



HARROGATE GRAMMAR SCHOOL
EXCELLENCE FOR ALL

**HANDBOOK FOR
STUDENTS
2021 – 2022**



INTRODUCTION

Exams are a crucial part of your life and Harrogate Grammar School will make every effort to ensure you receive the best possible preparation, that the administrative arrangements run smoothly and that exams are conducted in a way that will make the experience stress-free and successful. Your forthcoming exams can influence what you do in the future, so it is very important to us that you have as much information as possible.

This Handbook aims to be informative and helpful to you and your parents/carers. It also contains Joint Council for Qualifications (JCQ) formal notices that are required by regulation.

PLEASE READ THIS HANDBOOK CAREFULLY.

Your school e-mail will be the main form of communication from the Exams Office - **REMEMBER TO CHECK YOUR E-MAIL REGULARLY.** If you experience any problems with your email or iPad please contact Network Services promptly.

If you or your parents/carers have any queries, need help or advice at any time before, during or after your exams, please contact the Exams Office, your Year Manager or Head of Faculty.

Information regarding exam timetables and policies can be found on the School's website: harrogategrammar.co.uk.

We wish you the best of luck in all your forthcoming exams.

CONTENTS

Introduction

Before Exams:

- Exam Boards & Exam Series
- Exam Regulations
- Exam Candidate Number, Centre Number & Name
- Timetables
- Exam Clashes
- Access Arrangements

During Exams:

- Dress Code
- Personal Belongings
- Wrist Watches
- Seating Plans
- Exam Conditions
- Late Arrival
- Be Prepared
- Calculators
- Malpractice (cheating) & Unauthorised Materials
- Food & Drink
- Leaving the Room Temporarily
- At the end of an exam
- Invigilators
- Absence from Exams
- Emergencies
- Book Return

After Exams:

- Notification of Results
- Post Results
- Certificates

Non-Examination Assessments & Coursework

Results Collection Request

JCQ Notices:

- Information for Candidates
 - Written exams
 - On-screen tests
 - Non-examination assessments
 - Coursework assessments
 - Privacy Notice
 - Social Media
 - Warning to Candidates Notice
 - Unauthorised Items Notice

BEFORE EXAMS

EXAM BOARDS & EXAM SERIES

- The School uses the following exam boards: AQA, Pearson/Edexcel, OCR & Eduqas/WJEC. There are three main exam series throughout the academic year - in November (mainly GCSE re-sits), January and May/June (Summer).

EXAM REGULATIONS

- Copies of the **JCQ Warning to Candidates, Information for Candidates** and **Prohibited Items** notices are printed at the back of this Handbook. Breaking any rules or regulations could lead to disqualification from units or subjects. Make sure you are aware of what is expected of you.

EXAM CANDIDATE NUMBER, CENTRE NUMBER & NAME

- You will be issued with a four-digit exam candidate number which must be written on all answer booklets and additional sheets together with the School's Centre Number: **48219 – this information will be on a card on your desk for each of your exams**. You must write your legal name on your exam papers. Your name will be that same as that printed on the card.

TIMETABLES

- Once your entries have been confirmed with the Head of Faculty, you will be issued with your personal exam timetable. **Please check this carefully**. If you have any queries, inform the Exams Office immediately. **YOU are responsible for knowing the dates and times of your exams** - put these in your calendar or diary as soon as you receive your timetable.
- Unfortunately, the Exams Office cannot provide individual timetables prior to exam entries being confirmed. Full exam timetables will be put on the school website, www.harrogategrammar.co.uk under Students/Examinations, once they become available.

EXAM CLASHES

- If you have 2 or more exams timetabled at the same time, one exam will follow-on after the other unless the total exam time in a morning or afternoon session is more than 3 hours. If the total time exceeds 3 hours, the exams will be split between the morning and afternoon sessions. The Exams Office will inform you if you have a genuine clash and confirm in writing your individual clash arrangements. In these circumstances, you will be supervised over lunchtime and will not be able to communicate with other candidates, so it is recommended that you bring a packed lunch and a drink with you.

ACCESS ARRANGEMENTS

- If you have been granted any access arrangements in exams following confirmation by Mrs Zoccolan (Learning Support) and approval by the exam boards, you will be informed of these arrangements separately.

DURING EXAMS

DRESS CODE

- Full school uniform and correct dress code is required for all exams. Sixth form students must display their identification badge on their exam desk.

PERSONAL BELONGINGS

- Bags, coats, phones, watches and personal belongings will not be allowed into the exam room. You should only bring the equipment needed for your exam. All other items must be left in your locker or the designated bag room.

WRIST WATCHES

- **No watches** of any type are allowed in the exam room. These must be removed and left in the bag room

SEATING PLANS

- Seating plans will be posted outside the exam room before each exam commences and are listed in Candidate Exam Number order. You must check the seating plan to ensure you are in the correct seat. It is imperative that you sit in the numbered seat allocated to you for a specific exam or you may be given the wrong paper.

EXAM CONDITIONS

- You are under strict exam conditions from the time you **enter the exam room** until the time **all** candidates leave.
- If you are using a laptop/PC to type your exams you will still be under exam conditions until after you have printed and signed your typed exam paper.

LATE ARRIVAL

- If you arrive late for an exam, you must go immediately to the exam room and report to an Invigilator. The School will do its utmost to ensure you are able to sit the exam in the full allocated time. Be aware that exam boards **may not** accept work from candidates who arrive very late.

BE PREPARED

- Exams start at 9.15am and 1.15pm. Make sure you arrive at the exam room 15 minutes prior to the start time of each exam and wait quietly outside until invited to enter by a member of staff.
- It is your responsibility to ensure that you have all the necessary equipment with you. The School is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the Invigilators at all times. **Pencil cases must be see-through.**
- Pens should be **black ink** or **black ballpoint**. Correcting pens, fluid or tape, erasable pens, highlighters or gel pens are not allowed.
- You must listen carefully to instructions and notices read out by the Invigilator as there may be amendments to the question paper.

- **Check** you have the **correct** question paper - subject, unit and tier.
- Read all instructions carefully and number your answers clearly.
- Write your name, exam candidate number and centre number on all answer booklets and additional sheets when instructed to do so by the Invigilator.

CALCULATORS

- You are responsible for making sure that your calculator meets the exam boards' regulations and that it is in good working order.

<p>Calculators must be:</p> <ul style="list-style-type: none"> • 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. <p>Candidates are responsible for</p> <ul style="list-style-type: none"> • the calculator's power supply • the calculator's working condition, • clearing anything stored in the calculator. 	<p>Calculators must not:</p> <p>Be designed or adapted to offer any of these facilities</p> <ul style="list-style-type: none"> • language translators • symbolic algebra manipulation • symbolic differentiation or integration • communication with other machines or the internet <p>Be borrowed from another candidate during an examination for any reason.</p> <p>Have retrievable information stored in them; this includes:</p> <ul style="list-style-type: none"> • Databanks • Dictionaries • Mathematical formulas • Text
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Any stored information must be deleted before the exam.

MALPRACTICE (CHEATING) & UNAUTHORISED MATERIALS

- **Mobile phones, iPods, MP3/4 players, watches or any other products with text/digital facilities MUST NOT BE BROUGHT INTO THE EXAM ROOM even if you do not intend to use them.**

Other forms of malpractice include:

- ◆ Being **in possession** of unauthorised materials eg. revision notes, reading pens, phone
- ◆ Communicating with other candidates (by talking, signing gesturing or otherwise)
- ◆ Copying from other candidates
- ◆ Sitting an exam in the name of another candidate.
- Any form of malpractice including possession of unauthorised material is a very serious offence and you will be subject to penalty and possible disqualification under the *JCQ Suspected Malpractice Procedures*.

FOOD & DRINK

- No food or drink is allowed in the exam room except for **water**. Bottles should be transparent, have no writing on them and must have any labels removed. Chewing gum is not allowed. Aluminium insulated bottles water bottles will be allowed however they must be plain (no writing) and the **contents will be checked** before you enter the exam room.

LEAVING THE EXAM ROOM TEMPORARILY

- If you need to leave the exam room temporarily either to go to the toilet or to deal with a medical condition, you will be accompanied by an invigilator or member of the exams office. You will not be able to leave the exam room until one of them is available.
- No time compensation will be allowed for a toilet break (unless you have a medical condition which makes this more likely). Time compensation **will** be given if you have to leave the room for medical reasons.

AT THE END OF AN EXAM

- You must complete the candidate details (name, candidate number, centre number and paper code) on the exam/question paper where required. You must write your full name on your exam papers.
- At the end of an exam, all work must be handed in - remember to cross out any rough work. If you have used more than one answer booklet or additional sheets, ask for a treasury tag to fasten them together in the correct order.
- Invigilators will collect your question papers and completed answer booklets **before** you leave the room. Absolute silence must be maintained during this time. Remember, you are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional sheets must **NOT** be taken from the exam room.
- You must remain seated until told to leave. You must leave the room in silence, one row at a time, and show consideration to other candidates who may still be working.

INVIGILATORS

- You are expected to behave in a respectful and polite manner towards the Invigilators and follow their instructions at all times.
- Invigilators are in the exam room to supervise the conduct of the exam. They will distribute and collect question papers and answer booklets and deal with any problems that may occur during the exam eg. if you feel unwell.
- Invigilators cannot give explanations of questions.
- Put your hand up if you need to speak to an Invigilator.
- If you are disruptive or behave in an unacceptable manner, you will be removed from the exam room and dealt with accordingly

ABSENCE FROM EXAMS

- If you are unwell or have been affected by circumstances outside your control at the time of your exam but feel able to sit it, please inform the Exams Office immediately. Special consideration may be applied for in some cases.
- If you are unable to attend an exam due to illness or some other serious reason, your parent/carer must contact School Reception before 9.00am on the day of the exam. Medical evidence must be provided stating your illness, giving the specific dates that you were unfit to take the exam.

- You are reminded that reimbursement of entry fees will be required should you fail to attend an exam without good reason and prior warning to the School. If you do not provide medical evidence where relevant you may be asked to pay for future attempts at those exams missed.
- Misreading your timetable is not an acceptable reason for absence.

EMERGENCIES

- If the **fire alarm** sounds during an exam, the Invigilators will tell you what to do. **Don't panic!** If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the Invigilator tells you to. You will be allowed the full duration of time for the exam and a report will be sent to the exam board detailing the incident.

BOOK RETURN

- All text books belonging to the School must be returned on the day of your last exam in each subject.

AFTER EXAMS

NOTIFICATION OF RESULTS

- Results for the May/June (Summer) series will be available from 9.00am on:

**A Levels/BTEC Nationals
/Cambridge Technicals**

Thursday 18 August 2022

**GCSE/ Cambridge
Nationals/ Level 1/ 2
BTECs/ Functional Skills**

Thursday 25 August 2022

- It is strongly recommended that you keep all your Statement of Results slips for future reference. They are particularly useful for completing UCAS applications.
- If someone else is to collect your results, they will require a completed Results Day Collection Form signed by you, (available at the back of this booklet or to print from the school website) and some form of ID.

POST RESULTS

- Results guidance sheets will be available on the above dates. If you want to have any papers reviewed or scripts returned, the relevant form will be available on results day and can be collected from the Exams desk in the Forum. After this they can be collected from the Exams Office in the new term.
- Please be aware of the deadline dates on the forms as these are set by the exam boards not the school. We are unable to process remark requests without the completed signed form even if a payment has been received before the deadline date.
- If you require advice on results days, Exams Office staff, 6th Form Management Team and Heads of Faculty will be available for guidance.

CERTIFICATES

- Once certificates arrive in School, leavers will be informed of where to collect them and current students will receive certificates via form tutors.
- If you wish a relative or friend to collect your certificates, the collector must have a signed letter of authority from you.
- If you wish your certificates to be posted to you, please make payment of £4 via the online payments section of the school website as we are required to despatch them by Recorded Delivery. Once payment has been made please contact the exams office to arrange for your certificates to be sent out
- **Remember - your certificates are extremely important documents and must be kept safe. They are very expensive to replace.**

NON-EXAMINATION ASSESSMENTS & COURSEWORK

- Non-examination assessments and coursework are also subject to JCQ rules and regulations. You must make yourself familiar with the notices in this Handbook. If there is anything you do not understand, discuss with your subject teacher.
- 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 copy the works or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

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

- You will be required to sign a form to verify that any coursework or NEA work is your own.
- Your subject teachers will mark your Coursework/NEA and let you know the mark they have given you. They cannot however give you a grade as the awarding bodies have not decided these at this stage.
- If you believe that the mark scheme has been applied incorrectly or the correct procedures were not followed when marking your NEA you have 7 working days to make an appeal for a review of the centres marking. *Further details regarding making an appeal are available in the schools 'Internal Appeals Procedures' policy which is available on the school website.*

NB: The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. Therefore, please be aware that all **marks submitted** to the awarding bodies are **subject to change** and should therefore be considered **provisional**.



HARROGATE GRAMMAR SCHOOL

EXCELLENCE FOR ALL

RESULTS COLLECTION REQUEST

For the attention of the Examination Office.

I authorise the person named below to collect my ***GCSE / A LEVEL** exam results on my behalf.

*delete non applicable

Name of Person Collecting Results (print): _____

Type of ID provided by Person Collecting Results: _____

Student Name (print): _____

Student Signature: _____

Date: _____

This form has to be handed in when the authorised person collects your results. The authorised person will also need to bring with them a photographic form of ID for the results to be released. Results will not be released unless all correct documentation is made available.

If you require any further information about your results please do not hesitate to email hgsexams@hgs.rklt.co.uk.

Information for candidates

Written examinations

With effect from 1 September 2021

**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) potential technological/web enabled sources of information such as 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.
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.

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 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

On-screen tests

With effect from 1 September 2021

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) potential technological/web enabled sources of information such as 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, e-mail, 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.

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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

**Information for candidates
Non-examination assessments
With effect from 1 September 2021**

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. 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.

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, 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, 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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm,
downloaded 5 February 2022.

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 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 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

With effect from 1 September 2021

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, 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, 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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm , downloaded 5 February 2022.

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 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 on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
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 (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: <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 assessment 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.

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 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>



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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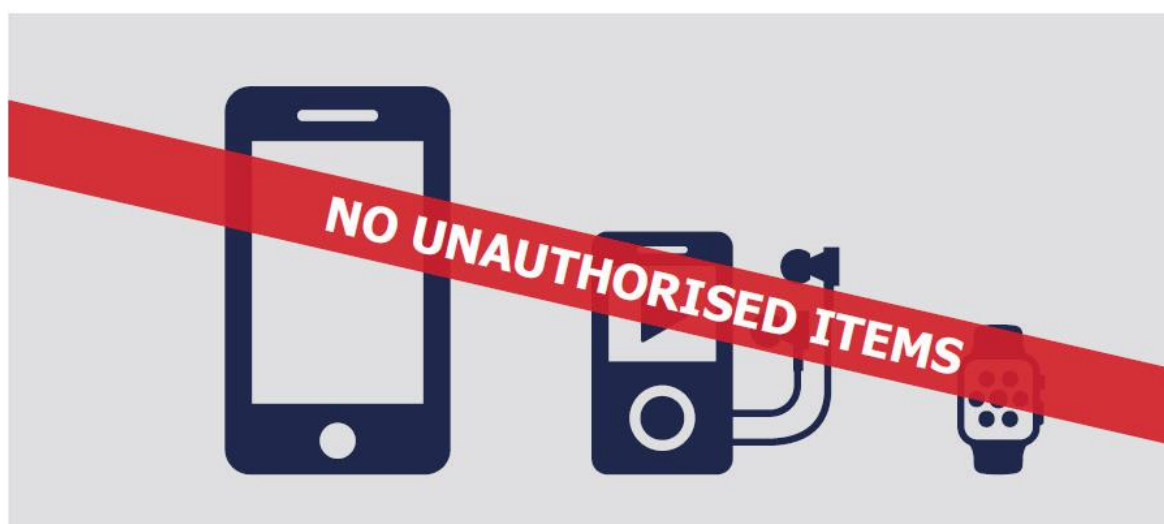
Warning to Candidates

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

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

NO MOBILE PHONES SMARTWATCHES 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.