



# St Martin's School

## Student and Parent Examinations Handbook 2019/20

Hanging Hill Lane  
Hutton, Essex, CM13 2HG

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# INTRODUCTION

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It is the aim of St Martin's School to make the exam experience as stress-free and successful as possible for all candidates.

Please read this booklet carefully to ensure that you are aware of the exam regulations and the procedures to follow in the event of any problems. It would be beneficial to keep this booklet, as it provides useful information from entry through to the issue of results, grade boundaries and post results services.

You may find a copy of this booklet on the St Martin's School website under the 'Exams' section.

The examination boards set down strict criteria which must be followed for the conduct of exams and St Martin's School is required to follow them precisely. You should therefore, pay particular attention to the information for candidates that are included in this booklet

If you have any queries regarding this booklet or need help/advice at any time before, during or after the examinations, please do not hesitate to contact us:

Senior Exams Officer – **Mr Ben Marshall ([bmarshall@st-martins.essex.sch.uk](mailto:bmarshall@st-martins.essex.sch.uk))**

Exams Assistant – **Mrs Clare Bates ([cbates@st-martins.essex.sch.uk](mailto:cbates@st-martins.essex.sch.uk))**

The exams office telephone number is: **01277 238 350 or 01277 238 321**

Remember – we are here to help.

**GOOD LUCK!**

# BEFORE THE EXAMS

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## Statements of Entry

All candidates receive a statement of entry indicating the subjects they are being entered for and the levels of entry, where applicable. Some subjects only have one tier of entry; some have Foundation or Higher tiers. Please check that these are correct. If there are any discrepancies please let the exams office know (not teaching staff), we can then look into it.

You must check everything on the statement of entry very carefully. Check that all personal details (date of birth, spelling of names and legal name) are accurate as these will appear on certificates. The exam boards will charge a fee to amend any details printed on certificates, this can cost up to £50 per certificate awarded. Statements of Entry will be handed out in form time, where students will be required to sign to acknowledge receipt. Students must provide a personal mobile phone number; this is so that the exams office can contact students in an emergency.

Statements of entry are also available to view on 'Insight', which is accessible through the school website [www.st-martins.essex.sch.uk](http://www.st-martins.essex.sch.uk). Once logged into Insight you will need to open the Assessments tab which will show more options. Once the 'Exam Entries' tab is selected you will be able to see all entries that have been made, including PPE's.

## Exam Boards

The School uses the following Exam Boards: AQA, Pearson, Eduqas and OCR.

## Candidate's Name

Candidates are entered under the name format of first name, one middle initial and (Legal) surname, e.g. Adam J Smith. This format cannot be altered in anyway.

## Candidate Number

Each candidate has a four-digit candidate number and is unique within the centre. This number will need to be indicated on every exam paper. This identifies you to each exam board. It will appear next to your name on seating plans, desk slips and exam registers. If you do not know your candidate number, you can locate it on the notice board in the North Foyer. **PLEASE LEARN IT.**

## UCI Number

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of the statement of entry. This number will usually begin with the Centre Number (16126), unless you have transferred from another school that had already issued you with a UCI number. Your UCI number is used for administration purposes and it is not necessary for you to remember it.

## Exam Timetables

A copy of the school's exam timetables for 2019/2020 will be available on the school's website. You will receive an individual timetable detailing the exams that you have been entered for with details of the date, time and duration of every exam. **Check it carefully.** This timetable will also

show which room you will be sitting your exams in and your seat number. This timetable must be brought with you to **EVERY** exam. It is advisable to take a photo of your timetable on your mobile phone, that way, it will more than likely always be with you.

If you think that there may be an error on your timetable, please see the exams office immediately. If you have lost your timetable, you can print a new one from Insight. The exams office and year administrators will not be able to re-print timetables for you.

## **Contingency Day**

A contingency day of Wednesday 24 June 2020 has been set for examinations. Students are advised to stay available until this day should an awarding body need to invoke its contingency plan.

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

## **Clashes**

Some candidates may have a clash of exams, where two subjects are timetabled at the same time. The school will make special provisions for these candidates. Clashes will be resolved and shown on individual timetables. If you think there is a clash on your timetable that has not been resolved, please see the exams office immediately.

Exams cannot be moved to another day, regardless of the reason.

If a clash of exams totals three hours or less, we cannot give students any longer than a 15-minute supervised break which must be within the examination room. In which time students are not permitted to revise.

If a clash of exams totals more than three hours we are permitted to move an examination to a later or earlier session. Students can revise in their supervised break.

## **Overnight Supervision**

Overnight supervision arrangements must only be applied in rare and exceptional circumstances and as a last resort.

When candidates are entered for multiple examinations (three or more) which are timetabled for the same day and the total duration is:

- a) more than six hours for GCE examinations (AS, A2, A-level), including extra time and/or supervised rest breaks; or
- b) more than five and a half hours for GCSE examinations, including extra time and/or supervised rest breaks;

Candidates may be allowed to take an examination the following morning, including Saturdays.

Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

## Contact Numbers

Please check that the school has at least one up-to-date contact number for you. It is sometimes useful to have a mobile telephone number for the candidate in addition to that of the parents.

# DURING THE EXAMS

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## Exams Regulations

A copy of the “Notice to Candidates”, which is issued jointly by all the Examining Boards, is situated at the back of this booklet. All candidates must read this carefully; any exam rules or regulations that are not adhered to could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

## Identifying Candidates

Lower School candidates are required to wear full school uniform for exams. A senior member of staff will be present at every exam to ensure the identity of candidates.

Sixth Form students are required to bring photo identification to every exam.

External candidates must show photo identification before entry to the exam room.

You will not be allowed to enter the exam venue without producing identification for inspection. If you have forgotten your identification a member of staff will need to visually ID you which may delay your entrance into the exam hall. Please be aware that this may make you late for your exam, so it is always best to bring your identification with you.

## Attendance

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped.

All candidates must arrive 20 minutes prior to the start time of their exam. Please queue on the tennis courts in front of the relevant sign for your exam and try to arrange yourselves into alphabetical/candidate number order. You will then be taken to the venue by a teacher.

Exams may start slightly earlier or slightly later than the published time. Please ensure that you arrive in plenty of time.

**It is important that all students bring their individual timetables, which contain the exam venue and seat number, to each and every exam.**

Candidates who arrive late, may still be admitted but may not receive any additional time. (see ABSENCE FROM EXAMS).

**Full school uniform must be worn by all students attending school for GCSE exams.**

**Correct Sixth Form dress code must be adhered to.**

**If you have exams in the winter series, please dress accordingly. No hoodies, coats, scarves etc. are permitted in the exam room.**

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag. Pens should be black ballpoint. Correction pens/fluids are not permitted. For mathematics and science exams, students should make sure their calculators conform to the exam regulations. If in doubt, check with your teacher. Remove any covers or instructions from calculators and make sure batteries are new.

Exam regulations are very strict regarding items that may be taken into the exam room (see FAQs). If you break these rules you may be disqualified. **Mobile telephones and smart watches MUST NOT BE BROUGHT INTO THE EXAM ROOM.** Please make sure that you place any watches on your desk and turn off any watch alarms. If a mobile phone (or any other type of electronic communication or storage device) is found on your possession during an exam (even if it is turned off or the battery is not inserted) it will be taken from you and a report will be made to the appropriate exam board. No exceptions will be made.

We do offer to store electrical devices whilst an exam is in progress, and you will be provided with a numbered ticket, which you can then exchange for your items at the end of the exam. The school provides racks for coats, bags and personal items. Property left is done so at the owner's risk and St Martin's School does not take any responsibility for theft, loss or damage to these items.

Food is not permitted in the exam rooms, only water in a clear bottle with the label removed is allowed.

Please do not write on exam desks. This is regarded as vandalism and you will be asked to pay for any damage. If you are seen writing on the desks you will be reported to the Exams Officer. You may not be informed that you have been reported. Invigilators thoroughly check all exam desks for graffiti prior to each exam. Each student is pre-allocated a desk, so that vandalism can be identified immediately.

Do not draw graffiti, write offensive comments, or anything apart from your answers on your exam papers – if you do, the exam board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about. Check you have the correct question paper – check the subject, paper and tier of entry. Read all instructions carefully and number your answers clearly.

Once you have entered an exam room you cannot leave until dismissed by an invigilator. Please make sure that you have all equipment needed to take an exam before entering the room. You will not be allowed to leave early. If you have finished the paper, use any time remaining to check over your answers and make sure you have completed your details on the front of your paper correctly.

At the end of the exam all work must be handed in – remember to cross out any rough work. If you have used more than one answer book, or loose answer sheets, make sure they are arranged in the correct order and placed inside your exam paper/answer booklet.

Invigilators will collect your exam papers before you leave the room. Silence must be maintained during this time. Remember, you are still under exam conditions until you have left the room. Question papers, answer booklets and additional paper must NOT be taken from the exam room. If this incident does occur, it could lead to your paper not being marked as the security of the



paper has not been maintained.

Remain seated and in silence until told to leave the exam room. Leave the room in silence and show consideration for other candidates who may still be working in rooms close by.

If the **fire alarm** sounds during an exam the invigilators will direct you. Do not panic! If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are seated. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone during the evacuation. When you return to the exam room do not start writing until instructed. You will be allowed the full working time for the exam and a report will be sent to the awarding body detailing the incident.

## **Invigilators**

The school employs external invigilators to conduct the exams. They are provided with training twice a year to be kept up to date with the JCQ regulations.

Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times. Invigilators are in the exam rooms to supervise the conduct of the exam. They will distribute and collect the exam papers, tell candidates when to start and finish the exam, hand out extra writing paper if required and deal with any problems that occur during the exam, for example if a candidate is feeling ill. Please note that invigilators cannot discuss the exam paper with you, read any part of the exam paper or explain the questions. Pupils who are reported to the exams office by the invigilators for disruptive behavior or who behave in an unacceptable manner will be removed from the exam room by a member of the Senior Leadership Team.

## **Absence**

The exams office will call/text the student on the mobile number provided. If there is no answer, the home phone number will be called. Failing this, the contact numbers of parents or carers will be called. Students will have 30 minutes from the start time of the exam to guarantee entry.

If a student arrives 30 minutes after the start time of the exam they will be allowed to enter the exam room and attempt the paper. You may not be given the full time for the exam as this depends on exam logistics for the day and is at the discretion of the exams office. A late form will be sent to the exam board who will decide whether to accept the paper to be marked.

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

If you experience difficulties during the exam period (e.g. illness, injury or personal problems) please inform the exams office at the earliest possible point so we can help or advise you. Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate or parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration. For the award of a grade by special consideration, where a student misses part of an exam through illness or personal misfortune, a minimum of **50%** of the exam (including coursework) must be completed.

Parents and candidates are reminded that the school will require payment of entry fees (usually £50.00 per subject) should a candidate fail to attend an exam. Failure to pay may result in the student being unable to sign off.

## **Access Arrangements**

In line with the JCQ regulations, a privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements.

Access arrangements must be overseen by the SENDCO.

Access arrangements are not intended to give candidates an unfair advantage over their peers, nor do they exist to 'maximise the potential' of a given candidate.

If you think you require access arrangements, please contact Miss Liana Barnes on 01277 238 359 or Mrs Howell on 01277 238 354.

## **Separate Invigilation**

Students are not permitted to sit in a separate room or request to sit by the door unless there is a specific history of need.

If the request is due to a medical condition, background evidence will be required from a qualified professional. A letter from the GP will not suffice.

For example: Students suffering from anxiety close to exam period with no previous history, will not be permitted separate invigilation.

## **Special Considerations**

Special Consideration is a post-exam adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has, or is reasonably likely to have had a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Candidates will NOT be eligible for Special Consideration if preparation for or performance in the exam is affected by long-term illness.

When an application for special consideration is accepted by the exam boards, an adjustment to the marks or grades of a candidate who is eligible for consideration is made. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed (within seven days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

## **Behaviour**

We take behaviour in exams very seriously. The exams office is at liberty to report every incident to the examination boards. Penalties from the exam boards can range from a warning to being barred from taking any exams for a set period of time (please see table overleaf).

PPE exams are treated in line with JCQ regulations. If a candidate is caught talking, passing items, or an invigilator has any reason to believe that students are communicating/behaving in a manner that is unreasonable, you will be reported to the Exams Officer who may disqualify you from the exam.

On the next page is a table of sanctions from the JCQ. These are just some of the types of offences that students make unknowing of the serious sanctions that the JCQ can take.

## JCQ Malpractice Penalties

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
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 exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)	not in the candidate's possession but makes a noise in the exam room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the exam 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 designated seat; significant amount of writing after being told to stop	repeated non-compliance
Disruptive behavior in the exam room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behavior; repeated or loud offensive comments; physical assault on staff or property
talking	isolated incidents of talking before start of exam or after papers have been collected	talking during exam about matters not related to exam; accepting exam related information	talking about exam related matters during the exam; whispering answers to questions
written communication	passing written communications (notes) which clearly have no bearing on the exam	accepting exam-related information	passing exam related notes to other candidates; helping one another; swapping scripts
The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-exam 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; racist, lewd or sexist remarks or drawings

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; impersonating another individual; arranging to be impersonated
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, possibly due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing		plagiarism from published work listed in the bibliography <b>or</b> minor amount of plagiarism from a source not listed in the bibliography	plagiarism from published work not listed in the bibliography <b>or</b> plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography
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 (including the misuse of technology)	lending work not knowing it would be copied	permitting exam script/work to be copied; showing other candidates the answers	copying from another candidate's script, controlled assessment, non-exam assessment borrowing work to copy
The deliberate destruction of work		defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
<b>Standard penalties:</b>			
<ul style="list-style-type: none"> <li>• warning;</li> <li>• loss of marks gained for a section;</li> <li>• loss of all the marks gained for a component;</li> <li>• loss of all the marks gained for a unit;</li> <li>• disqualification from the unit;</li> </ul>		<ul style="list-style-type: none"> <li>• disqualification from all units in one or more qualifications taken in the series;</li> <li>• disqualification from the whole qualification;</li> <li>• disqualification from all qualifications taken in that series;</li> <li>• barred from entering for exams for a set period of time.</li> </ul>	

# FIRE EVACUATION PROCEDURES

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In the event of a fire alarm during an exam, the following procedures must be followed.

1. Candidates are to stop writing and put pens / pencils down.
2. Invigilators will note the time that the fire alarm went off.
3. BEFORE candidates leave the venue, a reminder will be given that you are still under exam conditions and under NO CIRCUMSTANCES should you talk to one another, attempt to communicate with one another or use a mobile phone. A breach of these regulations could result in disqualification.
4. If evacuation is necessary, all exam papers and materials should be left on the candidate's exam desk and **NOT** taken out of the venue. Bags & personal belongings should be left behind.
5. UNDER NO CIRCUMSTANCES are candidates to take their mobile phone or other electronic devices outside with them. This will be a breach of exam board regulations and they will risk being disqualified from their exam.
6. Candidates should leave the venue in an orderly fashion via the fire exits and will be escorted to the field. Candidates will be supervised by an invigilator at all times.
7. Candidates should line up as they were seated in the exam room (seating plan).
8. The exam registers will be taken out with the invigilators and once all candidates are lined up in seating plan order, a roll-call, to ensure that all candidates are present and accounted for, will be taken.
9. Upon re-entry to the exam room, the invigilators will note the time of re-starting the exam and change the finish time.
10. At the end of the exam, Invigilators will ensure that the Exams Officer has **FULL** details of the incident, so that special considerations can be applied for, for all students concerned.

**Please remain calm!**

# AFTER THE EXAMS

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## Notification of Results

- Results will be available for collection on:

**GCE – Thursday 13 August 2020  
Year 13 - 8.00 – 9.00 am**

**GCSE – Thursday 20 August 2020  
Year 11 - 8.00 – 9.00 am**

- If you require someone else to collect your results for you on your behalf (including family members), you must give your written authorisation to the exams office **before** results day.
- Results that are not collected will remain in the exams office until collected.
- If you would like your results posted, you must provide the exams office with a stamped address envelope before results day.
- Results will not be given out by telephone or email under any circumstances.
- Pass grades at GCSE are from 9 - 1 for GCSEs. A pass grade at GCE are A\* - E. BTECs are graded either Pass, Merit, Distinction or Distinction\*.

## Certificates

A presentation evening in November will take place for all Year 11 leavers. Invitations to students and their parents will be sent out with full details of the event in September.

Year 13 leavers will be asked to come to the exams office to collect their certificates during specified opening times. If the certificates are to be collected by someone other than the student, written confirmation must be sent in prior to collection and must be from the student.

St Martin's School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time they will be destroyed in line with JCQ guidelines. Certificates can only be replaced by direct application to the appropriate exam boards where there will be a fee of approximately £50 per certificate. Please note that most exam boards will not issue replacement certificates and will instead send a certified statement of results.

## Retention of Work

Centres are required to retain candidates' marked coursework, under secure conditions, whether or not it was part of the moderation sample, until all possibility of a review of moderation has been exhausted. If no request for collection of work has been submitted to the relevant department, the disposal of all coursework will start from the 1 October.

## Non-Exam Assessment (NEA) Appeals Procedure

The school is committed to ensuring that whenever staff assess students' work for external qualifications; this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff that have the appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the exam board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If a student believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

The centre will:

- inform candidates with an entry for centre assessed work of the mark(s) awarded. You may request copies of materials to assist you in considering whether to request a review of the centre's marking of the assessment†;
- having received a request for copies of materials, promptly make them available to the candidate;
- make any necessary changes to marks and inform the candidate of the outcome, all before the awarding body's deadline;
- ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review‡;
- instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- inform the candidate promptly in writing of the outcome of the review of the centre's marking.

† These materials could include a copy of their marked work, the relevant specification and associated subject-specific documents.

‡ This may be a third party, provided that they meet the conditions defined above.

Appeals should be made, in writing to the exams office within one week of receiving notification of your NEA result.

A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres.

Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.

## Enquiries About Results

Please find below details of the services that are offered by the exam boards in relation to your results. If you wish to use any of these services please obtain an 'enquiries about results' form from the exams section of the school website, complete and return to the exams office with the relevant fee by the deadline date stated on the letter issued with your results.



## **Service 1: Clerical Re-check**

This service constitutes a re-check of all clerical procedures which lead to the issue of a result. This service may be considered when anomalous results have been issued for one candidate, compared to the rest of the cohort.

This service includes the following checks:

- all parts of the script have been marked
- the totalling of marks
- the recording of marks

Candidates' grades/uniform mark score (UMS) can go up or down. The examination boards aim to complete the enquiry within 10 working days.

## **Service 2: Review of Marking**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidates script.

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.

This service will include:

- the clerical re-check detailed in Service 1
- a review of marking as described above

Candidates' grades/uniform mark score (UMS) can go up or down. The examination boards aim to complete the enquiry within 20 working days of acknowledging the request.

## **Priority Service 2 - Review of Marking**

This is a priority review of marking:

- the enquiry must relate to a GCE
- a candidate's place in further/higher education depends on the outcome

All applications not meeting the above criteria will be treated as normal Service 2 requests.

Candidates' grades/uniform mark score (UMS) can go up or down. The examination boards aim to complete the enquiry within 15 working days of receiving the request.

## **Access to Scripts (ATS)**

Where possible, the ATS service is available for all GCE, AEA and GCSE externally assessed components. Components excluded from this ATS service have a report service. Components may be excluded due to their ephemeral nature or due to other special characteristics.

- Awarding bodies cannot provide an original script for papers that were marked online.
- Once an original script has been returned to a centre, an EAR request cannot be carried out.
- Once an EAR Service 1 or 2 has been completed, original scripts are no longer available.
- Awarding bodies will provide centres with either a hard copy or an electronic image of the script.
- All scripts should be received by the school by the 13 November 2020
- Priority scripts should be received by the school by the 6 September 2020

## **Coursework**

Coursework, practicals and NEAs cannot be reviewed. If you have any questions in relation to the grades, please speak to the relevant subject teacher.

## **Refunds**

Refunds will only be issued if a re-mark leads to the change of an overall subject grade, not the unit.

## **Fees & Deadlines**

Please refer to the 'Exams' section of the school website for all fees and deadlines. You will also be able to print the relevant forms from here.

**St Martin's school will give advice on all 'Review of Results' requests and issue grade boundaries and marks when requested. St Martin's School will not decline a request for any review made by a student within the deadline window. Any application for a review is made at the student's discretion. Upon application students are asked to sign a deceleration form which indicates that you have been made aware of the risks involved with any review of marking application and your grade can be lowered, go up or stay the same. Without a signature an application will not be processed.**

# FREQUENTLY ASKED QUESTIONS

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

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. For exams that exceed three hours, candidates will sit one paper then have short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. If the exams that clash do not exceed three hours there will be no break given. It may be necessary for you to bring a packed lunch if you have exam(s) in the morning and afternoon as you will have to remain in isolation until both exams are completed. If in doubt consult the Exams Officer.

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

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

## **Q. What do I do if I forget my candidate number?**

Candidate numbers are printed on your desk slip which will be stuck to the left hand corner of your desk. Invigilators will be able to help you find your number.

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

The Centre Number is **16126**. It will be clearly displayed in the exam rooms.

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

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

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for special consideration on your behalf (see below).

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

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

Provided you are not more than one hour late; it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to the exams office. A member of staff will escort you to the exam room. You must not enter an exam room without permission after an exam has begun. It may not be possible to allow you any extra time if you start the exam late.

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

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

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

## **Q. Do I have to wear school uniform?**

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

## **Q. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 pens (**black ink only**).
- For science modules you need 2 x **HB** pencils.
- For mathematics, **3B** pencils must be used for diagrammatic work.

- For some exams you will need a calculator (maths/science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature).
- You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from another candidate during the exam.

**Q. What items are not allowed into the exam room?**

Only material that is listed on question papers (e.g. an anthology) is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned. Bags and coats and any other items not permitted under exam regulations must be left outside the exam room. Do not bring any valuables into school. Food is not permitted in the exam room. Mobile telephones and smart watches must not be brought into the exam room.

**Q. What happens if I continue to write when we have been told to stop at the end of an exam?**

The incident will be reported to the relevant exam board and you could face disqualification.

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

The length of the exam is shown in minutes on your individual timetable under the heading ‘duration’. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a whiteboard at the front of the exam room. There will be a clock in all exam rooms. There will not be a 5-minute warning at the end of exams.

**Q. Why can't I bring my mobile telephone or smart watch into the exam room?**

Being in possession of a mobile phone, smart watch (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the exam boards:

The minimum penalties are as follows:

Device found on you and turned <b>ON/OFF</b>	- <b>disqualification from the paper</b>
Found using device	- <b>disqualification from qualification</b>

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it in when entering the exam room. You will be given a number to collect your phone. You are responsible for collecting it at the end of the exam and St Martin’s School will not be held responsible for theft, loss or damage.

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

It is a requirement of the exam boards that you must stay in the exam room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is the school’s policy that we do not allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the exam room without the permission.

**Q. What do I do if the fire alarm sounds?**

Stay calm and stay seated until you are given further instructions. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not communicate with anyone during the evacuation. Special consideration will automatically be applied for anyone that experiences a fire alarm in their exam.

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

Toilet breaks are not permitted during exams unless you have a known medical condition.

**Q. If I have more than one exam on a day can I get lunch at school?**

Pupils who have exams in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way, or bring a packed lunch. If you have a clash between exams and you have to be supervised during your break, you will not be able to go the common room or south hall. This is to ensure the exam regulations are not breached.

**Q. Why do I need to check the details on the Statement of Entry?**

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or college/university at some time in the future. You should also check that the subjects and tiers of entry are correct and that no subjects are missing.

**Q. I am entitled to extra time – how will this affect the way I take my exams?**

Some students receive extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board.

**Q. What do I do if I don't get the grades I need for college?**

Come to the exams office and ask for your marks and grade boundaries; you may be close to the next grade and a review of marking may be worth pursuing. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the exams office by the deadline published on results day. You must complete a Review of Results form and return it with payment to the exams office.

**Q. How many marks was I away from the next grade?**

For the old style GCSEs and A-Levels grade boundaries are printed on the reverse of your results slip. For new style GCSEs (9-1) and A-Levels you will need to contact the exams office in person; results cannot be given out or discussed over the telephone. As you can understand this is a very busy time of year for the exams office and it is also sometimes very hard to get through on the phones.

**Q. How do I achieve an A\* in A-level?**

For the old style A-Level, the general rule for the award of an A\* is an A grade at A-Level and 90% of the maximum uniform mark on the aggregate of the A2 units.

Warning to candidates



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



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

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

**Information for candidates – coursework assessments**

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

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

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

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

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

**The regulations state that:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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.

#### **Preparing your work – good practice**

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

#### **Research and using references**

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

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

**The regulations state that:**

**the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.**

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

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

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

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

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

### **Plagiarism**

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

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

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

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

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

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

The awarding body will decide which penalty is appropriate.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates**

**For on-screen tests – effective from 1 September 2019**

**This document has been written to help you. Read it carefully and follow the instructions.**

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

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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 <b>must not</b> take into the exam room: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, an MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b> Unless you are told otherwise, you <b>must not</b> have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. <b>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.</b>
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>B</b>	<b>Information – Make sure you attend your on-screen test and bring what you need</b>
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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the on-screen test</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the on-screen test</b>
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 2019**

**This document has been written to help you. Read it carefully and follow the instructions.**

**If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

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

2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



### Information for Candidates

#### Information About You and How We Use It

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

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

#### Who we are and how to contact us

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

#### Information about you and from where it is obtained

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

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

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

## **What happens to the information about you**

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

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

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

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

## **Your rights**

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

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

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

## **How long the information about you is held**

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

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

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

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### **Please note**

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





## Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

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

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

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

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

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



Image by Ben Wight

### You should be aware that the following constitute malpractice:

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

### Penalties that awarding bodies apply include:

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

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>  **Please take the time to familiarise yourself with the JCQ rules:**

JCQ 2018 – Effective from 1 September 2018