



Examinations and Assessments Handbook

Guidelines for Students and
Parents/Carers 2017-2018

Dear parent/carer,

PLEASE READ THIS INFORMATION AND DISCUSS IT WITH YOUR CHILD.

It is important that all students have the best possible conditions and preparation to help them achieve the best examination results they can. This document gives guidance and advice and outlines the national examination rules and regulations. It is intended to help students, parents and carers understand the exams process and what you have to do, where the school can help and what the rules are. There may be occasions when exam instructions change, students will be informed of these and any updates to this document will be available on the school website.

Students should ensure they read the information found in the Appendices of this document.

The Joint Council for Qualifications (JCQ) publishes instructions for how exams should be undertaken in schools and colleges. The Senior Leadership Team, teaching and support staff, Qualifications and assessment team and invigilators work together to ensure that the school follows these instructions.

The full set of national rules and regulations can be found on: <http://www.jcq.org.uk/exams-office>

This guidance booklet will be updated each year and issued to students. If you have any questions about a particular subject, please contact the relevant subject teacher.

If you have any queries regarding your child's examinations or assessments, please do not hesitate to contact the Q & A Team

E-mail: exams@eccoschool.com

Many thanks,

Miss C Evans
Deputy Headteacher

Mrs A Jones
Q & A Manager

Miss L Gillott
Q & A Officer

Examinations and assessments in year 11

Students in Year 11 will be studying for GCSE and other Level 2 qualifications (such as BTECs, VCERTS) throughout this academic year.

Every student who is being taught a subject will be entered by the school for the most appropriate level of exam. The school pays for the registration and initial entry for exams. The school works with four Examination Boards - AQA, NCFE, OCR and Pearson. Each of these boards has a website, which provides further information about their courses and examinations. Students may get the opportunity to re-sit a VCert or BTEC exams if time and conditions allow, however parents will be charged for these additional opportunities.

School Examinations

School examinations are internal examinations that give students the chance to experience what it is like to sit the examination in each of their subject areas. School examinations are also critical because they give us an indication of a student's current attainment and the steps the teacher and students need to take to strengthen progress in the future. Closer to the time each student will be given a school examination timetable. Students will be supported in school to help with revision and exam technique but time must be spent at home to prepare fully for these exams.

Final National Examinations

Final examinations make up a large percentage of your child's final grade. The dates are fixed by the national exam boards and cannot be changed. **If your child misses a national exam, they cannot take it on a different day and you will be charged.**

All students will receive an appointment in early February to talk through their statement of entry for their final examinations. This must be checked by students and parents to confirm that all entries have been made and are correct. Subject teachers will also make their own checks.

Timetables

Each student who has been entered for exams within the academic year will be given an individual timetable within three weeks of the first exam for that month, which will show the exam, what level they have been entered for, the date and time of the exam and the room and seat number to which they have been allocated.

Students need to look after their timetable - replacements cost 25p. A great idea is to take a picture of the timetable on your phone.

It is very important if you think there are any mistakes (i.e. name, spelling, date of birth, exams) to inform the exams officer immediately. Check each examination unit, subject, level and date carefully.

The length of exams can vary and some may not finish until after school. Students and parents should be aware of this and make appropriate arrangements for getting home. **Students will not be allowed out of an exam early.**

If a candidate is timetabled to sit more than one exam at the same time this is known as a **clash**. If you notice a clash on your timetable, you must notify the Q & A Officer immediately. Special arrangements are made in these circumstances that involve the student being kept in isolation until the exam that clashes has been completed.

Coursework and Controlled assessments

Subject teachers organise the non-examined assessments and the school will set deadlines in line with exam board requirements. If the work is not submitted by the deadlines set, it is possible that marks will not be given and the overall subject grade will suffer. Dates for non-examined assessments are not included in the exam timetables; this information will be provided by the subject teachers and if you have any questions these should be directed to teachers. Information has been given to each student about what you must and must not do when completing non-examined assessments; this includes guidance about the use of the internet.

In the appendix there is the schools 'internal appeals policy and procedure' for non-examined assessments. This document explains how an appeal can be made regarding the assessment process.

Exam Day

Punctuality is important. Morning exams are scheduled to start at 08:45hrs and afternoon exams at 14:00hrs. Please allow extra time for journeys. Students are required to be at the correct room 15 minutes before the published start time of the exam. This is to ensure efficient preliminary administration including seating students, distribution of materials, going over instructions etc. In most examinations, students will be seated in numerical order with each subject. Seat numbers are listed on the windows in both the Sports Hall and Lady Mabel entrances and students should always check here before their exam for any last minute changes to venues.

If an exam is in the Sports hall, students will take their bags and belongings into the changing rooms, which will be locked during the exam. If in the Lady Mabel Hall, bags and belongings are put in the foyer which will be locked and has CCTV. If in a smaller room, students take their bag with them and follow instructions of the invigilators. Students will not be able to leave the exam room to collect anything even if the exam has not started yet

If a student does not attend at the start of an exam the school will try to contact the parents and the student. There is a short time when the student can still enter the exam room to take the exam. The Q&A Officer will advise on the details when this situation arises.

Students late for an exam, should telephone the school immediately, 0114 2461156. They may still be allowed to enter the exam room to take the exam but regulations are very strict. Exams cannot be scheduled for another time or date.

Illness and Special Consideration

We hope that every student will be in 'good health' throughout the exam period. However, on occasions, unforeseen serious illnesses can strike and in such instances the school needs to know as soon as possible so that we can advise on the best approach. If at all possible, you should try to sit your exam. We can make arrangements for you to sit at the back of the hall so you are near the toilets or we can give you rest breaks if this is appropriate.

Students who **miss** any component of an exam **must provide supporting medical evidence**, which can be submitted to the exam board with an application for special consideration. In practice, special consideration is usually only applied to students who are in hospital or similar. Parents and students must be aware that any adjustments in marks as a result of an application for special consideration will be small and are only at the discretion of the exam board.

Medical Conditions

Please make sure the Q&A Officer is aware of anything that might affect students during an exam.

In the event of unauthorised absence from exams

As a public body, the school reserves the right to charge parents for any exam that their child misses without good reason.

Equipment

We would ask that, as parents, you support your child's preparation by ensuring that they have all the correct equipment including spares for all their examinations.

Basic equipment essential for all exams:

- **2 black ballpoint** pens (blue pens and any kind of gel pens are not permitted)
- Pencil
- Ruler, Rubber, Sharpener
- Compass, Protractor
- Coloured Pencils
- Scientific Calculator (No lid) *Please check the batteries before your exam*
- Highlighters (not to be used in answer booklets)

All items should be brought in a transparent pencil case or bag. Non-transparent pencil cases or bags will not be permitted in the exam room.

Calculators may be used for some examinations. Subject teachers will tell you if they are allowed or not for specific papers. If you are going to buy a calculator, ask your maths teacher for advice. Calculators should be no larger than the regular handheld size and no printed instructions or cases or lids are allowed. Calculators must be either battery or solar powered. Students are responsible for ensuring that their calculator is cleared of anything stored on it before entering the examination room. You are not allowed to use a mobile phone as a calculator and must not borrow a calculator from another candidate during an examination for any reason. Please note that exam boards make no allowances for calculator failures.

Exam Room – Rules and Regulations

The exam boards issue a 'Notice to Candidates' and a 'Warning to Candidates' which are included in the Appendices at the back of this document. These must be read carefully

The exam boards take the integrity of exams very seriously and it is important that all students heed the instructions. They are intended to ensure exams are fair for all students. All schools are inspected in terms of their examinations management and administration.

'Malpractice' is the term that exam boards use for cheating. The Q&A Officer will report any infringements to the exam boards and they will decide on the action to be taken. If students are caught cheating in any way in any examination, they will be reported to the examination board.

The rules and guidance should be followed:

- No bags, books or notes are allowed at your examination desk
- Students are advised not to bring valuables when coming into school for an examination. The school can take no responsibility for bags or valuables left in bags.
- Wrist watches must be taken off and placed on the desk. No smart watches are permitted in the examination room
- Tippex or correction pens are not allowed
- Lucky mascots, food or chewing gum are not permitted in the exam rooms
- Water can be taken into the exam but must be in a clear bottle with the label removed – students will not be able to leave the room to fill it up or ask invigilators to do this.
- Students must be silent at all times when they are in the examination room; this includes entering and leaving the room. Students must not communicate with any other student, they must not ask for help or give help to another student. If they need anything, students must raise their hand and wait for the invigilator to come to them. Students must not shout out or ruin their chances of success by distracting others.
- Students who try to communicate with other students or create disturbance in the examination room will be asked to leave and the circumstances will be reported to the exam board. This may result in the student not receiving a grade for the whole exam.
- Absolute silence must be maintained while the exam papers are being collected. Question papers, answer booklets and additional paper must not be taken from the examination room.
- Each exam paper will also give specific instructions about completing the exam paper. Please read them carefully before starting the exam. Students will be given time at the start to read these.
- If a student needs assistance during the exam, they must put their hand up and wait for the invigilator to respond.
- Students must not write on the exam desks – this is regarded as vandalism. Invigilators check the desks at the end of every exam. If the desk has been written on, students will be asked to clean it and may be invoiced for any damage.
- Never use ordinary lined paper – rough work must be done in the answer booklets provided. Students should always cross through anything that they do not wish to be marked.

- Highlighter pens can be used to highlight text that is printed in the question paper but must not be used in any part of your answers.
- Bad behaviour or disruptive behaviour will not be tolerated. The Head Teacher and the Q&A Officer have the power and responsibility to remove disruptive students.
- All students must wear normal school uniform
- Items of jewellery such as bracelets or bangles should not be worn as they may make a noise on the desk, which could disrupt other students.

Mobile phones & other electronic equipment

- Please tell students **not** to bring any electronic equipment to the exam. Mobile phones / smart watches etc should stay at home or be switched off and left in students' bags in the designated areas assigned for the exam room. **Anyone found in the possession of an electronic device during the examination will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams.** The school takes no responsibility for equipment brought on site.

Exam invigilation team

Adult exam invigilators will supervise students in the exam rooms and will be working to the exam boards' rules and regulations under the direct management of the schools Q&A Officer. Once students enter the exam room they must follow the instructions of the invigilators at all times. Failure to do so may mean they are removed from the exam and be prevented from sitting the exam. Invigilators are trained and experienced in exam procedures.

Students who need assistance during the exam, should put their hand up and wait for an invigilator to respond. They cannot help with the exam but they will be able to clarify information and deal with other issues and queries in line with regulations.

If there is an emergency during the exam students must listen to and follow the instructions from the invigilator. If they are asked to leave the examination room as directed by the invigilator, they have to close their question paper and answer booklets and leave in silence and not communicate with any other student at all.

If the exam is disrupted or stopped for any reason, (evacuation, student being sick etc.) students will be told to stop writing and the time noted. Once the exam restarts, the missed time will be added to the end. The exam board will also be asked to give all affected students special consideration.

Results and Certificates

Results of GCSE exam are published to students on 23rd August 2018. Certificates are sent to the school and students will be notified when they are available to collect. Certificates must be signed for.

Advice for students

Common problems that may occur during the exam

- Need more paper? – The invigilators can supply this. You **must** put your name, candidate number, Centre Number **(36574)** and the paper reference number on all the pages you use. When sending your papers to the exam board, we cannot edit or write on the front of your exam paper so please make sure all the boxes are filled in.
- Pen runs out? – Invigilators can supply spare equipment but please try to bring everything you might need, as this will use up your valuable time.
- Need the toilet? – Please go to the toilet before your exam. If you really have to go during the exam, an invigilator will accompany you to staff facilities but you will not get any extra time.
- Feel unwell? – put your hand up straight away especially if you think you are going to faint or be sick. An invigilator will accompany you out of the room and the first aider will be called for. If you are well enough to come back to the exam, you will be given the full length of time.
- Finish early? – Please use any spare time to check your answers carefully. You will not be allowed to leave before the end of the exam

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2017

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

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	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 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	
•	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
•	If you arrive late for an exam, report to the invigilator running the exam.
•	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
•	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
•	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.
3 Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> make sure it works properly; check that the batteries are working properly; clear anything stored in it; remove any parts such as cases, lids or covers which have printed instructions or formulas; do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
A	Always listen to the invigilator. Follow their instructions at all times.
B	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates
For on-screen tests – effective from 1 September 2017**

**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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
4	Always listen to the invigilator. Follow their instructions at all times.
5	Tell the invigilator at once if: <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

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

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

The regulations state that:

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

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

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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Information for candidates – GCSE controlled assessments

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

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

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

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

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

The regulations state that:

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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.

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

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

Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, 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.

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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 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

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This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

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

<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2018.

You must also include a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and 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, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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Information for candidates – Privacy Notice General and Vocational qualifications Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

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

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

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

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

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

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

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

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

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

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

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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

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

Sharing ideas with others online could be helpful when you're studying or revising.

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

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

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



Image by Ben Wight

You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

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

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

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



Internal Appeals procedure against internally assessed marks

Ecclesfield School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Ecclesfield School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

if a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not again the mark to be submitted to the awarding body

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
2. Appeals must be made in writing (using the internal appeals form)
3. The head of centre will appoint a senior member of staff, e.g. an assistant Headteacher or a Deputy Headteacher, to conduct the investigation . The senior member of staff will not have had any involvement in the internal assessment process for that subject
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to internal assessment procedures
6. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Ecclesfield School and is not covered by this procedure.

Appeals against the centre's decision not to support an enquiry about results.

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the Q&A Officer.

The service, Enquires about results (EARs) may be requested by centre staff or candidates. If a query is raised about a particular exam result, the exams officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry at the centre's expense.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee and a request will be made to the awarding body on the candidate's behalf.

If the candidate believes there are grounds to appeal against the centre's decision not to support an enquiry an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications Post-result services <http://www.jcq.org.uk/exams-office/post-results-services> and A guide to the awarding bodies' appeals processes <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centres internal appeals arrangements. Candidates are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the centre within 10 calendar days of notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Internal appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against internal assessment marks
 Appeal against the centre's decision not to support an enquiry about results
 Appeal against the outcome of an enquiry about results

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

Appeal against internally assessed marks

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Appellant signature:

Date of signature:

Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Appellant signature:

Date of signature:

Appeal against the outcome of an enquiry about results

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-results service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees, which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Further guidance to inform and implement appeals procedures

JCQ

- ▶ General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- ▶ Post-Results Services
<https://www.jcq.org.uk/exams-office/post-results-services>
- ▶ JCQ Appeals Booklet
<https://www.jcq.org.uk/exams-office/appeals>
- ▶ Notice to Centres - Reviews of marking (centre assessed marks)
<https://www.jcq.org.uk/exams-office/controlled-assessments>
<https://www.jcq.org.uk/exams-office/coursework>
<https://www.jcq.org.uk/exams-office/non-examination-assessments>
- ▶ Notice to Centres – informing candidates of their centre assessed marks
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual

- ▶ GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- ▶ GCSE (A* to G) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-a-to-g-qualification-level-conditions-and-requirements>
- ▶ GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>
- ▶ Pre-reform GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-for-pre-reform-qualifications>