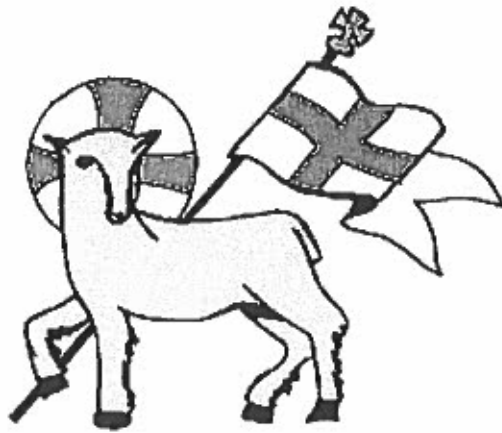


ST JOHN BAPTIST HIGH SCHOOL



PUBLIC EXAMINATIONS THE

ROUTE TO SUCCESS

CENTRE NUMBER: 68510

Contents

First things first	4
Equipment	5
Forbidden Items	6
Conduct	7
During Examinations	8
At the end of examinations	9
Coursework/Controlled Assessment Tasks (CATS)	10
'What ifs'	11
Post-Results Services	14
Appeals	15

Aim and Purpose

The purpose of this document is to guide you and your parents through an important and potentially stressful time in your life.

This booklet aims to:

- explain the regulations which you are required to follow
- give you advice about how to ensure that you are well prepared and able to perform at your best
- explain what you should do if any problems occur

I hope that students, parents and staff will find it helpful and informative.

Remember that if you are unsure about anything or have any concerns, we are here to help. Jan Green can usually be found in her office or can be contacted by telephone – 01685 887716

Any comments about this booklet would be appreciated.

The staff and I wish all those taking public examinations the best of luck. Your chances of fulfilling your potential will be improved if you work hard and prepare well.

Dr S M Mitchell
Headteacher

December 2018

Contact Details: tel: 01685 875414 fax: 01685 881582
E-Mail: exams@stjohnbaptist.co.uk

First Things First

Ensure that you check your Statement of Entry carefully. Make sure that your personal details are correct and that you have been entered for all the examinations you are expecting to sit. If you spot an error or omission, tell Jan Green immediately.

Make sure you **know your time-table**. We advise you to:

- Show your parents and make a copy available to them
- Check it carefully with a friend; do you agree on the date, time and place of exams?

The main summer examination period runs from mid-May to the end of June / beginning of July. Language orals can be as early as the end of March.

The winter session runs from the second week in January to the end of January / beginning of February.

There are GCSE modular examinations and a few GCSE re-takes in January and November.

Be Punctual

Morning examinations start at 9.00. Afternoon examinations start at 13.00. Most examinations take place in the Sports Hall, but not all. The room will be indicated on the seating plan you will be given and also on the Exam Noticeboard situated at Reception.

You should be outside the exam room **at least 15 minutes before the start time**; this means you should be in school **at least 20 minutes beforehand** so that you can get yourself organised, go to the loo and take a few deep breaths!

Come Properly Equipped

Make sure you have with you all the equipment you will need – especially for Maths, Science and Geography.

You are **NOT** allowed to borrow anything from anyone in the exam room.

Your equipment MUST be in a transparent bag or pencil case.

Check with your Maths/Science teachers (well in advance) that you have a calculator permitted within the rules of the exam. Seek advice from all your subject teachers about the equipment required for examinations.

Black ink only is permitted for any writing you do; pencil and crayons can be used for illustrations, maps etc.

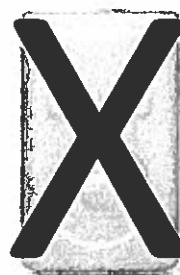
In some examinations, you are allowed access to a textbook or a set text. Remember to bring it with you!

You may bring a drink into the examination room. **Water only is allowed. It must be in a clear bottle, with a sports-style top, and the label must be removed.** When not in use, the bottle should be stored on the floor, under your chair or desk, so that there is no danger of it being kicked over by an invigilator. If you are unwell and need throat sweets you must inform the invigilator(s). **NO OTHER KINDS OF DRINK OR FOOD ARE PERMITTED.**

Forbidden Items

Once in the Examination Room you are not allowed to use or be in possession of:

- A mobile phone (if you can manage without it, leave it at home) or hand it in at Reception
- Any other electronic device (e.g. iPods/ MP3 / pagers / or anything with a text facility) that might be deemed of help to you in the exam
- Any material which might be deemed to be of help to you (even if you had no intention of using it)
- Bags/Coats (leave them somewhere safe and remove any valuables; a small number of valuables can be left with the invigilator(s). Don't forget to collect them afterwards!)
- Correcting fluid, ink eraser pens, highlighters, gel-pens
- Reading pens
- Smart watches must be removed and placed on your desk



Conduct

You are expected to be tidily dressed in **full school uniform** for all examinations, although account will be taken of the temperature in the examination room.

Be polite to, and co-operate with the invigilators.

Once inside the examination room:

- **you must not attempt to communicate with any other candidate in any way**
- **you must not talk once you enter nor until you have left the examination Room**
- **you should find your seat, sit down, get yourself organised for the examination and await further instructions**

You must not attempt to introduce into the exam room any unauthorised materials or become involved in any unfair practice. Contravention of such rules may lead to disqualification.

During the Examination

- **read the instructions carefully** and ensure that you complete everything that is asked of you
- work out how best to use your time; **stop, think, engage brain** before you start writing!
- if you need additional materials, put your hand up, and an invigilator should come to you very quickly; if not, wave your arm around to attract attention - don't wait till the very last moment to request extra paper
- if you are unsure about what to do, ask the invigilator for help
- if you feel unwell, please inform the invigilator straightaway
- rough work should be done in your answer booklet and crossed through if you do not wish it to be marked; **do not make it totally illegible**, however, as credit may be awarded for what you have written
- keep an eye on the clock; you will be given a warning five minutes before the end of the exam

In order to facilitate on-line marking, some examinations require you to write some answers within boxes. These boxes serve as a guide as to how much you are expected to write.

Avoid writing outside the box.



Other than in exceptional circumstances, you will NOT be allowed to leave the examination room before the scheduled finish time.

At The End of Examinations

- Stop writing when you are told to do so
- Listen carefully to the instructions you are given
- **Ensure your name and other details are completed on the front of your answer booklet;**
- If necessary, put your paper in the correct order and attach loose sheets with a treasury tag
- **Ensure that everything is handed in to the invigilator**

You will usually be dismissed one row at a time by the invigilator(s).
As you leave the examination room, please:

- wait until the invigilator tells you to go
- leave your chair tidily under the desk
- move it quietly, as there may be other candidates working
- once outside the room, please remember that others may still be doing exams and that there may well be lessons going on in classrooms

General

It is the responsibility of the Examinations Officer to ensure the integrity of the exams i.e. that they are conducted according to the rules and regulations, that they run smoothly and that, above all, they are fair to all involved.

**ANY MAJOR BREACH OF THE RULES COULD RESULT IN
DISQUALIFICATION NOT ONLY FROM THE EXAMINATION
CONCERNED, BUT FROM THE WHOLE SERIES!**

Coursework – Controlled Assessment Tasks (C.A.T'S)

Coursework is an important element of most public examinations. Deadlines will be set at various stages throughout the year AND MUST BE ADHERED TO. If you have difficulty in completing such assignments, you must talk to your subject teacher or Head of Year sooner rather than later, so that help and support can be given.

We wish to bring to your attention concern being expressed by the Examination Boards regarding the authenticity of coursework submitted by students at all levels of the system.

In an effort to combat this, the Boards require all candidates to sign a form confirming the authenticity of each separate piece of work submitted. This means that, not only is the work that of the individual alone, but that all sources (books, films, journals AND internet sites) have been acknowledged.

In the interests of fairness to all candidates sitting examinations, we would ask parents to do their best to ensure that your daughter/son is clear about this, and that they are aware of the possible implications of any attempt to submit work which is not their own, either wholly or in part.

Neither copying the work of another student nor allowing your work to be copied is acceptable. Both practices constitute infringements of the rules which will be sanctioned by disqualification.

The Boards are likely to disqualify anyone caught cheating, certainly from the examination concerned and, possibly, from the whole series (i.e. all examinations taken). If you are in any doubt, see your subject Teacher. Also read "Instructions for Conducting Coursework" (J.C.Q) a copy of which you have been given. Further copies available from Jan Green's Office.

We too, as guardians of the integrity of the examination process at St. John Baptist High School, are likely to take a very dim view of anyone found guilty of deception. Any re-taking of examinations at a later stage will be at the expense of the individual candidate, not of the school.

'What ifs?'

I am unwell on the day of the examination and unable to attend ...

Phone the office as soon as you can (01685 875414) and let us know. Arrange an appointment a.s.a.p. with your GP and obtain a medical certificate.

Bring it in to school and, whenever possible, have a word with the Examinations Officer.

I am unavoidably delayed for some reason ...

Phone the office as soon as you can (01685 875414) and let us know. Get to school as soon as you can. You will be allowed to take your examination but, you should be aware that the Examination Board may not accept it. In such cases you will receive no marks for this component.

I have more than one examination in the same session ...

This is known as a **clash**.

If the total time does not exceed 2½ hours (GCSE) or 3 hours (GCE) you will be expected to take all papers during that session, as scheduled.

If the time allocated to the examinations exceeds the above times you should have been notified of the clash by JAN GREEN, who will have given you specific instructions about which exams are to be taken when. If you have not been given this information, you must see the Examinations Officer, JAN GREEN as soon as possible.

If you have to be supervised at any time during the day you **MUST FOLLOW INSTRUCTIONS AND AVOID ALL CONTACT WITH OTHER CANDIDATES**. You will normally be given a break, (about 5mins) between examinations. If you are to be supervised over lunchtime, you should bring with you some food and drink and, probably, your revision notes for the next exam(s). You will not be allowed to keep your mobile phone with you.

Very occasionally, A-level students have to be supervised overnight. If this applies to you, you will be contacted long before the date in question, and the rules will be explained to you.

I feel ill during the examination ...

Inform the invigilator. It may be possible to give you (supervised) rest breaks in order to help you through the examination. Please **DO NOT WAIT TO BE SICK IN THE EXAMINATION ROOM**. Let an invigilator know that you have a problem and you will be escorted out. You may be able to return later, if you feel better.

Consult your GP a.s.a.p. and ask for a medical certificate. You may be entitled to special consideration (although you should be aware that the Board will never award more than 5% of the marks scored in the paper concerned)

My performance in the examination has been adversely affected by illness or other difficult circumstances ...

You may be entitled to special consideration (see above). You should obtain a letter either from your GP in the case of a medical problem or, in other circumstances, from your Head of Year. The evidence should be handed to the Examinations Officer, who will contact the Board on your behalf.

I misread my timetable and/or fail to turn up for an examination ...

You will not be given another opportunity to sit the examination. You will also be charged for examinations you miss, intentionally or not. Charges range from £13 (for most GCE units) to £35 (for GCSEs).

I need to go to the loo during an exam ...

Put your hand up and tell an invigilator. He or she will arrange for you to be escorted to the nearest lavatory. You will be allowed a little extra time, if necessary. It is, however, in your best interest to go before the examination begins.

The fire alarm goes off during an examination ...

Await instructions from the invigilator(s) or Examinations Officer. If it is necessary to evacuate the examination room, you should leave everything, including your examination paper, on the desk and leave the room one row at a time, as instructed. You should assemble by subject and in candidate number order on the main yard, away from other members of the school. **YOU MUST NOT TALK TO OTHER CANDIDATES.** Provided that you are able to return to the room later, you will be given the full time allocation. The Board will be informed of the disruption.

Post-Results Services

GCE (A2 and AS) results will be issued on the morning of Thursday 15th August 2019

GCSE results will be issued on the morning of Thursday 22nd August 2019

It is **STRONGLY** recommended that you are available to collect these results.

The following services are available:

- **a priority re-mark** – this service is mainly for students who have not done well enough to hold their preferred place at university
- **a photocopy of the script** – allowing you the opportunity to look through the paper before deciding whether to request a re-mark

THERE IS A VERY SHORT DEADLINE FOR THESE REQUESTS. THE EXAMINATIONS OFFICER IS USUALLY AVAILABLE AT VARIOUS TIMES AFTER THE PUBLICATION OF THE RESULTS. DETAILS ARE POSTED ON THE EXAMINATIONS NOTICE BOARD IN THE MAIN CORRIDOR.

- **a re-mark**
- **access to your original script**

All the above services incur a charge. Details of costs can be found by seeing Jan Green. If you require any of these services, you should see her immediately and she will deal directly with the Board on your behalf. Unless a department requests a re-mark, the individual candidate is expected to bear the cost. Your money will, however, be refunded if your **grade** is raised.

IF YOU REQUEST A RE-MARK, YOUR SCORE CAN JUST AS EASILY GO DOWN AS UP

Appeals

Appeals procedures are in place if you have concerns about any part of the system. The appeal, however, can be lodged **ONLY AGAINST THE PROCEDURES OF THE BOARDS OR THE SCHOOL, NOT AGAINST THE MARKS AWARDED**. Please consult the examinations Officer if you feel you have any grounds for an appeal.

Declining Grades

It is no longer possible to decline a grade. This means that, once you have aggregated (i.e. requested the award of a grade), the information will be on record and available to bodies such as UCAS. You can, however, re-take any unit once only in order to improve your AS or A2 grade. If you are continuing to A2, however, it will probably be pointless requesting a new AS grade as your A2 result will be of greater significance. However, should you wish to re-take a unit more than once, this will be classed as a 'fresh start' and you will have to re-take all the units again to cash in.

Certificates

Certificates are distributed on Prize Day which is arranged for Year 11 and Year 13 at the end of Spring Term. This year it is scheduled for the 30th April 2019. If you are unable to attend, you should contact the school office in order to arrange to collect them the day after Prize Day, otherwise your certificates will be returned to the Examination Board or will be confidentially destroyed.

Please remember that certificates are valuable documents which cannot be replaced. The cost of obtaining an official copy of your results from the Exam Board is over £40

FILE THEM AWAY SECURELY!



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://www.pearson.com/corporate/privacy-notice.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

Information for candidates Using social media and examinations/assessments

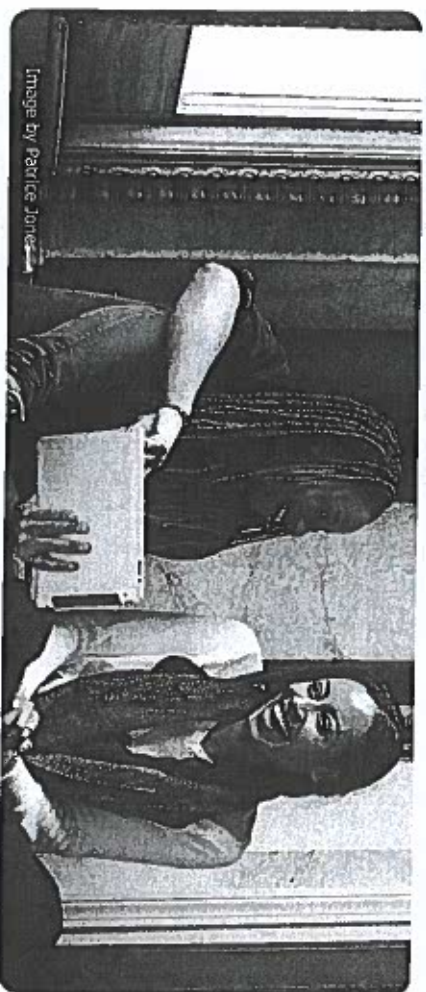


Image by Parvite Jones

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

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

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

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

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



Image by Ben Wright

You should be aware that the following constitute malpractice:

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

Penalties that awarding bodies apply include:

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

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

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





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 2019.

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.

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



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 2019.

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

©2018 – Effective from 1 September 2018

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**Information for candidates
For on-screen tests – effective from 1 September 2018**

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2018

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

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. 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 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	
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 formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. Make sure you fill these details in on any additional answer sheets that you use.
4	Remember to write your answers within the designated sections of the answer booklet.
5	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
6	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: 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.

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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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 2014

