45AM	AQA	GCSE/9FC	8700	English Language	8700/1	English Language Paper 1	1h 45m	Sportshall Left	B9
Tue 05 Jun	1:15PM	OCR	GCSE/9FC	J383	Geography A (Geographical Themes)	J383/02	Geog A (Geog Thm) : World Arnd US Wtn	1h 00m	Sportshall Left	G8
Thu 07 Jun	8:45AM	EDEXL/GCSE	GCSE/9FC	1MA1H	Mathematics Option H	1MA1 2H	Calculator (H)	1h 30m	Sportshall Left	A6
Fri 08 Jun	8:45AM	AQA	GCSE/9FC	8700	English Language	8700/2	English Language Paper 2	1h 45m	Sportshall Left	B9
Mon 11 Jun	1:15PM	OCR	GCSE/9FC	J383	Geography A (Geographical Themes)	J383/03	Geog A (Geog Thm) : Geogrpchl Skill Wtn	1h 30m	Sportshall Left	G8
Tue 12 Jun	8:45AM	EDEXL/GCSE	GCSE/9FC	1MA1H	Mathematics Option H	1MA1 3H	Calculator (H)	1h 30m	Sportshall Left	A6

## **Arrival Times and Examination Rooms**

During the busy summer exam season we use a variety of rooms to conduct examinations. The room details for each exam can be found on your individual timetable as detailed on page 5.

### **Arrival Times**

**Morning exams start at 8:45am**

**Afternoon exams start at 13:15pm**

You should be waiting in the correct area for your exam 15 minutes prior to the start of your exams.

Rooms we use are:

### **Sports Hall**

This is split into sports hall left and sports hall right. If you have a morning exam in the sports hall you should sign in and wait in the canteen. For afternoon exams you should wait in the foyer by the gym.

### **Gym**

The gym is mainly used for students who have access arrangements or require extra time for their exams. If you have an exam in the gym please wait in the foyer outside for both morning and afternoon exams.

### **Pavilion Classroom**

The Pavilion is a smaller exam room which can seat up to 45 candidates. For exams here in the morning or afternoon, please enter the door marked 'Exam Entrance' and wait at the bottom of the stairs until called up by an invigilator.

### **Q2 and F6**

Q2 and F6 are smaller exam rooms used for subjects with smaller cohorts, listening exams and small sixth form exams. If you have an exam in Q2 or F6 please wait outside the room in F corridor.

### **Computer Based Exams**

For some computer based exams we use F4 and F5. Please wait outside these classrooms if you have an exam here.

## During the Examinations

### Examination Regulations:

JCQ issue rules and regulations that must be strictly followed by all Schools, Colleges and Academy's – you can find these on the Academy's website. All candidates must read these carefully and note that to break any of the examination rules or regulations, could lead to disqualification from all subjects. The Academy must report any breach of regulations to the awarding body.

### Attendance at Examinations:

Candidates are responsible for checking their own timetable and arriving at the Academy on the correct day and time, properly dressed in **Academy uniform for or smart office wear for Sixth Formers and fully equipped**.

Candidates who arrive late for an examination may still be admitted. If special consideration applies, then you must speak to the Examinations Manager (see Absence from Examinations).

All items of equipment, pens, pencils, mathematical instruments (do not bring calculator lids), etc., should be visible to the invigilators at all times. You must either use a **transparent pencil case or clear plastic bag**.

Pens should be black ink or ballpoint - no erasable or correction pens are allowed.

For mathematics and science examinations, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher or sixth form leader for the subject. Remove any covers or instructions and make sure batteries are new.

**Please note that you should NOT bring your mathematical equipment in a tin. These items must be placed in your see through pencil case.**

No item may be borrowed from another candidate during the exam.

Mobile telephones must not be brought into the examination room unless they are handed in and switched off. If a mobile phone (or any other type of electronic communication or storage device, including smart watches) are found in your possession during an examination (even if it is turned off) they will be taken from you and a report made to the appropriate examination board. No exceptions can be made.

No food or drink is allowed in the examination rooms, with the exception of water, which must be in a **clear unlabelled see-through bottle**.

Do not draw graffiti or write comments on examination papers – if you do, the examination board may refuse to accept your paper. Similarly, do not graffiti on your exam desks as we will be monitoring this closely.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.

**Check you have the correct question paper – check the subject, paper and tier of entry as well as the date and time.**

Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Manager. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

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 listen to the invigilator for instructions on how these should be attached to your exam paper.

Invigilators will collect your examination 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.

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.

Question papers, answer booklets and additional paper must not be taken from the examination room.

If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not panic! 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. When you return to the examination room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

**Invigilators:**

Invigilators are in the examination rooms to supervise the conduct of the examination. They will hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

**Absence from Examinations:**

If you experience difficulties during the examination period (e.g. illness, injury, or personal problems), please inform the Academy at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Manager, without delay. Your doctor or nurse must have signed the documentation.

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

## **Contingency Plan for Summer 2020**

### **Students must be available up until, and including, the 24<sup>th</sup> June 2020**

A contingency exam plan has been arranged by the exam boards. The contingency plan has been arranged for “GCSE and/or GCE examinations, should sustained national or local disruption arise during the June 2020 examination series.”

No matter what date is shown on your timetable as your last exam E.g. 12<sup>th</sup> June, you must be available up until, and including, the 24<sup>th</sup> June.

Please make a note of this date. It will be common and completely understandable for many families to book holidays in June and July as prices will be lower when students have finished their exams.

However, failure to attend a rearranged exam will result in 0 marks for that component. It will be devastating for a student to miss out on a good grade after working hard for two years because they might be absent from a rearranged final exam.

## After the Examinations

### Notification of Results:

AS/A-Level Results will be available for collection between 08:00am and 11.30am on Thursday 13<sup>th</sup> August 2020.

- Year 13 - 8am to 12.30pm
- Year 12 - 9am to 12.30pm

GCSE Results will be available for collection between 09:00am and 11.30am on Thursday August 20<sup>th</sup> 2020.

If you wish any other person (including family members) to collect your results on your behalf, or wish for us to post them, **you must give your written authorisation to Mrs Barratt (The Examinations Manager) before results day.**

### Post Results:

If you need post-results advice, teaching staff will be available on results day.

### Certificates:

Year 11/13 examination certificates will be presented to students at the Awards Evenings held in November/December. Students who don't attend can collect their certificates from the Academy office in the weeks after the Awards Evening.

If you wish any other person (including family members) to collect your certificates on your behalf, **you must give your written authorisation to the Examinations Manager.**

## Frequently Asked Questions

### **Q. What do I do if there is a clash on my timetable?**

The Academy will re-schedule papers internally (on the same day) where there is a clash of subjects. Correct times should be on your individual candidate timetable.

If you have a clash, you will have been given an additional letter which needs to be signed and returned to the exams office. If in doubt, please consult the Examinations Manager.

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

The Examinations Manager/Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Examinations Manager/Invigilator immediately.

### **Q. What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on candidate cards, which are displayed on your desk in the examination rooms.

### **Q. What do I do if I forget the Academy Centre Number?**

The Centre Number is 52336. It will be clearly displayed in the examination room.

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

Inform the Academy at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the Academy to make an 'Appeal for Special Consideration' on your behalf.

### **Q. What do I do if I feel ill during the examination?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

### **Q. If I'm late, can I still sit the examination?**

Provided you arrive at the Academy by 9.15am or by 1.45pm, it may still be possible for you to sit the examination. You should get to the Academy as quickly as possible and report to Reception. A member of staff will inform the Examinations Manager who will escort you to the

examination room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the Academy must inform the examination board and it is possible that the board may decide not to accept your work. Please ensure that you allow enough time to get to the Academy so that if you are delayed (e.g. through transport problems) you will still arrive on time.

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

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

**Q. Do I have to wear Academy uniform?**

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

**Q. What equipment should I bring for my examinations?**

For most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator (Maths/Science), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to the examinations.

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

**Q. What is allowed in the examination 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 examinations board. In such circumstances, a pupil would normally be disqualified from the paper of the subject concerned.

Items not permitted under examination regulations must be left in the care of the invigilators. Do not bring any valuables into the Academy when you attend an examination.

No food or drink is allowed in the examination room, with the exception of water which must be in a clear, unlabelled see-through bottle.

If you have to bring a mobile, it must be switched off and placed in the mobile phone boxes. Invigilators will be standing with these boxes outside of the exam rooms 15 minutes before the exam is due to start.

**Please note that some mobile telephones have an alarm/alert system that activates even when the telephone is switched off. Check your telephone and cancel any alarms/alerts.**

**Q. Why can't I have my mobile telephone on me in the examination room?**

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, AppleWatch/any smartwatches) is regarded as cheating and is subject to severe penalty from the awarding bodies. The minimum penalties are as follows:

- Device found on you and turned ON – disqualification for the entire subject award.
- Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.
- Telephone rings during the examination wherever it is in the room – the examination board must be informed and you will be disqualified from all papers (including any already taken).

**Q. How do I know how long the examination is?**

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the white board at the front of the examination room. There will be a clock in all examination rooms.

**Q. Can I leave the examination early?**

It is not the Academy's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the Examinations Manager.

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

Only if absolutely necessary.

**Q. What do I do if I don't get the grades I need/expect?**

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Examinations Manager by the date on the form.

**Q. Where can I find JCQ policies for candidates?**

All policies relating to conduct during examinations can be found at the end of this booklet and on the Academy website under 'Exams Information'. Please read these documents before the start of your summer exams.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates**  
**For written examinations – effective from 1 September 2019**

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

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

## 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 (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 should be aware that the following constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

**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-official-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 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://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.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.

**Preparing your work – good practice**

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## Research and using references

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

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

**The regulations state that:**

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

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

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

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

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

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

## Plagiarism

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

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

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

### **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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



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

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

**Information for candidates – coursework assessments**

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

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

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

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

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

**The regulations state that:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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- 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**