



Prince Henry's Grammar School  
SPECIALIST LANGUAGE COLLEGE



# GCE AND GCSE EXAMINATIONS SUMMER 2018

## ***INFORMATION PACK & TIMETABLE***

## WELCOME

The next 5 months make up one of the most important periods in your school career. It is the culmination of over 11 years of school education and the grades you collect in August remain with you throughout your life. This booklet summarises the information you need to help this period go smoothly so that you can achieve your best in your summer examinations.

All the staff at Prince Henry's work hard to give you every opportunity to achieve your full potential, but ultimately your results will be down to you! Please follow the guidance provided in this booklet and work hard so that you are fully prepared for each exam. Remember that an examination is a test of learning, not memory, so ensure that your revision process starts early.

I wish you the very best for a great set of results this summer.



Ms J Sheriff  
Headteacher

This document gives you about the key information about your summer examinations. On the rear of this document is your initial examination timetable. Although unlikely to change, a final confirmed version will be sent home early in May.

Throughout this document GCSE refer to all qualifications taken by Years 10 and 11 including BTEC qualifications. GCE refers to all qualifications taken by the Sixth Form including A levels, BTEC, Finance and TVQ Science.

## CONTACT DETAILS

**School Telephone Number:** 01943 463 524 **or email:** [exams@princehenrys.co.uk](mailto:exams@princehenrys.co.uk)

Contact	Role	Extension	Email
Mrs Wells	Year 11 Manager	295	<a href="mailto:wsk@princehenrys.co.uk">wsk@princehenrys.co.uk</a>
Mrs Robinson-Junni	Post 16 Student Manager	220	<a href="mailto:riv@princehenrys.co.uk">riv@princehenrys.co.uk</a>
Mr Stone	Executive Officer: Exams	225	<a href="mailto:sem@princehenrys.co.uk">sem@princehenrys.co.uk</a>
Mrs Brown	Admin Officer – Exams	285	<a href="mailto:bnv@princehenrys.co.uk">bnv@princehenrys.co.uk</a>
Mr Temple	SEnCo	250	<a href="mailto:tep@princehenrys.co.uk">tep@princehenrys.co.uk</a>

Please ensure that the school has up-to-date telephone numbers, including mobile telephone numbers, in case we need to contact home urgently.

# Important Information

Please check the following carefully:

- **STUDENT NAME**

Students are entered for examinations using their legal names. This name will appear on your GCSE / GCE certificates. If the name on the certificate does not match the birth certificate / passport, this could cause problems when applying for college, university or employment.

If you have been known by a 'preferred name' throughout school and are concerned about this, please speak to Mr Stone in the Exams Office (01943 463524 ext. 225).

If a student is considering changing his/her name by deed-poll, please speak to Mr Stone (01943 463524 ext. 225) to discuss what documents are required to ensure the examination certificates are presented in the new name.

- **ENTRIES**

Check that you have been entered for all the exams you should be doing – ask your teacher if you are unsure. Also if the subject is tiered, check you are entered for the correct paper. (**see section headed TIMETABLE for further information**)

- **PROBLEMS**

Make sure you know what to do if you are ill or may be absent from an exam (**see sections headed 'ATTENDANCE' and 'DURING THE EXAM' for details**)

- **EXPECTATIONS**

Read **pages 9-12** carefully to make sure you know what to do on exam days and what equipment you need to bring – we do not provide equipment; it is your responsibility to make sure you have everything you need

**Page 22** gives you the details of the Examining Bodies regulations for the conduct of exams which all schools have to follow. Make sure you know what to expect and are not doing anything that could be seen as malpractice. To be clear, malpractice is defined as breaking the rules to gain some advantage. Examples of possible malpractice in relation to public examinations are given throughout this booklet.

# TIMETABLE

Attached to this booklet is a copy of your personalised examination timetable. Students must make sure that they know exactly when their exams are, especially whether they are morning or afternoon. Copies of the full timetable will be available in form rooms, and on the school website.

Please check your timetable – ensure you know your tier of entry for the following GCSE subjects: **Languages, Mathematics and Sciences.**

***Make sure your parents know this tier of entry. If you believe you have been entered for the wrong tier, please speak with your subject teacher as a matter of urgency.***

Follow the advice of your teachers:

- make a wall chart version of your timetable and ask someone to check you have copied it correctly
- tell your parents/carer when your exams are
- make a revision timetable and stick to it.

If it is necessary to issue a student with an updated *timetable* they will be issued in the following colours so that you know which the most recent version is. **Don't get confused, keep THIS booklet, but discard the old versions of timetables.**

<u>Date of issue</u>	<u>Colour</u>	<u>Notes</u>
26th February	white	This document – All students
February - April	light blue	Amendments to entries or tier – Affected students only
4th May	yellow	Updated with full rooming and seating details – All students

Exams can only be taken on the set day and time. Please ensure you allow enough time to get to school so that if you are delayed for any reason (e.g. traffic) you will still arrive in good time.

Summer exams are scheduled as 'AM' or 'PM'. This means that they will usually START at the following times; you must assemble outside the sports hall **15 minutes** before the start of the exam:

Morning exams:	9:00am	Be here and ready to go in at <b>8:45am</b>
Mid-Morning exams:	11:00am	Be here & ready to go in at <b>10:50am</b> (Exam clash students only)
Afternoon exams:	1:30pm	Be here and ready to go in at <b>1:15pm</b>

Students will begin entering morning and afternoon exams at the times shown in bold. The exam will start as soon as all students who were there for the entrance time are seated and have been given instructions. *This may be before the start time shown above.* To avoid missing the start of the exam please ensure you are ready to enter at the time shown in **bold**.

If you do arrive after an exam has started we will do all we can to allow you to sit it with the required amount of time, however, if an exam is completely missed it cannot be done again at another point in summer.

Your timetable only includes externally scheduled exams. Coursework, non-examined assessments (NEA), controlled assessment or timed practicals are not included on your timetable.

## **EXAM CLASHES**

Occasionally students will be timetabled to sit two examinations at the same time, this is called a clash. You will also receive a separate letter explaining what will happen on the day – We will contact you.

The advice you receive will depend on whether the exam clash is in the morning or the afternoon exam session. Either way, bring a drink and some food. You will be given time to relax after your first exam before starting the next. You will be isolated from other students and supervised by an invigilator at all times.

### **GCSE Foreign Language Reading and Listening Exams**

These exams appear on the timetable as two different examinations. This is normal and is not an exam clash. Students sit the reading exam followed by the listening exam.

### **GCSE Short Course RS**

These exams appear on the timetable as three different examinations. This is normal and is not an exam clash. Students are responsible for balancing their time spent on each element.

## **ACCESS ARRANGEMENTS / SPECIAL CONSIDERATION**

To ensure all students are treated fairly the school follows the formal examination board procedures to provide access arrangements where they would otherwise be disadvantaged from an element of an examination, this may include a scribe, extra time or supervised rest breaks.

Examination boards have clear, formal procedures to ensure that a candidate in receipt of an access arrangement is neither disadvantaged nor advantaged over other students due to the nature of the examination. E.g. in a test measuring writing, a reader may be permitted, but in a test measuring reading, they would not.

**NB** if you are colour blind please inform the Exams Office – Exam papers can be annotated with labels to help you.

## **REVISION CLASSES**

A revision class timetable will be distributed in April 2018; this will give details of extra revision classes that will occur during discretionary revision leave.

# ATTENDANCE

For the overwhelming majority of students, the summer examinations pass without major incident. However, each year we have students who will suffer accident, illness or other misfortune. It is important to inform the school as soon as possible so that we can plan and help mitigate any problems.

In the event of a problem a student and parent's first port-of-call should be Mrs Wells (year 11)/ Mrs Robinson-Junni (year 12/13).

If a student or parent wishes to raise an issue with a particular exam, please contact Mr Stone or Mrs Brown in the Exams Office.

## ABSENCE FROM EXAMINATIONS

If a student misses an examination for no valid reason, there are two courses of action. Either:

1) they will receive a mark of 0 for the paper missed and be awarded a grade based on the marks achieved in the other papers/coursework. ***The certificate will be clearly endorsed to show this.*** This grade, will of course, in all probability be a low one. Or

2) the student may be withdrawn from the examination by the school on payment of the examination fee approximately £33 for GCSE and up to £94 for AS/A-level. This is the fee charged by the examination boards per candidate.

## REQUIRED ATTENDANCE AND REVISION LEAVE – Year 11

For most students the first examinations will be on the week of the 14<sup>th</sup> May, your last day of lessons however will be Friday 25<sup>th</sup> May. You must attend all lessons when you do not have examinations up until your last day.

Discretionary revision leave will start on Monday 4<sup>th</sup> June. The school will require individual students to attend school if we don't believe they will make effective use of this time at home.

Students can be requested to attend school until Friday 29<sup>th</sup> June 2018 – this is the statutory leaving date. I must make you aware that the school has the power to issue to a penalty notice of up to £120 if you fail to attend any examination (in addition to any exam fee) or to attend school during your revision leave period when requested to do so.

## **REQUIRED ATTENDANCE AND REVISION LEAVE – Year 12 / 13**

As most students in year 12 are taking A level courses with examinations at the end of year 13 there is no revision leave for year 12. However, please note the bullet point below.

Revision leave for Year 13 starts on **Monday 4<sup>th</sup> June**. As for the Year 11 students, revision leave in Year 13 is discretionary.

- **Year 13 - Before Revision Leave begins / Year 12 – At any point when they have an AS exam -**  
If students have a PM examination before revision leave begins, they may excuse themselves from morning lessons on the day of the exam to revise. Similarly, if a student has an AM examination they are excused from Period 5 the day before. It is good practice to inform the relevant teacher that you will be absent from their lesson.

## **ILLNESS**

If a student is unwell on the day of the examination, but is able to attend, come into school.

If a student is too unwell to attend contact the school at the earliest opportunity.

The school and examination boards have very detailed procedures for illness, however as the severity and risk of contagion varies between illness so will our advice – speak to Mrs Wells / Mrs Robinson-Junni.

Please note, with unexpected absence due to illness it is **NOT** a requirement of the examination board to acquire a medical certificate or doctors letter. Where a student wishes to claim special consideration due to temporary illness we will submit a case to the exam board. It is at the exam board's discretion as to whether they accept the case we put forward. They may come back requiring further information/ evidence. It is *your* choice as to whether you choose to gather and pass us any official medical diagnosis at the time of the illness.

If a student suffers an injury – i.e. broken arm or leg, or are hospitalised during the exam season, contact Mrs Wells / Mrs Robinson-Junni as soon as possible – please leave a voicemail overnight if necessary – the sooner we are informed, the sooner we can make alternative exam arrangements.

## **LONG-TERM ILLNESS**

If a student has missed long periods of study, or has not been able to study properly, they may not yet have achieved the standard required for the examination in that year. Unfortunately, there is no compensation given for lack of preparation. It is achievement, not potential that is being examined. *Special Consideration is for hardships at the time of the examination only.*

Long study periods are given for coursework to be completed; special consideration can only be given in exceptional circumstances. If students leave their coursework / controlled assessments to the last minute and then fall ill, they will not be given special consideration. Don't get caught out – prepare your work in good time for the deadlines.

## **SEPARATE ROOMS:**

Candidates with social, mental and emotional needs may require separate invigilation. However, candidates should be aware that they are only **entitled** to these arrangements if they are disabled

within the meaning of the Equality Act and would be at a substantial disadvantage when compared to non- disabled candidates.

A candidate may only take their examinations under separate invigilation where he/ she has an established difficulty (JCQ Instructions for conducting examinations) and where this difficulty has had action taken to reduce it's impact *prior* to the main exam season (e.g. in lessons and previous trial exams). This will have previously been decided by the school SENCO.

When making a decision the SENCO must consider

- Whether the candidate has a **substantial long term impairment** which has an adverse effect; and whether it is
- **The candidate's normal way of working within the centre**

For example, the candidate's difficulties must be established within the centre (e.g. a diagnosis of ADHD or a recognised mental health condition by a Consultant, CAMHS, Educational Psychologist etc.) and known to staff.

Separate invigilation should reflect the candidate's normal way of working in internal school tests and trial examinations.

(The only exceptions where this may be considered are for temporary illness, injury or indisposition which is clearly evidenced).

We will **not** be able to accept letters from GP's for exam related anxiety as this is not a long term medical condition and does not reflect the candidate's normal way of working.

### **SEVERE WEATHER / INCIDENTS**

Please assume all exams will go ahead as planned even if the school is closed to other students.

- Allow extra time to travel and check for updates on the school website
- Local radio stations, the school website and text messaging from "PrinceHenry" are the official sources of information.
- If the weather conditions mean that you will arrive late, ring and inform school reception.
- The school has contingency agreements with other schools should the school be unable to open for examinations. Should this be necessary, it will be communicated as above.



# ON THE DAY OF THE EXAMINATION

## BEHAVIOUR

Standards of behaviour at Prince Henry's are outstanding. However, you must not let yourself down so close to the finish-line. Please ensure you follow the advice below:

- Do not bring a mobile phone, tablet, smart watch or bag to the exam. – ***They are not permitted in the exam hall and we cannot guarantee their safe storage.***
- You must be silent from lining up outside the sports hall before the exam until you are clear of the sports hall after the exam.
- Find your own seat, sit down. ***Do not help anyone else find their seat – this is malpractice.***
- Sit and read the instructions on the front page of the question paper. Write your candidate details: Centre Number (37673), Candidate Number, surname and forename. You may be asked to sign the question paper. You are signing to certify you understand and agree to be bound by the rules of the examination.
- Listen to the invigilator instructions. If you do not understand something put your hand up and ask for assistance.
- Do not open the question paper until told to do so.
- Do not turn around, look around or smile at a friend; in a group of 200 heads facing forward, a turned head is extremely easy to spot. ***We will assume you are communicating - doing so is malpractice.***
- In cases of suspected malpractice, the examinations boards will believe our staff of experienced exam invigilators – ***do not draw attention to yourself unnecessarily.***
- If you have finished your exam and having checked through your answers thoroughly, can find no more work to do, you must sit patiently until the end of the exam. You may not leave early. – ***do not put your head on the desk.***
- At the end of the exam you will be dismissed, remember you must not communicate with other candidates until you are clear of the exam hall.
  - In many exam sessions this summer there are more than 5 different examinations underway at the same time. It is therefore required that absolute silence is maintained whilst leaving the hall.

## PUNCTUALITY

It is important that you are punctual to all exams. Please ensure you are lined up in the tennis courts outside the sports hall in the correct order by the times shown on page 4.

## **EQUIPMENT**

Students are responsible for ensuring they bring the correct equipment to every examination. The school is not required to provide additional resources. You must also not borrow resources from another student during an examination – **this is malpractice**.

Students must ensure they bring the following equipment to their examinations:

### **Clear pencil case -**

*Containing:*

<b>4 x BLACK pens,</b>	Fountain or ball point pens
<b>4 x HB pencils</b>	It is strongly recommended also to bring colouring pencils
<b>Eraser, pencil sharpener</b>	
<b>mathematical instruments</b>	protractor, compasses, set-square etc.
<b>Calculator</b>	Always bring a calculator – Don't try and remember which exams need a calculator, - Simple rule: ' <i>always bring it – always got it</i> '.

*Not containing:*

<b>Notes, instructions</b>	You must not bring any notes into the exam, except where required by the exam specification. Nor any instructions – such as those supplied with your calculator.
<b>Gel pens or blue pens</b>	Gel pens and blue ink, do not scan so your exam paper will be illegible to the examiner
<b>Calculator cases</b>	MUST be removed from your calculator

**Clear bottle of water** - Any bottle must be clear and without labels, make sure you leave yourself plenty of time to top up your bottle before your exam. Cans, cartons or food are not permitted in the exam.

**Correct uniform** - The school uniform rules apply throughout the exams, you must wear correct uniform at all times – including ID badge for Sixth Form.

***NEVER BRING A MOBILE PHONE INTO THE EXAMINATION HALL.  
AVOID BRINGING YOUR BAG TO THE EXAM – IT WILL DELAY THE START OF THE EXAM.***

## **BREAKFAST**

**Make sure you have something to eat before your exam** - Research shows that those who eat breakfast tend to perform better in exams. For the best breakfast, include slow-release carbohydrates, such as porridge oats, whole grain bread or low-sugar muesli, as they provide slow-release energy. Add a protein food, such as milk, yoghurt or eggs, to keep you feeling full for longer. Some research states that on exam days you should aim to include a portion of a food rich in long-chain Omega-3 fats, such as smoked mackerel, as they are believed to have brain-boosting properties!

## **DURING THE EXAMINATION**

**Be considerate to other candidates** – there will be more than one exam in the Hall at a time, possibly with different finish times. Exam desks are close together. Make an effort not to touch other people's desks and when leaving an exam do not put your chair under the desk to avoid noise and scraping the floor!

**If you need help from an invigilator** – make sure you put your hand up in plenty of time. There may be 300 candidates in the Hall so it may take a while for them to get to you!

### **Illness**

If you fall ill during the examination, raise your hand and an invigilator will speak to you, and advise you what to do – this advice will vary depending on the nature of the illness.

### **Equipment**

You are responsible for providing your own equipment and reasonable spares. You must have spare black pens and pencils. If you have a failure of equipment such as a broken calculator, we may have a limited number of spares. Raise your hand up and wait for an invigilator and explain the problem. If we do not have a spare item, this is the responsibility of the candidate not the school.

### **Toilet**

Toilet breaks are strongly discouraged during an examination – this will affect your remaining exam time\*. If you need to go, raise your hand and speak to an invigilator. You will **not** be permitted to leave within the **first fifteen minutes** or **last ten minutes** of the examination.

*\*This does not apply for students with known medical conditions who will receive compensatory time at the end of the examination.*

### **Problems with an exam paper**

If you believe you have a section of exam missing or you have not been prepared for the set texts or options being tested by the paper, or if you believe a question is 'incorrect', raise your hand and speak to an invigilator. The invigilator will not offer an opinion unless an errata notice has already been announced at the beginning of the exam. You must therefore always assume the question *is* correct.

The invigilator will, separately, follow their procedures to alert the examinations officer to ensure the question is correct.

### **Interpreting questions / reading words**

Please do not ask an invigilator what a word means, the invigilation staff cannot read anything from within the exam paper to a candidate.

### **End of the exam**

At the end of your examination, your answer papers will be collected in, followed by your question paper. You will be dismissed from the examination by the invigilators, and you must leave in silence. This is not a school rule, but an examination board rule. **Talking whilst inside the examination hall, even after the exam, is malpractice.**

### **Afternoon Examinations**

If your examination lasts for 1hr30, it is likely you will be able to catch the school buses. You are responsible for arriving 15 minutes prior to the start of the exam and being ready to start.

If your examination lasts longer than 1hr30 you will not be able to catch the school buses. Make sure you have an alternative method to get home.

### **Fire alarm**

We hope that no fire alarms go off during the exams. If the alarm goes off this is what you must do.

1. The lead invigilator will tell you to stop writing.
  - a. Do so immediately and close your exam paper.
  - b. You are still under exam conditions – you must not communicate with other students.
2. You will be asked to leave the exam hall in silence and in the order in which you are sitting. All equipment must be left behind.
3. Do not proceed to the normal assembly point; you will be directed to the tennis courts nearest the sports hall.
  - a. The invigilators will guide you to where you need to go.
  - b. The invigilators will take a register of candidates to confirm all students have been evacuated.
  - c. When the 'all-clear' has been given you will be escorted back into the hall.
  - d. The lead invigilator will tell you when to restart the exam. You will have the same amount of time remaining as before the fire alarm.
4. The exams office will submit a special consideration request for all affected students to the relevant examination boards.

**YOU MUST REMAIN SILENT THROUGHOUT**

# **AFTER THE EXAMINATION**

## **RESULTS DAY / STATEMENT OF RESULTS / CERTIFICATES**

### **GCE Results (AS/A2) 16<sup>th</sup> August 2018, 10am**

Mrs Willis will write to students about procedures for this day later in the year.

### **GCSE Results 23rd August 2018, 10am**

Students will be able to collect their Statement of Results from 10am.

On the day you will be required to fill in your planned destination form before collecting your results.

#### **Collecting your results**

- Students can collect their results in person
- Students can ask a friend / parent to collect their results
  - You must have notified us in advance in writing. NB the letter must be written and signed by the candidate
- Students can provide a stamped addressed envelope to the exams office
  - Ideally single folded A4 size.
- **STUDENTS AND/OR PARENTS WILL NOT BE PROVIDED RESULTS OVER THE PHONE OR BY EMAIL under any circumstances**– If you are on holiday please make alternative arrangements for collection.

#### **Enquiries about Results**

Attached to your results will be all the information you need to know about remarks.

#### **Certificates**

In August you are collecting a 'Statement of Results'. This is not your exam certificate. Your exam certificates will be available for collection from school in January 2019. We can post certificates – information about this will be attached to your statement of results.

The school is only required to hold your certificates for one year after you leave school (Year 13 and Year 11 not attending Prince Henry's Sixth Form – this is January 2020), after which time the school is permitted to shred your certificates.

It is vitally important that you collect your certificates. You will need them on many occasions such as applying for university or employment. You should keep the originals safe as they cannot be replaced. Exam Boards will only issue a confirmation of results at a cost of approximately £45 per exam board.

# FAIR PROCESSING NOTICE

## PUBLICATION OF EXAMINATION RESULTS

*Issued pursuant to Information Commissioner's Office guidance*

Students' results are made available to the following organisations

<b><i>The Department for Education</i></b>	in full as required by law The DfE will make this available to research organisations – as permitted by law.
<b><i>Leeds City Council</i></b>	in summary form as required by law
<b><i>UCAS &amp; Universities</i></b>	in full for students who have applied to colleges or universities through UCAS
<b><i>Newspapers</i></b>	
National	cumulative (non-identifiable) – legitimate interest & FOI
Local	in summary (identifiable) – legitimate interest
<b><i>PHGS Website &amp; Screens</i></b>	subject grade statistics by law Individual success and articles – legitimate interest

Publishing examination results is a common and accepted practice. Many students enjoy seeing their name in print, particularly in the local press and the Data Protection Act does not prevent this from happening. The school has a legitimate interest in publishing examination results, students or their parents do not need to give their consent to publication. In a small number of cases publication may cause distress or harm. The school will consider individual objections to publication where a legitimate cause can be shown. Any such request must be made prior to the **day before** results are published (see page 14 for clarification of the dates).

## Important information

The following pages contain information that is required to be presented to you on behalf of all the examination bodies, please read it carefully and ensure you follow their guidance.

### **COURSEWORK / NON-EXAMINED ASSESSMENTS (NEA)/ CONTROLLED ASSESSMENT**

Subject teachers have issued deadlines for the completion of coursework, NEA and controlled assessment. Once students' work is collected it is marked by their subject teacher, work is then moderated against the work produced by other classes and in some subjects, moderated against other schools. This process takes a significant amount of time. These marks are then sent to the examination boards by a fixed deadline. Do not make this process more difficult by requesting extra-time to complete your work.

For practical assessments in PE, Technology, Art and Drama, your teacher will provide details of these assessment dates.

### **REVIEW OF CENTRE MARKED ASSESSMENTS**

Students are likely to be informed of the provisional mark a piece of coursework/ NEA/ Controlled Assessment has received ahead of it going to the exam board. Where students feel that this mark is not an accurate reflection of the completed work they have the right to appeal this and should follow the guidance shown in the 'Review of Centre Marked Assessments' policy which is available on the school website.

# Information for candidates – Privacy Notice

## General and Vocational qualifications

### Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

**Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.**

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.



Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

## Information for Candidates - Controlled Assessments (GCSE Students)

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

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

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

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

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

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

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

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### **Plagiarism**

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

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

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

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

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

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for 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**

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## Information for Candidates - Coursework (GCE Students)

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

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

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

Coursework provides you with an opportunity to do some independent research into a topic.

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2018.

You must also include a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

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

### Preparing your coursework – good practice

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

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

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

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

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

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### **Plagiarism**

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

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

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

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

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

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

The awarding body will decide which penalty is appropriate.

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

Effective from 1 September 2018

## Information for candidates: non-examination assessments (NEA)

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

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

### Preparing your work – good practice

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

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

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

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

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### **Plagiarism**

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

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

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

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

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

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

The awarding body will decide which penalty is appropriate.

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

Effective from 1 September 2017

# Information for candidates

## For on-screen tests – effective from 1 September 2017

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.

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



# Information for Candidates

## Written Examinations – effective from 1 September 2017

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

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

# Information for Candidates

## Guidelines when referring to examinations/assessments through the Internet

**This document has been written to help you. Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty. Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications<sub>scic</sub> (JCQ<sub>cic</sub>) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content from another candidate.

**This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.**

If you are found guilty of breaching any of these rules you could find yourself facing:

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

**You must familiarise yourself with the rules:**

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

Take care to avoid possible malpractice and the application of a penalty.

**THE STUDENT'S OWN TIMETIME WILL BE PRINTED HERE**