



South
Nottinghamshire
Academy

**GUIDANCE BOOKLET FOR
STUDENTS TAKING EXAMINATIONS
ACADEMIC YEAR 2022-2023**

INTRODUCTION

It is the aim of South Nottinghamshire Academy to make the examination experience as stress free and successful as possible for all candidates.

Hopefully this booklet will prove informative and helpful for both you and your parents.

The JCQ (Joint Council for Qualifications) along with the exam boards set down strict rules and regulations that must be followed for the conduct of examinations. Please read the information provided in this booklet carefully; please pay particular attention to the Notices for Candidates that are in the back of this booklet.

Any questions you have may be answered in this booklet. If there is anything you do not understand or any question that has not been addressed, **please come and see me or Mrs Cadman, the Exams Assistant, as soon as possible.**

In addition, if you or your parents have any queries or need help or advice at any time before, during or after the examinations you may contact the exams office via email or telephone, details are below.

Ms Hird – Exams Officer
Mrs Cadman – Exams Assistant
exams@snacademy.org.uk
0115 9110091 Ext 219



IMPORTANT INFORMATION

Summer Examinations

**Exam Contingency Dates up to and including
Wednesday 28th June 2023**

You will be provided with a timetable for your examinations in due course. In the event of national or local disruption to examinations, the awarding bodies will implement their contingency dates, up to and including:

Wednesday 28th June 2021

All students have to be available until this date.

No holiday or any other activity should be booked until you have physically sat your final exam.

If you have any questions then please come and see me.

Ms Hird – Exams Officer

BEFORE THE EXAMINATIONS

EXAMINATION BOARDS

- The School uses the following examination boards:
 - AQA
 - Pearson/Edexcel
 - OCR
 - WJEC

STATEMENTS OF ENTRY

- All students will receive a **Statement of Entry** from school illustrating the subjects they have been entered for and the levels of entry, where applicable. Please check that all the details, including name, date of birth etc. on this are correct. Some subjects will only have one tier of entry, while others have **foundation** or **higher** tiers. Please check this information carefully and let the school exams office know immediately if you think any of this information may be incorrect.

TIMETABLES

- You will receive your final individual exam timetable straight after Easter illustrating your own specific examinations detailing dates, start times, durations and rooming. Please check this again carefully. **If you think something is wrong, please come to the exams office immediately.**
- If you think there is a clash on your timetable that has not been resolved, please come to the exams office immediately.

EXAM CARDS/CANDIDATE NUMBER/CENTRE NUMBER

- On your exam desk there will be an exam card with your picture (so invigilators can identify you), your legal name and candidate number. Please do not deface this card or write on it in any way as this card will be used throughout the exam season.
- Please ensure you always write your **full legal name** on all your exam papers.
- Each candidate has a four-digit candidate number. This is the number you will write on each of your exam papers. It will also appear at the top of your exam timetable and on all seating plans. This number appears on your exam card which will be on your desk during exams – you do not need to memorise this number.
- South Nottinghamshire Academy's centre number is **28370**. You will also need to write this on the top of each exam paper. This will also appear on your exam card.

Please do not worry about this information. The invigilators will instruct you what to do before the start of any exam.

CONTACT NUMBERS

- **Please ensure that school has up-to-date telephone numbers in case we need to contact you for any reason during the exam season.**

EQUIPMENT

Make sure you are prepared for your exams and have **all** the correct equipment, including calculators (please leave the lids at home). These must be in a **clear** pencil case.

- Clear pencil cases complete with equipment are available to purchase from school for **£2.00**.
- Scientific calculators are available to purchase from school for **£7.50**.
- Small basic calculators are available for **£1.20**. These would only be suitable in certain subjects where a scientific calculator is not required.

Payment for these items to be made through **ParentPay** and goods collected from the exams office on the following day. Recipients of free school meals can access these items for free from Mrs Sharpe.



Clear pencil case with equipment
for £2.00



Scientific Calculator £7.50

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Copies of the JCQ exam information for candidates are enclosed in this booklet. They can also be found on the school website. These should be read carefully. Please note that to break any of the examination rules or regulations could lead to malpractice and sanctions. You should be aware that the school **must** report any breach of regulations to the Awarding Body.

EXAM INVIGILATORS

- Invigilators are employed by the school to supervise the conduct of the examinations and ensure that all rules and regulations are adhered to. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- If you have any problem during your exam, you think you have been given the wrong exam paper or you may require extra paper for example, invigilators are there to help you. Raise your hand and an invigilator will come to your desk. Do not shout out or get up from your desk.
- Please note that invigilators cannot discuss the content of an examination paper with you or explain what the question is asking you to do.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room.

FIRE EVACUATION DURING EXAMINATIONS

- If the fire alarm goes off during the examination period it is vital that you follow the instructions of the exam invigilators.
- You will be asked by the invigilators to stop writing immediately and put down your pen. You must remain completely silent as exam conditions will continue to apply for the duration of any evacuation, therefore there should be no communication between you and other candidates
- The invigilators will make a note of the time the alarm went off.
- You will be escorted by the invigilators in silence from the examination room to the fire assembly point on the sports pitch; all equipment will be left on your exam desk.
- You will not line up with your tutor groups as you would normally but remain with the invigilators in an allocated location for exam candidates.
- An attendance register will then be taken of all candidates and invigilators at the fire assembly point to ensure that everyone is present.
- Once the “all clear” has been given you will return with your invigilators, still in complete silence and under exam conditions back to the same exam room.

- On return to the examination room you must not recommence your examination until you are instructed to do so by the invigilators. You will be allowed the full working time for the examination and a report will be sent by the Exams Officer to the awarding body detailing the incident.

ATTENDANCE AT EXAMINATIONS

- As well as students having their own personal timetables, a copy of the full summer exam timetable will be available on the school website as well as displayed outside the exam office, the exam hall and in the school library.
- Students are responsible for checking their own timetable. Students must queue up outside their exam room at least **15 minutes** prior to the start of their examination. You must enter the exam room **in silence**. Once inside the exam room you must not talk or communicate in any way with other candidates. Once seated you must not turn around in your seat.
- Your exam room will be indicated on your personal timetable along with a seat number illustrating where you will sit for your exam. The seating arrangements may change slightly if the invigilators have good reason to do so, however a seating plan will be displayed outside the exam room before the start of any exam.
- If you have a school locker then please leave any belongings other than the equipment you require for your exam in your locker.

PLEASE LEAVE MOBILE PHONES, IPODS/IPADS, SMART WATCHES, WRIST WATCHES, MP3 PLAYERS OR ANY ELECTRONIC DEVICE AT HOME. HEADPHONES/EARPHONES ARE ALSO NOT PERMITTED.

- For those students that do not have a locker, school bags will be placed at the front of each exam room. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination, a report will be made to the appropriate exam board. **No exceptions will be made.**

In addition if any mobile phone, watch alarm or any electronic device goes off in a bag during an exam this will also be construed as malpractice and the exam boards will have to be notified.

PLEASE LEAVE THESE DEVICES AT HOME – DON'T TAKE THE RISK

- Full school uniform must be worn by all students for examinations, including blazers. Sixth form students must follow school dress code.
- All items of equipment – pens, pencils, mathematical instruments, coloured pencils, calculators etc. - should be visible to the invigilators at all times. You must therefore have a **clear pencil case**.
- Pens should be **black** ink or ballpoint. Correction pens, fluid or tape are not allowed. Highlighter pens or gel pens must not be used in your answers.
- For those exams where calculators are permitted, students should make sure their calculators conform to the examination regulations – see details later in this booklet.

Leave any covers or instructions at home and make sure batteries are new. Calculator memories should be cleared before commencing exams.

- Any wrist watches must be removed and left in school bags with alarms turned off (or preferably left at home)
- **You must not bring in with you any “good luck” items as these are considered unauthorised items.**
- Examination regulations are very strict regarding items that may be taken into the examination room (see Frequently Asked Questions at the end of this booklet). If you break these rules, you may be disqualified from the examination.
- No food is allowed in the examination rooms, unless there are exceptional circumstances i.e. you have a medical condition and a prior agreement has been made with the Exams Officer. Water is encouraged in exams to boost performance and concentration. You are able to bring your own water bottle but please make sure that it is a clear bottle with **no labels, logos or writing** on it. Any bottle or drink holder not meeting this requirement will not be allowed in exam rooms.
- Please do not write on examination desks. This is regarded as vandalism by the school and you may be asked to pay for any damage caused or clean the vandalised desk.
- Do not draw graffiti or write offensive comments on examination papers – **if you do the examination board may refuse to accept your paper for marking.**
- Listen carefully to instructions and notices read out – there may be amendments (erratum notices) to the exam paper that you need to know about.
- Check you have the correct question paper – check specifically for the subject and level of tier of entry. If you are unsure or wish to ask a question at any time raise your hand and wait for an invigilator to come over to you.
- **Read all instructions printed on the front of the exam paper carefully** and number your answers clearly.
- **Please be aware that you are responsible for producing legible handwriting for exam board markers**
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you haven't missed any questions out. Please also make sure that you have completed your details correctly on the front of the paper.
- **You will not be provided with paper to do “rough work”** – you must write all rough work on your exam paper and neatly cross through it with a single line. This will enable markers to see your workings etc. If you require extra answer paper please raise your hand and an invigilator will bring some over to you.
- At the end of the examination all work must be handed in. If you have used more than one answer book or loose sheets of paper make sure that you have all your candidate details on them and that your answers are numbered. Then place the extra sheets **inside** your answer booklet.

- Invigilators will collect your exam papers before you leave the room. **Absolute silence** must be maintained during this time. Remember you are still under examination conditions until you have left the room and other candidates may still be working.
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- You should remain seated in silence, **facing the front** of the examination room, until you are told to leave. Please leave the room **in silence** and remain silent until you are well away from the examination room to show consideration for other candidates who may still be working.

EXAMINATION FEES

The school pays exam fees to the examination boards for the exams you sit with the following exceptions:

- You fail to attend an exam without good reason
- You are a 6th form student re-sitting a unit

You may also be required to pay for any review of marking or if you request a copy of a script after you have received your results (see later in this booklet for more details). A full list of these fees will be enclosed with your result slips in August.

AFTER THE EXAMINATIONS

NOTIFICATION OF SUMMER RESULTS

- Results will be available to collect from school from **8:30am until 11am**.

A Levels
Thursday 17th August 2023

GCSEs
Thursday 24th August 2023

- If you wish any other person (including family members) to collect your results on your behalf, you must complete the **Candidate Permission Form** attached to this handbook. The person you nominate to collect your results will be required to show photographic ID.
- Candidates who cannot collect their results on these dates may provide an A5 **stamped addressed envelope** to the Exams Officer before results day, to enable us to forward through the normal post.

Unfortunately, no results will be given out by telephone, fax, text or via an email under any circumstances.

AFTER RESULTS

- If you require post-results advice or wish to discuss your results, the Exams Officer and teaching staff will be available on results days – please note payment for either a review of marking or to request your exam script back must be paid prior to an application being submitted. Further details are enclosed later in this guidance booklet.



CERTIFICATES

Certificates will arrive in school by mid-November. You will receive a letter through the post advising you when these are available to collect from school. Please ensure you keep the school updated with any changes of address should you move house prior to the receipt of your certificates.

- South Nottinghamshire Academy is only obliged to keep certificates for a period of one year after issue. However, South Nottinghamshire Academy has made the decision to keep certificates for a period of 9 years, until the student reaches the age of 25. After this period of time the certificates will be destroyed.
- If a student loses their certificates or fails to collect them within this period of time, it may be possible to request a replacement certificate for some qualifications by applying directly to the appropriate examination boards (AQA, OCR, Edexcel, WJEC). Replacement certificates are not possible for GCSEs and A levels but the examination board may provide a certified statement of results instead. There will be a fee for these services.
- Once you have collected your certificates, please keep them safe as they are important and will need to be presented if you go on to another 6th form college, university or into employment. South Nottinghamshire Academy does not keep a photocopy of students' exam certificates in school.



Appeals relating to internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by South Nottinghamshire Academy and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms South Nottinghamshire Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.7) that the centre will:

- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates
- before submitting marks to the awarding body inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking

Deadlines for the submission of marks

Date	Qualification	Details	Exam series
15/05/2023	GCSE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-2023
15/05/2023	GCE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-2023
15/05/2023	Project Qualifications	Final date for submission of centre assessed marks (AQA)	Summer-2023
15/05/2023	Entry Level Qualifications	Final date for submission of centre assessed marks (AQA and Pearson)	Summer-2023
10/01/2023 15/05/2023	OCR Vocational Qualifications	Final date for submission of centre assessed marks (OCR)	January 2023 Summer-2023

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

South Nottinghamshire Academy ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCE, GCSE, Project qualifications, Entry level qualifications and OCR Vocational qualifications, including the marking and quality assurance/internal standardisation processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. South Nottinghamshire Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the marking standards to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

South Nottinghamshire Academy will:

1. ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
3. inform candidates that they may request copies of materials (generally as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist them in considering whether to request a review of the centre's marking of the assessment
4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that the originals will be shared under supervised conditions) within 2 working days
5. inform candidates they will not be allowed access to original assessment material unless supervised
6. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 2 working days of receiving copies of the requested materials by completing the **internal appeals form**.
8. allow 3 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks
9. ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review

10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre

11. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals relating to centre decisions not to support a clerical re-check, a review of marking, a review of moderation or an appeal

This procedure confirms South Nottinghamshire Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.13) that the centre will:

- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an online application for a clerical re-check, a review of marking, a review of moderation or an appeal

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

Candidates are also made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available/accessible immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking. Candidates are informed of this by the Exams Officer in writing prior to the start of the exam season.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)

This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)

- Service 3 (Review of moderation)

This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, the centre will:

1. Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by:
 - a) (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
 - b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access his/her script
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised

- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (RoR service 1 or 2), first advise the candidate to access a copy of his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee for this service) for the centre to submit this request
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee for this service) for the centre to submit this request
- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the internal appeals form at least 5 working days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a RoR.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet**. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 5 working days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of the awarding body issuing the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body,

this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Appeals regarding centre decisions relating to access arrangements and special consideration

This procedure confirms South Nottinghamshire Academy's compliance with JCQ's **General Regulations for Approved Centres** (section 5.3x) that the centre will:

- have in place and available for inspection a written internal appeals procedure which must cover at least appeals regarding... centre decisions relating to access arrangements and special consideration

South Nottinghamshire Academy will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ publications **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

Access arrangements and reasonable adjustments

In accordance with the regulations, South Nottinghamshire Academy:

- recognises its duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations have the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates AARA

Special consideration

Where South Nottinghamshire Academy can provide signed evidence to support an application, it will apply for special consideration at the time of the assessment for a candidate who has temporarily experienced illness, injury or some other event outside of their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include South Nottinghamshire Academy's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where South Nottinghamshire Academy makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted within 5 working days of the decision being made known to the appellant.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre.

If the appeal is upheld, South Nottinghamshire Academy will proceed to implement the necessary arrangements/submit the necessary application.

Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause South Nottinghamshire Academy to make decisions on administrative issues that may affect a candidate's examinations/assessments.

Where South Nottinghamshire Academy may make a decision that affects a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied the regulations or followed due process, a written request setting out the grounds for appeal should be submitted
- An **internal appeals form** should be completed and submitted within 5 working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal within 10 working days of the appeal being received and logged by the centre.

Internal Appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

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

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- ☐ Appeal against the centre's decision relating to access arrangements or special consideration
- ☐ Appeal against the centre's decision relating to an administrative issue

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

- ☐ Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking
- If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

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

Exam Check List



Arrive at school **ON TIME**. It is much better to arrive early in case there are problems with your journey. You will be expected to line up outside your exam room at least 15 minutes before the start of any exam.



Clear Water bottles are allowed in the exam hall but **must not** have any label or writing on them



Students **MUST NOT** have mobiles phones in their possession (either on or off). **This is very important** - if a phone is found, there is a good chance that you will be disqualified from the exam you are taking and possibly also incur wider sanctions.



You should not have any notes, pagers, MP3/4s, iPods, **watches** or devices that could capture a digital image or store data in your possession when you come in for an exam - penalties could be incurred. Headphones and earphones are also not permitted.



You should write in black ink. All equipment should be in **clear pencil cases**. **Do not use gel pens** - this is because exam papers are now scanned and sent electronically for marking - gel pens do not scan well.



Please make sure that you bring your own calculator for your exams. The stock in the exam hall may not be appropriate to the exam you are taking. **Please leave calculator lids at home and ensure memories are cleared.**

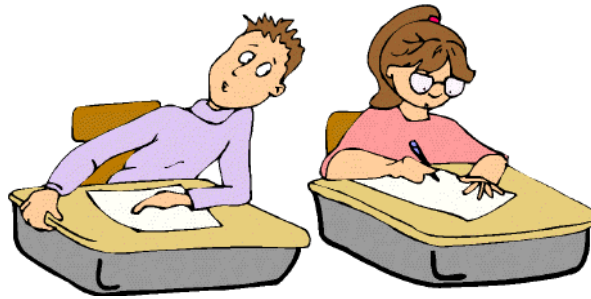
Sshh!

There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand and an invigilator will come to you.



Please make sure that you wear full school uniform (or standard dress code for 6th form students) for all of your exams - this includes blazers. Blazers can be removed once you are in the exam hall if the weather is hot.

MALPRACTICE GUIDANCE FOR STUDENTS



What is malpractice?

“Malpractice” is any act or practice which is in breach of the JCQ regulations or which:-

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?

- ❖ Altering results documentation, including certificates
- ❖ A breach of the instructions or advice given by an invigilator or awarding body in relation to the examination rules and regulations
- ❖ Collusion – working collaboratively with other candidates beyond what is permitted
- ❖ Copying from another candidate – including coursework and during the exam
- ❖ Deliberate destruction of work – including defacing your own exam script
- ❖ Disruptive behaviour in the exam room
- ❖ Talking in the exam room
- ❖ Written communications between candidates
- ❖ Taking unauthorised notes into the exam room
- ❖ Using permitted notes/books that have been over annotated
- ❖ Including inappropriate or offensive material in scripts or coursework
- ❖ Plagiarism – copying from published sources (including the internet)
- ❖ Theft of someone else’s work (project or coursework) to pass off as your own
- ❖ Possessing a mobile phone (even with the SIM card or battery removed), or MP3, iPOD or watch etc. whilst in the exam room or whilst quarantined awaiting an exam
- ❖ Leaving the exam room or while still under exam conditions, unescorted before the end of the exam

Make sure you know what you can and cannot do in an exam room, before it is too late. Do not take unnecessary risks otherwise all your efforts could be wasted



Tips to Manage Exam Stress

Everyone gets nervous and it is a normal part of exams. While it's not so easy to stop feeling nervous, you can use relaxation techniques to keep your nerves under control and focus on what you want to achieve. Here are some tips and techniques you can try if you feel stressed before and in exams.

Before your exams

- Being prepared and doing the work will always help you feel more confident about sitting your exams, so do as much revision as you can.
- Celebrate your successes in revision tasks and know when you do well.
- Meditation and exercise are great ways to help clear your mind, leaving you feeling refreshed and energised. Plan something for first thing in the morning – if you start your day well, you are more likely to stay calm.
- Use deep breathing to relax your body and mind – in through the nose out through the mouth.
- Eat the right foods and drink lots of water – too much coffee and sugar for example can make you feel more anxious as they are stimulants.
- Use positive language with yourself and visualise your exams going smoothly.
- If possible, avoid classmates who are highly stressed or who want to talk about the exams.
- Practice your relaxation techniques so they are natural to you by exam day.
- Plan your exam day so you feel in control; allow for travel and proper meals.

In your exams

- **Breathe** – take some deep breaths to relax your body and mind. This will really help if you freeze up or are struggling to get started.
- Focus on **your** paper. Block out the exam room and other students.
- Read the entire question paper, answering the questions you feel most comfortable with. By answering these first, you will feel more confident and settle into the rest of the exam.
- Stuck with a question? Leave it. Work on the next one and then come back to it.
- Remember, it's not a race. You've been allocated a set amount of time – use it and make sure you have done as much as you can.

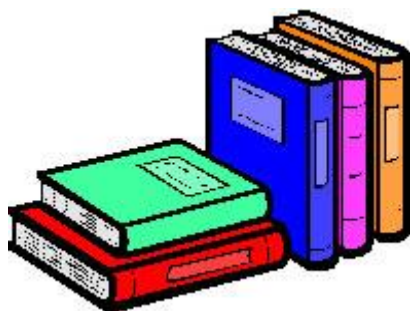
Keep a good attitude and use positive language with yourself; your nerves will pass
After you have finished each exam take time to celebrate your achievements



Before you leave school for the final time please make sure you have used all your funds and have nothing left on ParentPay. Please also ensure your account is not overdrawn.

Library Books

Please make sure you have returned all your school library books so you do not get an unexpected invoice through the post.



School Ties

We would be very grateful for any school tie donations once all your exams have finished. Please hand these in to School Reception.



SUMMER 2023 RESULTS DATES

AND

POST RESULT SERVICES

- The Exams Officer will be available on results days with the relevant forms to complete should a student wish to have any of the papers they have taken in the summer reviewed or to request access to their scripts. Information regarding deadlines to request any of these services will be enclosed with your results slips.
- The results day for **A Levels** is **Thursday 17th August 2023**
- The results day for **GCSEs** is **Thursday 24th August 2023**
- All the necessary forms to apply for a review of marking and/or copies of exam scripts will be available from school on results day. The Exams Officer and Teaching staff will be on hand to help fill these in. Students should be aware that **their marks can go down, remain the same or go up** and therefore students will be required to sign the form showing that they understand and accept this.
- Applications for a review of marking or copies of scripts will only be made on receipt of payment. Fees information will be in with your results slips on results day. The school will not accept an application without the correct payment. Applications for a review of marking or a script request are completed on-line using the secure awarding body websites. These will be made by the school exams team as soon as possible after the form is received from the student and payment made.
- A priority review of marking is normally dealt with quickly by the awarding bodies and this service would normally be used for any 6th form student who is waiting for a place to be confirmed at university.
- If a student's marks are increased and this leads to a change in grade then the student will receive a refund of the monies initially paid for the relevant paper.
- As soon as a review of marking is received back into Centre, the Exams Officer will inform the student of the result. As soon as scripts are received by the Exams Officer these will be given to the student or to the relevant subject teacher with the student's permission. Students' school e-mail addresses will remain active during this period and will be used to communicate results of any reviews.

New GCSE Grading Structure

NEW GCSE GRADING STRUCTURE		CURRENT GCSE GRADING STRUCTURE
9		A*
8		
7		A
6	<div>GOOD PASS (DfE)</div> <div>5 and above = top of C and above</div>	B
5		
4	<div>AWARDING</div> <div>4 and above = bottom of C and above</div>	C
3		D
		E
2		F
		G
1		
U		U



South
Nottinghamshire
Academy

CANDIDATE PERMISSION FORM

May/June 2023

RESULTS COLLECTION

If you require your results to be posted home **you will need to provide Ms Hird with an A5 stamped addressed envelope.**

If you require your results to be collected on your behalf please complete this form and return it to **Ms Hird prior to the end of the summer term.**

I give permission for my representative to collect my results on my behalf from the school on results day.

I confirm that my representative will provide photographic ID on collection.

CANDIDATE SIGNATURE:

DATE:

CANDIDATE NAME:

TUTOR GROUP:

FREQUENTLY ASKED QUESTIONS



Q. What do I do if there is a clash on my timetable?

- The Exams Officer will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a short break (no more than 20 minutes) during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Exams Officer.

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

- You will be asked to check before the exam starts. If you think something is wrong put your hand up and let the invigilator know immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on your individual timetables, seating plans (which are displayed outside exam rooms), and on your exam photo cards displayed on your exam desk. Invigilators will be on hand to help you find your number.

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

- The Centre Number is **28370**; this will be clearly displayed in the examination rooms and appears on your exam photo cards on your desk.

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

- Inform the Exams Officer at the earliest possible opportunity 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 or laptop to write your answers but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital)

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be an accident or injury, bereavement or fire evacuation during an exam.

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 so that the Exams Officer can be informed.

Q. If I am late can I still sit the examination?

- Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should notify school as quickly as possible to let them know why you are running late and should get to school as quickly as possible. You must report to reception on arrival. The Exams Officer will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

Q. If I miss the examination can I take it on another day?

- No. Timetables are regulated by the awarding bodies and you must attend on the given date and time.

Q. Do I have to wear school uniform?

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

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

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones, watch etc.) is regarded as cheating and is subject to severe penalties by the awarding bodies. If a mobile phone or electronic device is found in your possession in an exam or during lunchtime supervision - **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students discovered to have a mobile phone with them during an exam or when in lunchtime supervision face disqualification from the subject concerned. Please leave your phone at home.

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

- The length of the examination 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.

Q. Can I leave the exam early?

- You will not be allowed to leave the exam room early as this is disruptive to other candidates.

Q. What do I do if the fire alarm goes?

- The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

- Please try and make time to go to the toilet prior to the start of an exam as it is disruptive for other students. If it is absolutely necessary, you will be escorted by an invigilator. You will lose that time from your exam and won't be able to reclaim it.

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

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

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 for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for 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 an allowance of 25% extra time. 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.

If you have any questions that remain unanswered please do not hesitate to contact Ms Hird (Exams Officer).



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

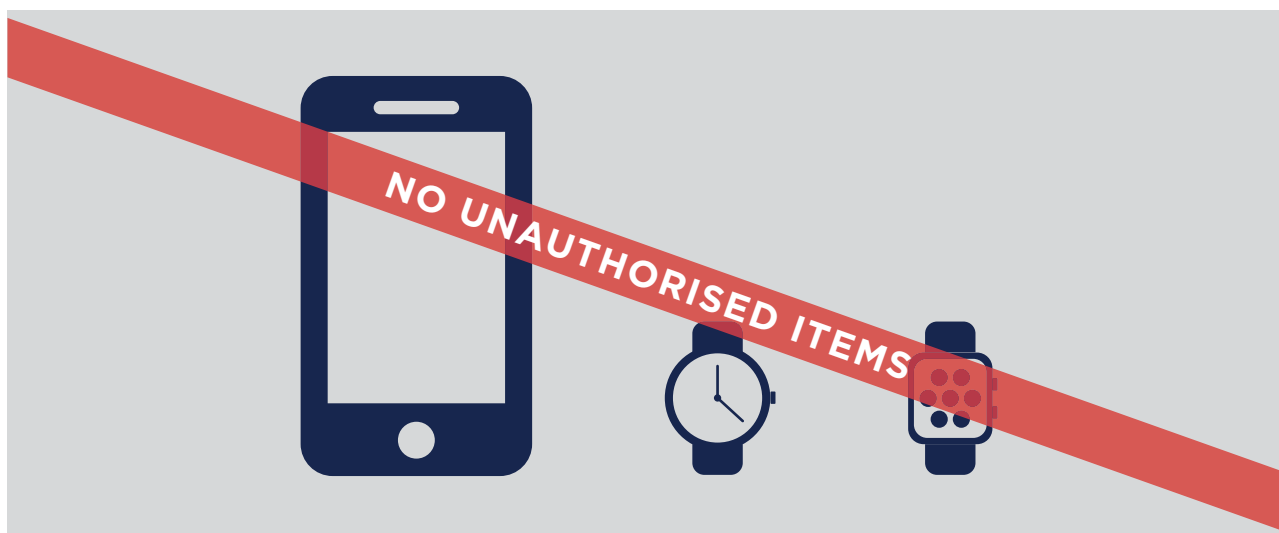
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt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

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

Effective from 1 September 2022

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Information for candidates

Written examinations

With effect from 1 September 2022

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

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

Produced on behalf of:



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B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates

On-screen tests

With effect from 1 September 2022

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

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.

- 5 You **must not** take into the exam room:

- (a) notes;
- (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

E. Advice and assistance

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

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

Information for candidates

Non-examination assessments

Effective from 1 September 2022

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

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

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

Preparing your work — good practice

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

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

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Information for candidates

Coursework assessments

Effective from 1 September 2022

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.

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 coursework is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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.

Produced on behalf of:



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Preparing your coursework – good practice

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

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

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

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

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

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

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



On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.

