



# Examinations Guide

## Introduction

Erasmus Darwin Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

## Purpose of this handbook

- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have.
- To inform candidates of (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of.

## Personal Data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ Information for candidate's privacy notice in the final pages of this document.

## Copyright

The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

### **Malpractice:**

To Maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected or actual incidents of malpractice will be reported to the awarding body. JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of the candidate's work
- Under mining the integrity of examinations/assessments

Depending on the severity of the malpractice this could result in marks being deducted or the student being disqualified and gaining zero marks.

Please read all regulations carefully and ensure they are followed to avoid being under suspicion of any malpractice. Students should ensure they read the Malpractice policy which can be found on the Erasmus Darwin Academy website under policies. For further information please visit the JCQ website: <http://www.jcq.org.uk/exams-office/malpractice>

### **Assessments:**

#### **Non Examination Assessments:**

These are assessments for the reformed qualifications. All reformed qualifications will be examination based, however there are some subjects with practical assessments which will be Non- Examination Assessments

Please find enclosed *Information for Candidates –Non- Examination Assessments*

Students are able to appeal their internal grades if they feel academy procedures have not been followed correctly. For more information on this please refer to the Erasmus Darwin Academy Internal appeals procedure found on the school website under policies.

#### **PPE examinations:**

PPE examinations take place for Year 11 students in November and again in March. Year 9 and 10 PPEs also take place from June – July. Sixth Form Assessment weeks will take place in September, January and June for year 12. Year 13 Assessments take place in November and March. Parents/carers and students will be notified when these will be taking place.

We run PPE examinations to ensure that all students gain experience of the examination process and regulations. Therefore, PPE examinations will be organised and administered in a formal way, mostly in the Sports Hall (Sixth form assessments will also take place in the dance studio), under conditions identical to the final examinations season.

All students will need to be fully prepared and properly equipped for their PPE examinations. Each student should ensure they have everything they need for each examination. It is also essential that students revise fully and effectively.

All students will receive a copy of their personal timetable and an overall examination timetable can be found on the examination notice board.

Any student who misses a PPE examination due to absence will need to complete the examination on their return to the Academy.

### **BTEC Assessments:**

There are four different types of external assessment in BTEC Firsts/Tech Awards (Year 11) and Nationals (Year 12/13):

**Set task:** A longer assessment where learners respond to a brief set by the exam board.

**Performance task:** A skills-based assessment that will often be recorded so the board can assess how well a learner can do a particular activity.

**Paper-based/written test:** A test taken by all learners at the same time.

**On-screen tests:** On-screen tests are usually completed when undertaking a BTEC First. These tests are official and count towards the overall grade.

The test will take place in a computer room and will be under examination conditions. It is conducted under timed conditions and the results are usually available 6 weeks later.

Please find enclosed *Information for Candidates – On-screen tests*

### **Formal Examinations:**

Formal Examinations take place in January (For some vocational qualifications like BTEC and Cambridge Nationals) and between May and June, students need to ensure they are available to sit examinations up until the exam boards contingency day, the **provisional** date we have been given this year is **29<sup>th</sup> June 2022**. The contingency day is in place in case there is a national issue and an examination needs to be moved by the awarding bodies, the examination can be moved to any date up until 29<sup>th</sup> June 2022. When the contingency date and exam dates for the summer are confirmed we will notify families. Once you have been entered for your examinations you will receive an individual candidate timetable. Please check all the information carefully including; your name (correct spelling), date of birth, the examination units that you have been entered for and the tier that you have been allocated. Please contact the Examinations Officer if there is anything that needs to be amended.

Please be aware you will need to write your legal name on all examination papers. This is the name that will appear on your certificates.

Your individual candidate number will be provided on your seating card at each examination.

Most examinations will take place in either the sports hall or dance studio but please refer to your individual timetable. You will need to arrive 15 minutes early for every examination. This will ensure that you have enough time to get seated and listen to all instructions provided by the Lead Invigilator.

Some students may have an examination clash where two examinations are scheduled to take place at the same time. The clash will be managed by sitting one examination after the other with

a supervised break in between, candidates will be notified if this is the case for any of their examinations and details of supervision will be confirmed.

### **Equipment:**

#### **Using calculators**

You must bring all equipment to your examination including, if required, a calculator for Mathematics, Science and Business Studies examinations, which conform to regulations which are as follows:

#### **Calculators must be:**

- Of a suitable size for use on the desk.
- Either battery or solar powered;
- Free of lids, cases and covers which have imprinted instructions and formulae.

#### **Calculators must not:**

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

#### **The candidate is responsible for the following:**

- The calculators power supply;
- The calculators working condition;
- Clearing anything stored in the calculator

Food will not be permitted in the examination room unless there is a medical need, if this is the case please notify the exams officer as soon as possible. Water is allowed within the examination room however bottles need to be see through and any labels removed.

### **What you should not bring into the exam room**

The following items should not be brought into the examination room:

- Pencil Cases (Unless see through)
- Correcting fluid
- Mobile phones, Watches/SMART watches or any electronic equipment. If you do bring items in then you do so at your own risk. Items must be switched off and placed in the boxes at the front of your row. They must not be left in your pocket even if they have been switched off and they **MUST NOT** be left in your bag. If an electronic device is found on a student or makes a noise and interrupts an examination, then this breach of regulations and will be reported to the exam board for further action.
- Watches are not permitted to be worn in the examination room. There will be a clock visible in all examination rooms. If you bring a watch to the

examination, it should be placed in the boxes provided at the front of your row.

- Any valuable items
- Any other materials - please ensure you empty your pockets before the start of the examination.

#### **Covid Information:**

- Students will need to sanitise their hands on arrival at all examinations.
- The equipment pencil cases that have been provided previously during exams may not be available this year, please ensure you bring all equipment with you.
- Tissues can be provided if a student requires.
- You should not attend school if you have tested positive for coronavirus or are self-isolating, if you have an examination please contact the examinations officer who will advise you of the process.

#### **Invigilators:**

Listen to all instructions given by the Invigilators as soon as you arrive at the examination. You must enter the examination room in silence; any talking could result in a report being sent to the awarding body.

Invigilators will give instructions stating the rules and regulations that you must adhere to, they will also notify you of any additional information that may be required for the paper that you are sitting.

If you require anything during the examination, raise your hand and an Invigilator will come and speak to you.

The Invigilators will not tolerate any disruptive behaviour during the examination, as this could be of detriment to other students. If students are continuously disruptive then they may be removed from the examination room and a report will be sent the awarding body.

#### **Arriving Late:**

All candidates should arrive 15 minutes before the examination time, if you arrive late please contact school to make them aware of the situation and report to reception on arrival. The examinations officer will escort you to the examination room. If a candidate is over an hour late or misses the examination all together we must report this to the examination board who may not accept your work.

#### **Absences:**

The examination schedule cannot be altered for holidays or medical appointments as these should be organised outside of the examination times. However, if you have an emergency hospital appointment or an injury, please see the Examinations Officer as soon as possible.

If you are unwell on the day of an examination and cannot attend, you **must** speak to the Examinations Officer. The Academy will ask for evidence and failure to provide this could mean that you are liable to pay the full examination fee.

### **The examination:**

- Arrive 15 minutes early
- School uniform must be worn in all examinations. Coats or other outdoor wear cannot be worn in the room and will need to be left with your bag
- Check the seating plans which are displayed outside the examination room to locate your seat number.
- Sanitise your hands on entry to the exam room.
- Bags are to be placed in the area indicated by the invigilators
- Mobile phones should be switched off, watches removed and placed in the designated boxes at the front of your row in the examination room
- Listen to the Invigilators instructions
- Only have permitted equipment on your desk
- Check the examination paper to ensure that all information is correct
- Read the front of the paper carefully. If there is a choice of question, choose carefully and answer the question fully
- Show rough work in your answer booklet and put a neat line through it
- Desks and examination papers must be kept clear of graffiti
- Sit quietly until all of the papers have been collected in. You are still under examination conditions until you leave the room
- Leave the room quietly – there may be others still sitting an examination
- Students cannot leave the examination room early. In the event of an afternoon examination running longer than the Academy day, alternative arrangements should be made to ensure that students can get home

Please find enclosed *Information for Candidates – Written examinations, Unauthorised materials examination room poster, Warning to candidate's examination room posters*. Please ensure you read this information carefully.

### **Access Arrangements:**

Exam access arrangements are identified and agreed by the SENCO and will be in place for all assessments. Most candidates with access arrangements will be placed in a separate room to the rest of the cohort.

### **Fire alarm:**

There will not be a fire drill during an examination. However, if the fire alarm does sound during an examination, please remember you will remain under examination conditions. Listen to the instructions given to you by the Invigilator, leave everything in the examination room, evacuate the room in silence and do not communicate with any other students. A breach of these rules will be reported to the awarding body and could lead to disqualification.

The Invigilators will escort you outside and the examination fire assembly point is on the astro turf. When it is safe to do so, the Invigilator will escort you back to the room to complete your examination. You will be allowed the full remainder of the examination time.

### **Results:**

If you are not collecting the results yourself, either:

- Supply a stamped addressed envelope to the Examinations Office before the end of the Summer term. GCE and GCSE Results will be posted on the afternoon of the results days. Please take Royal Mail delivery times in to consideration.
- Supply a letter stating who will be collecting the results on your behalf. Please advise the person collecting your results that they will need to show ID on the day.
- Supply a letter before the end of the summer term confirming the email address you would like your results to be sent to. Please note these will not be emailed until the afternoon of results day.

### **Post Results:**

If you are concerned that your results are incorrect or if you would like a copy of your examination paper, then please talk to a senior member of staff on Results day. If you are an A level student with a university place pending, please speak to a member of SLT on results day to decide if you require a priority review of marking. Students must be aware that if you request a review of marking, the grade doesn't always go up and could possibly go down.

### **Post results Options:**

Clerical Check – This is where the exam board goes through the exam paper to ensure all questions have been marked and those marks have been totalled correctly. An approximate cost for this service would be £20.00

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 candidate's script. Service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

Approximate cost of this service would be £50.00

A Priority Review of Marking is also available but only to A level students, approximate cost £60.00.

*(Please note all costs detailed above are an approximate. The final cost will depend on the exam board, the level of the qualification and if any additional copies of papers are requested. A cost list will be available from the Examinations Officer on results day)*

For more information please refer to the post results section of the Examinations Policy found on the school website under policies.

### **Certificates:**

Certificates are not available until mid-November. The school will send a letter out confirming when these are available to be collected as we are unable to post out certificates. Once certificates have been collected, they are your responsibility and should be kept in a safe place. The Academy cannot provide copies and you will need to contact the awarding bodies directly who will charge a fee.

We will retain uncollected certificates for one year, after this time they will be destroyed.

### **Additional documents enclosed for your information:**

Unauthorised materials examination room poster

Warning to candidate's examination room poster

Information for candidates – Written Examinations

Information for candidates – Onscreen Tests

Information for candidates – Coursework

Information for candidates – Non Exam Assessments

Information for candidates – Privacy Notice

Information for candidates – Social Media

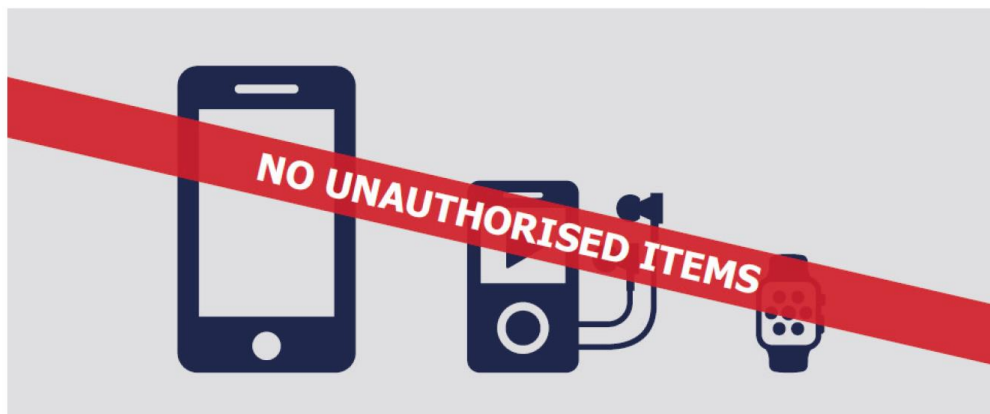
All the above information can be found on the JCQ website:

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



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

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



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

# **DISQUALIFICATION**

from your examination and your overall qualification.

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

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

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

## Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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

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

## **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You must not take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

Any pencil cases taken into the exam room must be see-through.

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

- 5 **If you have a watch, the invigilator will ask you to hand it to them.**
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

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

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

## C. Calculators, dictionaries and computer spell-checkers

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

## D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

## E. Advice and assistance

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



## **F. At the end of the exam**

- 1** If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.  
  
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
- 2** Do not leave the exam room until told to do so by the invigilator.
- 3** Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



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## Information for candidates

On-screen tests

With effect from 1 September 2021

Produced on behalf of:



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**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.

## 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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.





Joint Council for  
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## Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2022.

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

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

## Preparing your coursework – good practice

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

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

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

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

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

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

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

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## 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.
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## 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**

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

## Preparing your work — good practice

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

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

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

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

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

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

## Research and using references

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2022.

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

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



## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



### **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	<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://qualifications.pearson.com/en/about-us/qualification-brands/qdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/qdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</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: <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](http://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](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 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>



