



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



GCE AND GCSE EXAMINATIONS SUMMER 2023

INFORMATION PACK & TIMETABLE

WELCOME

As we head into the exam season and you come into one of the most important periods in your school career it is important to be prepared and to get it right. We all want you to do your absolute best, for yourselves and your future and we are here to help and advise you along the final steps. 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 be prepared and achieve your potential 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. Ensure that your revision starts early enough for you to remain calm and feel really ready by the time of the exam, and that you plan in enough time for well-earned breaks to recharge your batteries and your mind.

Well done overcoming the many challenges of the past few years. I hope that the exam period runs smoothly for you all and wish you the very best for a great set of results this summer. I look forward to celebrating with you on results day.



Miss S Bishop
Headteacher

This document gives you 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 refers to all qualifications taken by Years 10 and 11 including BTEC or applied qualifications. GCE refers to all qualifications taken by the Sixth Form including A levels, BTEC, Finance and Applied Science.

A copy of the school's exam policy can be found on the school website under 'Our School' and 'School Policies'.

CONTACT DETAILS

School Telephone Number: 01943 463 524 **or email:** exams@princehenrys.co.uk

Contact	Role	Extension	Email
Mrs Wood	Year 11 Manager	235	wda@princehenrys.co.uk
Mrs Robinson-Junni	Post 16 Student Manager	220	riv@princehenrys.co.uk
Mr Stone	Executive Officer: Exams	225	exams@princehenrys.co.uk
Mrs Brown	Admin Officer – Exams	285	exams@princehenrys.co.uk
Miss Sadler	SENCo	250	srn@princehenrys.co.uk

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

GCE and GCSE Examinations – 2022/ 2023

Updated January 2023

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 15 onwards gives you further information from the Examining Bodies about 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.

- **EXAM POLICIES**

This booklet gives students the key information they require to enable them to complete examinations at Prince Henry's Grammar School. All required exam policies can be viewed on the school website under 'Our School > School Policies'.

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 on the exams noticeboard and on the school website.

Please check your timetable – ensure you know your tier of entry for the following GCSE subjects: **Modern Foreign 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>
27 th February	white	This document – All students
March – April	light blue	Amendments to entries or tier – Affected students only
By 5 th May	yellow	Updated with full rooming, timings for those with extra time and resolutions of any exam clashes – 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' and, with a small number of exceptions, they all take place in the SPORTS HALL. They will usually START at the following times; you must assemble in the tennis courts outside the sports hall **15 minutes** before the start of the exam:

Morning exams:	9:00am	Be here and ready to go in at 8:45am
Afternoon exams:	1:15pm	Be here and ready to go in at 1:00pm

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 includes all elements of your exams. Externally scheduled exams are shown with the date and time they are scheduled while coursework, non-examined assessments (NEA), controlled assessment are shown as TBC. Your teachers will supply the deadline dates for these elements.

COVID

We understand that the past few years have been impacted by COVID. This year's exams are the first return to regular exams since 2019.

At the time of publishing this booklet we are preparing to run all the systems we have in place for students during a 'normal' summer exam series. Whilst unlikely, there may be further changes to Covid guidance that are published nearer the time of exams. If these will impact on the completion of exams we will contact students to make them aware of this. For now, the rest of this booklet explains the systems and processes in place to ensure exams can run as normal and should be read carefully.

FINAL DATE OF EXAMS

Once students have completed the examinations that apply to them they technically end this academic year. There may be events taking place in school in the summer term that students are invited to attend.

Students should be aware that there are a number of 'Exam contingency dates' placed in this year's exam calendar. These will only be used should there have been '...severe national or local disruption preventing an examination from taking place...' on the originally scheduled exam date. This can only be used for an entire examination to be rescheduled nationally and not for individuals who failed to attend an examination that took place at the scheduled time. The dates for these are **Thursday 8 June 2023, Thursday 15 June 2023 and Wednesday 28 June 2023**. Students should ensure they are available on these dates if required.

EXAM CLASHES

Occasionally students will be timetabled to sit two examinations at the same time, this is called a clash.

The advice you receive will depend on whether the exam clash is in the morning or the afternoon exam session. At some point you will be isolated from other students and supervised by an invigilator – at this time you may need to bring a drink and some food. Clash students will receive separate information explaining what will happen on the day.

GCE Maths and GCSE History Exams

One of these exams appears on the timetable as a number of different examinations. This is normal and is not an exam clash. Students will be given the different papers at the start of the exam and are responsible for balancing their time spent on each element.

GCSE Modern Foreign Language Listening and Reading Exams

These are scheduled to take place at the same time but will be completed one after the other.

ACCESS ARRANGEMENTS/ SPECIAL CONSIDERATION

To ensure all students are treated fairly the school follows the formal examination board procedures to provide access arrangements for students 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.

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

REVISION CLASSES

Extra revision classes will currently be taking place at lunchtime and after school to support students in many subjects.

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 Wood (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 on payment of the examination fee (approximately £40 for GCSE and £100 for AS/A-level – exact fees can be found using the information shown in the Exam Fees Information/ Post Results service letter, which is available on request). You accept that you are liable for this payment, 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 commencing Monday 15th May. From Monday 15th May all students' timetables will be adjusted to offer them the best level of support in their final two weeks before stand down begins on Thursday 25th May. During this fortnight attendance to school is expected and students will either be in an exam or in subject specific 'Masterclasses'. These lessons are designed by staff to offer students the highest level of support and important exam technique/ reminders in the hours/ days before the exam is taken. Experience shows that students attending these feel more relaxed and prepared for the exam they are about to take.

Discretionary revision leave will start on **Thursday 25th May**. 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 30th June 2023. I must make you aware that the school has the power to issue 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

Year 12 - 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.

Year 13 - Revision leave for Year 13 starts on **Friday 19th May**. As with 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

The below refers to general illness. With general 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. If your illness is COVID related please follow the COVID guidelines at that time.

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 your Year Manager.

Please note, with unexpected absence due to illness it is **NOT** a requirement of the examination board to acquire a medical certificate or doctor's letter. Where a student wishes to apply for 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 is hospitalised during the exam season, contact your Year Manager or the exams office 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 non-examined assessments (coursework) to be completed; special consideration can only be given in exceptional circumstances. If students leave their non-examined assessments / 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 its 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 GPs 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 your personal Arbor absence text number 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 mobile devices; phones or tablets etc, any form of watch or bags 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 exam hall before the exam until you are clear of the exam hall after the exam.
- Find your own seat, sit down. ***Do not help anyone else find their seat – this is malpractice.*** If you cannot find your seat, move to the front of the row and raise your hand to attract the attention of an invigilator who will assist you.
- 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.
- Check that you have the exam paper, tier of entry and coloured paper you expect in front of you and put your hand up **before the exam starts** if anything is not correct. It may not be possible to correct mistakes once the exam has been completed.
- 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 300 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 examination 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. Do not wait for other candidates by the exam room exit doors as this can cause an obstruction for others leaving and the noise may disturb anyone still working in the room.

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:

4 x BLACK pens

Fountain or ball point pens.

4 x HB pencils

It is strongly recommended also to bring colouring pencils.

Eraser, pencil sharpener

mathematical instruments

Protractor, compasses, set-square etc.

Calculator

Always bring a calculator – Don't try and remember which exams need a calculator.

Not containing:

Notes, instructions

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.

Gel pens or blue pens

Gel pens and blue ink do not scan so your exam paper will be illegible to the examiner.

Calculator cases

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, ELECTRONIC DEVICE OR WATCH INTO THE EXAMINATION HALL.
AVOID BRINGING YOUR BAG TO THE EXAM – IT WILL DELAY THE START OF YOUR 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. When leaving try not to touch other people's desks and do not put your chair back 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 cannot possibly hold on until the finish time, raise your hand and speak to an invigilator. Students that visit the toilet must leave their blazer on their chair. 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 the query and they will seek confirmation that the question is correct and take any necessary action.

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 in a logical order 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 papers have been collected, is malpractice.**

Afternoon examinations

If your examination lasts for 1hr 45m or less, 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 1hr 45m 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 exam 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

Invacuation

We hope that the invacuation signal (12 rings of the school bell) is not triggered during the exams. If the alarm goes off, the lead invigilator will tell you what action to take and 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

Students will be able to collect their 'Statement of Results' as follows:

GCE Results (AS/A2) 17th August 2023, from 8:30am (to correspond with the release of UCAS information)

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

GCSE Results 24th August 2023, from 10am

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

COLLECTING YOUR RESULTS

Students are encouraged to come and collect their results in person as this allows staff and students to celebrate the many successes together but also enables us to offer any support where needed.

- Students can collect their results in person at the times outlined above.
- Students can ask a friend / parent to collect their results.
 - To do this you must notify us in writing, preferably in advance of results day, identifying who will collect the results on your behalf. This must be signed to indicate that you are happy for them to collect your results. Those collecting the results must have proof of their identity.
- All students will have their results emailed to their school email address after the students who opt to collect them in person have collected their results. The results email will be sent as soon as is practical. We anticipate this to be between 12 and 1pm. **Please do not call prior to 1pm to request them.**
- Students can provide a stamped addressed envelope to the exams office.
 - Ideally single folded A4 size.

Enquiries about Results

Attached to your results will be all the information you need to know about reviews of marking.

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 2024. 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 they arrive in school (Year 13 and Year 11 not attending Prince Henry's Sixth Form – this is January 2025), after which time the school is permitted to securely dispose of 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

<i>The Department for Education</i>	in full as required by law The DfE will make this available to research organisations – as permitted by law.
<i>Leeds City Council</i>	in summary form as required by law
<i>UCAS & Universities</i>	in full for students who have applied to colleges or universities through UCAS
<i>Newspapers</i>	
National	cumulative (non-identifiable) – legitimate interest & FOI
Local	in summary (identifiable) – legitimate interest
<i>PHGS Website & Screens</i>	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 GDPR / Data Protection Act 2018 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 13 for clarification of the dates) by emailing exams@princehenrys.co.uk.

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, Photography, Music, Art and Drama, your teacher will provide details of these assessment dates.

REVIEW OF CENTRE MARKED ASSESSMENTS

Students will 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 'Appeals against internal assessments of work' policy which is available in the exams policy on the school website.

Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

<https://www.jcq.org.uk/contact-our-members/>.

Please note

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

This notice has been produced on behalf of:
AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates

coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

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

http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm,
downloaded 5 February 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.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates:

non-examination assessments

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

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

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

Preparing your work – good practice

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

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

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

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it 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 on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Research and using references

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

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

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

The regulations state that:

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

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

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

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

http://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 or seen the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Information for candidates

On-screen tests

With effect from 1 September 2022

This document has been written to help you.

Read it carefully and follow the instructions.

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

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

E. Advice and assistance

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

F. At the end of the on-screen test

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

Information for candidates

Written examinations

With effect from 1 September 2022

This document has been written to help you.

Read it carefully and follow the instructions.

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

1. Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2. If you arrive late for an exam, report to the invigilator running the exam.
3. If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4. Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

5. You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

Information for Candidates

Using social media and examinations/assessments

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 exams and sharing ideas with other online can be helpful when you're studying or revising.

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

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

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

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

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>

THE STUDENT'S OWN TIMETIME WILL BE PRINTED HERE