

Joyce Frankland Academy, Newport
Centre Number 16527



KS4 AND KS5 EXAMINATION GUIDE
FOR STUDENTS / PARENTS
2021/2022

This booklet contains important information about exam dates, what the rules are, how to get your results and so on.

Read it carefully. If there is anything you do not understand speak to your form tutor, subject teacher or the Exams Officer

The Academy can take no responsibility if you fail to act on its content.

Keep it safe in case you need to refer to it later.

CHECKLIST OF ESSENTIALS

(See elsewhere in this guide for more details)

- **STATEMENT OF ENTRY** Make sure you check it straight away. Ask your teacher if you think there are any wrong or missing entries.
- **PERSONAL DETAILS** Make sure you have told the Exams Officer if the name, date of birth or any other details shown on your Statement of Entry are incorrect.
- **TIME, DATE & SESSION** Make sure that you have read your timetable correctly as to when the exam is taking place.
- **CLOTHING** Year 11 candidates must be in full school uniform
6th form candidates should be dressed smartly and appropriately
- **EQUIPMENT** Make sure that you bring all the things you need for the exam you are sitting e.g.: black ballpoint pens, pencil, ruler, calculator with new batteries (if allowed) etc. Water is permitted but must be in a small clear unlabelled bottle with a sports cap. No screw top bottles will be allowed in any exam room.
- **MOBILE PHONES, WATCHES etc.** If possible, do not bring mobile phones, any type of watch or other electronic devices to school on an exam day. If you do, you must make sure the item and all alarms, are switched off and handed in at student reception before you start your first exam. You could be disqualified if you do not.
- **VENUE** You should check the seating plans on the Notice Board outside the main Hall to find out the location of your exam.
- **ARRIVAL** You should aim to be outside the exam room at least 15 minutes before the exam is due to begin. Make sure you allow plenty of time for your journey to the school. (There could be traffic hold-ups, cancelled trains etc)
- **ARRIVING LATE** If you arrive after the exam has started, you must report to Student Reception. Remember that arriving late could mean that you cannot sit the paper or, if you do, it could result in your paper being rejected by each exam board.
- **DURING THE EXAM** Make sure you know the rules. Listen to all instructions you are given and make sure you follow them. You might risk disqualification if you do not.
- **DEPARTURE** For an afternoon exam, make sure you have made arrangements for getting home afterwards. Afternoon exams will sometimes run beyond the school day. Even if the exam is scheduled to finish by 3pm, a variety of circumstances could lead to the exam starting or ending later than expected.

IF YOU HAVE A PROBLEM ON THE DAY,
SPEAK TO THE APPROPRIATE PERSON
(Student reception, Exams Officer, Invigilator.....)
AS SOON AS POSSIBLE

INTRODUCTION

It is the aim of Joyce Frankland Academy, Newport to make the examination experience as stress free as possible for all candidates.

External examinations take place in November for Year 12/13 GCSE English and Maths re-sits only and for all students in May/June.

The Awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations, controlled assessments, coursework and as an approved Examination Centre, Joyce Frankland Academy, Newport is required to follow them precisely. Candidates are also required to abide by Awarding Body regulations and particular note should be taken of the Notice to Candidates contained in the Appendix.

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

Examination information is sent out by Parentmail / SIMS App, so please advise the school of an email address if one is not already registered. If you are unable to supply a home or work email address you will need to contact the school to be put on the mailing list.

Remember we are here to help.

GOOD LUCK!

SEPTEMBER 2021 – AUGUST 2022 EXAMINATION DATES

Summer examination session Year 11 and 13

Monday 16th May – Wednesday 29th June 2022

All students sitting the examinations must be available for the entire exam period in case an exam has to be re scheduled.

Results dates

GCE results day Thursday 18th August 2022

GCSE results day Thursday 25th August 2022

Year 11 Mock examinations

29th November – 3rd December 2021 TBC

7th March – 11th March 2022 Core subject mocks

Year 13 Mock Examinations

24th January – 28th January 2022

BEFORE THE EXAMINATIONS

All candidates receive a Statement of Entry indicating the subjects they are being entered for and where applicable the level of entry.

(For language GCSE examinations all candidates are initially entered for both Higher and Foundation tiers. A decision about which tier you will sit is made by the language department nearer the examination date.

You will be asked to check that:

- All personal details are correct (Name, gender, date of birth, name on certificate – which must be your legal name on your birth certificate).
- There is an entry for each subject being studied.

If there are any problems candidates must speak to the Examinations Officer before the given deadline. If you delay in reporting a suspected error, you may be held responsible for any additional costs that may arise from subsequent amendments.

At this stage please also advise the Examinations Office of any long-term medical conditions when seating is arranged. (Medical evidence will be required).

The school incurs penalty fees for all late entries and for all amendments to entries (including tier changes), made after a certain date each series. Such alternations can cause disruption to arrangements already made for an exam.

CANDIDATE (EXAM) NUMBER

Each candidate has a four-digit candidate number.

This will be the exam number shown on all Statement of Entry and Timetables.

This number is entered on all examination papers and coursework submissions.

Please ensure you know your number.

TIMETABLES FOR WRITTEN EXAMINATIONS

Your personal examination timetable will be issued just before the Easter break for the Summer exam session.

Your timetable shows all the written examinations that you will be sitting. (One exam board does not allow us to exclude coursework/controlled assessment entries showing up on your timetable. These entries show up as TBA Coursework/controlled assessments are carried out over year 10/11 and the deadlines to complete this work will be advised to you by each subject teacher). The School Examination Timetable will be posted on the school website www.jfan.org.uk . Before the Easter break. (Click on the student tab to locate).

TIMETABLE CLASHES

Sometimes, candidates find that they are due to sit two or more exam papers timetabled for the same morning or afternoon session. Normally, they will sit one paper, have a short supervised break in the exam room during which time they must not have communication with other candidates, and then sit the next one and so on.

However, if the total time in one session exceeds 3hrs it is officially regarded as a “clash” and it may be appropriate for one of the papers to be moved to another session within the same day.

The school will schedule papers appropriately where this happens and inform the candidates affected.

A candidate in this situation will need to bring in a packed lunch, as they will remain under the exam conditions in isolation from when their first exam ends until they are taken to their afternoon exam location.

Candidates should not have any mobile phone, smart watch, watch or any other electronic device in any isolation room/location. Any such items must have been left at home or in student reception before the start of the first exam of the day and collected once all exams for that day have ended.

If you think you have an exam clash and you have not received a letter with your exam timetable you must inform the Examination Officer immediately.

AT THE START OF THE EXAMINATIONS

ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, appropriately dressed and equipped.
- Year 11 candidates will be expected to wear full school uniform. 6th Form students to conform to 6th form dress code.
- Exam Centres have a right to refuse to admit a candidate who does not conform to its rules.
- Failure to attend an examination initially paid for by the school, without good reason, may result in you being charged for that exam.

ON ARRIVAL

- Look on your personal timetable for your exam venue and seat number.
- Our morning sessions start at 9.00am and our afternoon sessions at 1.00pm.

- Candidates must arrive outside the examination room at least 15 minutes before the given start time and wait quietly outside until you are asked to come in by invigilator or other member of staff.
- As soon as you enter the exam or isolation room you are under “exam conditions”. Take your seat, do not communicate in any way with any other candidate and follow the invigilator instructions.
- Inside the examination room you must not communicate or distract any other candidate. If you have any questions or problems, please raise your hand and an invigilator will come to see you.
- Do not write on examination desks or tamper with the desk numbers. This is regarded as vandalism and you will be billed for any damage.
- Do not draw or graffiti on examinations papers – if you do the examination board may refuse to accept your paper.

LATE ARRIVALS

- If you arrive late for an examination (i.e. after the school’s starting time)., you will usually be allowed to sit it, depending on how late you are and the length of the paper concerned. You must not enter an exam room without permission after an examination has begun. If you are running late, you should get to school as quickly as possible and report to Student reception. It may not be possible to allow you your full time for the paper if you start the examination late.
- If you arrive **Very late** (one hour after the published start time or after the exam has ended) and the school decides you can sit the paper, the school must inform the exam board, who may decide not to accept your work. For your work to be accepted, exam board regulations state that your lateness must be for an acceptable reason outside your control.

! *WARNING* misreading the timetable or caught in “normal” traffic are not considered acceptable reasons. You should therefore ensure that you allow enough time to get to school so that, if you are delayed (e.g. through transport problems), you still arrive in good time.

INVIGILATORS

- Candidates are expected to behave in a respectful manner towards all invigilators and must follow their instructions at all times.
- Invigilators cannot discuss the examination paper with you or explain the questions.
- Listen carefully to instructions and notices as there may be amendments to the exam paper that you need to be aware of.

EQUIPMENT

You are responsible for providing your own equipment for each exam.

Speak with your subject teacher for specific requirements.

- All equipment must be in a transparent pencil case or clear plastic bag.
- Pens should be BLACK non-erasable in/ballpoint (not gel pens) you are advised to bring at least one spare.
- Correction fluid or pens are not allowed.
- Highlighter may not be used in your answers.
- Calculators must conform to exam regulations.
You are responsible for making sure that your calculator has been cleared of stored programmes before the examination and you have no instructions with you. They should operate silently with any covers removed and placed on the floor. (See Appendix)
- Bags, coats and other items not permitted under exam regulations must be left in the Hall or Gym foyer or designated classroom. Do not bring any valuables into school when attend for an examination. The school will not accept responsibility for valuables left in bags etc.
- Eating is not permitted in any exam room, unless for medical reasons (e.g. diabetics), in which case, this must be cleared with the Examinations Officer before the relevant exam series starts. Medical evidence will be required.
- You may bring one **small clear** bottle of water into the examination room with a **sports cap** and **label** removed. No screw tops will be allowed in the exam room.

UNAUTHORISED MATERIALS

- Examination regulations are very strict regarding items that may be taken into the examination room. Check the details given in the Notices to Candidates (see Appendix) and the information on the following pages.
- You are not permitted to bring to the examination room any book, memo, notes or papers whatsoever, except those expressly authorised. If you have any of these things with you they must not be taken into any exam room.
- All Jacket/Blazer pockets must be free of any paperwork or any other unauthorised materials.
- Wristwatches will not be permitted in any exam room. Clocks are in all examinations rooms.
- **MOBILE PHONES, SMARTWATCHES, WATCHES, ANY OTHER ELECTRONIC DEVICES/UNAUTHORISED MATERIALS, MUST NOT BE BROUGHT INTO ANY EXAMINATION OR ISOLATION ROOMS.**

If a mobile phone, any other type of electronic equipment / unauthorised materials are in your possession during any examinations, even if it is turned off, the matter will be reported to the examination board.

! WARNING if you are found to have any device or materials which you are not allowed, you will be reported to the examination board. Normally, this will result in you being disqualified from the paper or the subject concerned. Being in possession of a prohibited device is regarded as cheating and may lead to severe penalties from the Awarding Body.

The likely penalties are as follows: - see Appendix 9 for full details

Offence	Minimum penalty	Maximum penalty
Device found on you with evidence of use	Disqualification from the unit	Barred from all exams for a set period
Device found on you with No evidence of use	Loss of marks gained for a section	Loss of marks gained for a unit
Phone makes a noise during the exam, wherever it is in the room	Official Warning (remains "on file" for some years, in case of repeat offence)	Official Warning (remains "on file" for some years, in case of repeat offence)

Phones should only be brought into school on exam days if absolutely necessary these must be left at student reception before you enter any exam or isolation room for your first exam and only collected once you have finished your exams for that day.

DURING THE EXAMINATIONS

PROCEDURES

- Check you have the correct question paper – check the subject and tier entry
- Read all instructions carefully and number your answers clearly. Your answer booklet or question paper may have instructions about how your answers should be set out.
- Many papers are now marked online. The papers concerned will have very clear area in which you should write. You **MUST NOT** write anything outside these areas, as this information will be lost in the scanning process and will not be marked.
- Candidates will not be allowed to leave the examination room until the exam is finished. If you have completed your paper, please check over your answers. Make sure you use the toilet before you enter the exam hall.
- You should inform the invigilator if you feel unwell or have any other issues during your exam. If it is necessary for you to leave the room this will be under Invigilator supervision. You will remain under exam conditions during your time out of the exam hall. If you leave the room unescorted you cannot be permitted to re-enter.

CONDUCT

- Do not attempt to communicate with or distract other candidates. You should remain in your seat.
- At the end of the examination ensure that you have completed the front sheet correctly and numbered all your answers and if you have used extra sheets please fasten them together in the correct order.
- Question papers must not be removed from the exam room.
- Remain seated in silence and when you are dismissed by the invigilator, please remain silent until you are outside the room, to show consideration for others who may still be working.
- If the fire alarm sounds during the exam, please follow the instructions given by the invigilator. If evacuation is required, the missed time will be added to the finishing time of the exam. A report will also be sent to the examination board.

AT THE END OF THE EXAMINATIONS

- You must stay in the examination room until the end of the time allocated to the paper(s) you are sitting. You will not be allowed to leave an examination room early. If you have finished the paper, use the remaining time to check over your answers and that you have completed your personal details correctly.
- At the end of the examination, all work must be handed in – remember to cross out any rough work. If you have used additional sheets of paper ask for a tag to fasten them, in the correct order, to the back of your answer book or for OCR papers tuck them inside the answer booklet. Make sure you have written your name, centre number and candidate number on each sheet.
- Invigilators will collect your exam script before allowing you to leave the room. Absolute silence must be maintained during this time. You are still under exam conditions until you have left the room.
- Question papers, answer booklets and additional paper, whether used or not must NOT be taken from the exam room.
- When instructed to leave the examination room, you should do so in SILENCE and show consideration for other candidates who may still be working. DO NOT TALK until you are well away from the examination room.

ADVERSE CIRCUMSTANCES

SPECIAL CONSIDERATION

- Special consideration is an adjustment to the mark or outcome of an assessment for a candidate who experiences adverse circumstances beyond their control which have arisen at the time of an assessment, and which are likely to cause a candidate to perform below their usual level in that particular assessment. Examples of such circumstances may be temporary illness, accident or injury, bereavement, domestic crisis etc.
- Candidates will be eligible of Special Considerations only if they have been fully prepared for and are present at an assessment.
- Special consideration cannot be given for a permanent or on-going disability, illness or situation. This is because the qualification gained must reflect the candidate's true ability in life and not be a theoretical potential. The Certificate supplied cannot cause a future user of it (e.g. employer, university etc.) to be misled as to the learner's actual achievements and capabilities.
- Candidates should inform an invigilator if they are experiencing problems of any kind during the exam. Consideration will then be given as to whether any action is or can be taken. Candidates and parents should be aware that it is not possible to guarantee ideal conditions for any exam. The choice of examination venues is limited and all will be affected by such things as the weather or by normal day to day school activities.
- The allowance for Special Consideration is from 0% (consideration given but enhancement of marks considered inappropriate) to 5% (reserved for the most exceptional circumstances). Parents should be aware that any adjustment is likely to be small and no feedback is provided by the boards

ABSENCE FROM EXAMINATIONS

You must contact the school before the start of any exam to discuss any potential absence with the Exams Officer.

1. If the student misses an examination, it cannot be rescheduled for another day. Timetables are regulated by the awarding bodies and candidates must attend on the given date and time, except when there is an official "clash".
2. In very exceptional circumstances, where a candidate has been partly absent from an assessment for an acceptable reason (e.g. illness or personal misfortune) which cannot be re-entered, a Special Consideration application can be made for "enhanced grading" To be eligible for enhanced grading:
 - The candidate must have missed a terminal assessment (i.e. one which comes at the very end of the course).
 - The centre must have no reason to suspect it may be a fraudulent claim.
 - The candidate must have covered the whole course.

Evidence from a named professional person will always be required

Please note that misreading the timetable is not accepted by the Boards as a satisfactory explanation of absence, nor are transport difficulties

AFTER THE EXAMINATION

RESULTS

Information regarding the collection of results will be advised for each examination session. Dates and times will be given for final GCE and GCSE results. This information will be attached to your examination timetable.

If you wish any other person, including parents, to collect your results on your behalf, you must give written authorisation and the person collecting the results must be able to produce ID.

Candidates who do not intend to collect their results may leave a stamped addressed envelope with the Examinations Officer, they will be posted out on the relevant result day.

Results will not be given over the telephone or via email in any circumstances.

POST RESULTS

Post result information will be in the envelope, along with results, on results day. If you require any of the services, please make sure the correct paperwork along with your payment is received at the school office by the deadlines stated. Any requests received after the deadlines cannot be processed.

Post result services can be requested by individual candidates for written examinations only.

CERTIFICATE COLLECTION

Dates for collection of your exam certificates will be in your results envelope.

Please make sure that these are collected from the school before Christmas break. If you are unable to pick them up yourself, please provide written consent for another member of your family to sign for them on your behalf. They will need to bring a letter with them on collection.

The examination boards state that schools only have to keep certificates for one year and after this date they may be destroyed. You will then have to contact the examination boards directly for replacements. They will charge for this service.

SOME AWARDING BODIES DO NOT OFFER REPLACEMENT CERTIFICATE SERVICE AND WILL ONLY ISSUE A CERTIFYING STATEMENT OF RESULTS.

APPENDICES

Appendix 1	Information for candidates for written examinations effective from 1 September 2021
Appendix 2	Information for candidates – Coursework assessments
Appendix 3	Information for candidates – Non-examination assessments
Appendix 4	Using calculators
Appendix 5	Information for candidates – Information about you and How we use it
Appendix 6	Information for candidates – Using social media and examinations/assessments
Appendix 7	Unauthorised items poster
Appendix 8	Warning to candidates
Appendix 9	Indicative sanctions against candidates

Appendix 1

Appendix 5 Information for candidates for written examinations – effective 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) 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, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take 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.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

Appendix 2



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/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 or should not be included.

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

©JCQ 2021 – Effective from 1 September 2021

Appendix 3



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

Preparing your work — good practice

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

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

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

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

Do not be tempted to use pre-prepared online solutions this is cheating.

Electronic tools used by awarding bodies can detect this sort of copying.

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

Research and using references

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

The research you do may involve looking for information in published sources such as textbooks, 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, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/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 won't be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Appendix 4

10 Using calculators

10.1 Candidates may use a calculator in an examination unless this is prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

10.2 The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

10.3 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

Calculators must be:

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

Calculators must not:

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

The candidate is responsible for the following:

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

10.4 An invigilator may give a candidate a replacement calculator.

10.5 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Appendix 5



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

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

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

Information about you and from where it is obtained

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

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

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

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

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

Information for candidates

Using social media and examinations/assessments



Image by Patrice Jones

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

Please read it carefully.

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

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

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

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

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

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.

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



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

JCQ 2021 – Effective from September 2021



AQA

City & Guilds

CCEA

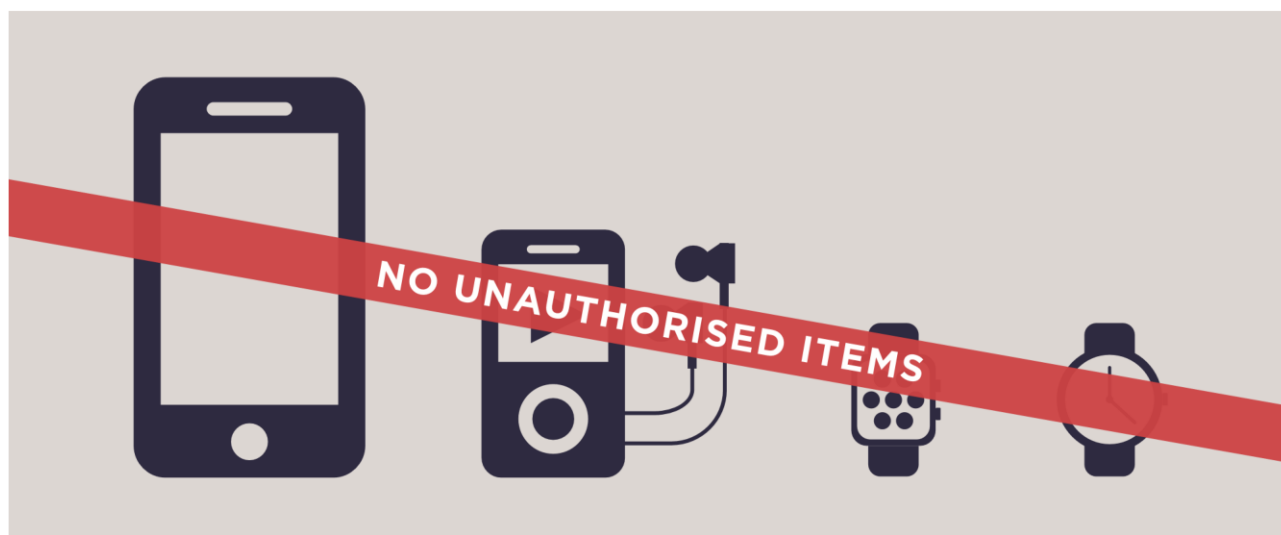
OCR

Pearson

WJEC

**NO MOBILE PHONES
NO WATCHES
NO MP3/4 PLAYERS**

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



Possession of unauthorised items, such as a mobile phone
or any watch, 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.



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.

Effective from 1 September 2021

Appendix 9

Appendix 6 Indicative sanctions against candidates

This table is for guidance only and sanctions can be flexible applied according to the details of each individual case

In instances where the box is blank, the sanction may be used.

The structure of awarding bodies' qualifications can differ and therefore all the available sanctions may not be relevant for every qualification.

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; notes irrelevant to subject	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, PM3/4 player, memory sticks, Smartphone, Smartwatch)	not in the candidate's possession but make a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of being used by the candidate
Standard sanctions:			

-
- | | |
|--|---|
| 1. warning; | 6. disqualification from all units in one or more qualifications taken in the series; |
| 2. loss of marks gained for section; | 7. disqualification from the whole qualification; |
| 3. loss of all marks gained for a component; | 8. disqualification from all qualifications taken in that series; |
| 4. loss of all marks gained for a unit; | 9. barred from entering for examinations for a set period of time. |
| 5. disqualification from the unit; | |
-

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
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Breaches of examination conditions

A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance: e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	related non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

Standard sanctions:

<ol style="list-style-type: none"> 1. warning; 2. loss of marks gained for section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 	<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in the series; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series; 9. barred from entering for examinations for a set period of time.
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Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
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Exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to):

Verbal communication	isolated incidents of talking before the start of the examination or after papers have been collected	taking during the examination about matters not related to the exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment related information	passing assessment related information to other candidates; helping one another; swapping scripts

Offences relating to the content of candidates' work

The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	isolated words or drawings, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings
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Standard sanctions:

<ol style="list-style-type: none"> 1. warning; 2. loss of marks gained for section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit; 	<ol style="list-style-type: none"> 6. disqualification from all units in one or more qualifications taken in the series; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series; 9. barred from entering for examinations for a set period of time.
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Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages; due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing	minor amount of plagiarism/poor referencing in places	plagiarism from published work listed in the bibliography or referenced; or minor amount of plagiarism from a source not listed in the bibliography or referenced	plagiarism from published work not listed in the bibliography or referenced; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates' answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of the examinations/assessments			
The deliberate destruction of work	minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates			falsification/forgery
Standard sanctions:			

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
1. warning; 2. loss of marks gained for section; 3. loss of all marks gained for a component; 4. loss of all marks gained for a unit; 5. disqualification from the unit;		6. disqualification from all units in one or more qualifications taken in the series; 7. disqualification from the whole qualification; 8. disqualification from all qualifications taken in that series; 9. barred from entering for examinations for a set period of time.	
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Theft (where the candidate's work is removed or stolen)			taking somebody else's work (e.g. project/coursework) to pass it off as one's own
Personation			deliberate use of wrong name or number; personating another individual; arranging to be personated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
Standard sanctions:			

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
-----------------	-------------------------	---	---

1. warning;	6. disqualification from all units in one or more qualifications taken in the series;
2. loss of marks gained for section;	7. disqualification from the whole qualification;
3. loss of all marks gained for a component;	8. disqualification from all qualifications taken in that series;
4. loss of all marks gained for a unit;	9. barred from entering for examinations for a set period of time.
5. disqualification from the unit;	

Use of social media for the exchange and circulation of real or fake assessment material	attempting to source secure assessment related information on-line/via social media	accepting/receiving real or fake assessment related information via social media without reporting it to the awarding body	misuse of assessment material (real or fake) including: attempting to gain or gaining prior knowledge of assessment information via social media; improper disclosure of real or fake assessment information; passing or distributing real or fake assessment related information to others
Standard sanctions:			

1. warning;	6. disqualification from all units in one or more qualifications taken in the series;
2. loss of marks gained for section;	7. disqualification from the whole qualification;
3. loss of all marks gained for a component;	8. disqualification from all qualifications taken in that series;
4. loss of all marks gained for a unit;	9. barred from entering for examinations for a set period of time.
5. disqualification from the unit;	

Type of offence	Warning (Sanction 1)	Loss of marks (Aggregation still permitted) (Sanctions 2-4)	Loss of aggregation or certification opportunity (Sanctions 5-9)
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