



Harrytown Catholic High School

A - Z

of
Examinations
and
Qualifications

A guide to everything you could possibly want to know about the examination process and more.

'I have come that they have life, and have it to the full' John 10:10

A

Absence from Examinations:

You must attend all examinations to which you are allocated on your individual timetable. Misreading the timetable will **NOT** be accepted as a satisfactory explanation for your absence.

If you are absent from an examination due to illness please notify the School as early as possible by telephone on 0161 430 5277. We will advise you if a formal medical certificate will be required.

Access Arrangements:



All arrangements with regards to extra time, reader, scribe, rest breaks and the use of laptop, etc., need to be approved by the Learning Support Department. These arrangements must be the students 'Normal Way of Working' in class and assessments etc.

No arrangements will be made until the Learning Support Department contacts the Examinations Office.

Access To Scripts (ATS):

Students are able to request access to their examination paper from the awarding bodies for general interest or to help with future learning. If you wish to request a review of marking, then a copy of the paper will be returned once the review has taken place. You cannot have a review once the examination paper has been returned to school. There is a charge for this service.

If you want to request an examination paper, then you must download the Access to Scripts form from the Exams Information page on the school website and return it by the appropriate deadline.

Additional Answer Sheets:

Should you require additional answer sheets in an exam please ask an invigilator. All pieces of extra paper must have name, centre number, candidate number and then the question number you are answering written on it. Additional answer sheets must be placed **inside** the booklet.

Attendance at the Examinations:

Punctuality is important. Exams usually start at 9.00am or 1.30pm and you must be ready at least 10 minutes before. Students who persistently arrive late for examinations will be reported to the Senior Leadership Team. If a student arrives very late (one hour after the published starting time) then a written report must be sent to the Awarding Body, who will determine whether to accept the examination paper completed by that student.

Authentication Form:

Students must complete and sign an awarding body authentication form and attach it to any non-examined assessment produced for their final qualification. Awarding bodies will refuse to mark any work not accompanied by the signed forms.

Awarding Bodies:

These are the organisations that provide qualifications for schools and schools. Awarding bodies used by Harrytown Catholic High School are: AQA, Pearson (Edexcel), OCR, and WJEC (Eduqas).

B

Bags:

Bags must be placed at the back or front of the exam room as directed by the invigilators. You are not allowed to keep them with you at your desk during the exam.

Please do **NOT** bring valuables with you when you are sitting examinations.

Bilingual Dictionaries:

Students wishing to use a bilingual dictionary must seek approval through the Learning Support Department. A clean copy should be provided to the Examinations Office for use in exams.

Black Pens:

Awarding bodies request that students use black ink to complete their answer papers, this is because they now scan papers onto a computer to send to the examiners for marking. Black ink is the only colour their scanners can read. Please do not use Blue, Red, Green or Pencil (unless otherwise instructed) to do your exam, or it may not get marked.

C

Calculators:

Calculators may be used in some examinations: your subject teacher will tell you if they are not allowed. In all cases, calculators are not allowed if they offer any of the following facilities: *language translators; symbolic algebra manipulation; symbolic differentiation or integration; remote communication with other machines or the World Wide Web; data banks; dictionaries; mathematical formulae or text.*



No printed instructions or cases are permitted; if you cannot remove the case from your calculator you must ensure that all instructions are securely covered. **You must bring your own calculator if you need one: you may not use the calculator functions on mobile telephones,**

which are not allowed in all examination rooms, and you may not borrow a calculator from another candidate.

Candidate / Exam Number:

Your candidate number is the four-digit number printed on your student photo card and your individual timetable. You will be seated, by subject, in candidate number order. **Please do not remove or deface your student photo card, it must be clearly visible on your desk at all times and will be used throughout the exam season.**

Centre:

Centres can be schools, schools or other establishments that have been approved by an awarding body to offer qualifications, enter students for exams and conduct the awarding bodies' exams.

Our Centre number is **33433** you will need to write this on all of your exam papers.

Centre assessed marks:

Assessments are set by the awarding bodies with defined control levels for each stage and marked internally. Your teacher will inform you of your centre assessed marks before they are submitted to the awarding body.

Certificates:

Certificates are only issued if you have achieved a pass grade i.e. 9 to 1, Distinction to Pass etc.



Once awarded, some students receive more than one from different examination boards; students must check that all the personal information is correct especially the spelling of names. If there is a problem, the certificate must be returned personally to the Exams Office for return to the examination board. This usually takes two/three weeks. Students will be notified of its return, ready for collection.

Collection after Certificate Evening

Students unable to collect their certificates on the evening must phone school to arrange a convenient time and day to collect their certificates. **Students must not just turn up at school and expect to be issued with their certificates.** Also, certificates will only be issued to a third party (usually parent/guardian) on presentation of written authorisation (a form available on the website and completed by the student) and proof of identity. Again, please phone for details or email exams@harrytown.stockport.sch.uk.

Safe Keeping and/or Replacement

Once awarded, the certificate must be kept in a safe place as they are difficult and expensive to replace. In some cases certificates will only be replaced if proof of loss is provided and/or examination boards will only provide a 'Statement of Results'. Examination Boards will issue a 'Statement of Results', typically charging approximately £40 per statement.

The certificate will be required as proof by colleges and / or employers when applying for courses or employment. The Exams Office receive many requests each year from ex-students and prospective employers for proof of examination results for students who have lost their certificates.

Certificate Evening:

A celebration will be held in early November to give past students a chance to collect their certificates and catch up with fellow peers, friends and school staff. Letters are sent home nearer the time.

Change of Address:

It is important that you tell the Exams and Data Office as a matter of urgency if you move address. Letters about results etc. may not reach you.

Change of Name:

It is important that you tell the Exams and Data Office as a matter of urgency if you change your name. Evidence to confirm this must be provided i.e. Passport, Birth Certificate, Change of Name Deed.

Cheating:

Students caught cheating in examinations – including being in possession of or using a mobile telephone, smart watches, pagers, mp3 players, iPod, unauthorised aids or notes but also copying from or communicating with other Students – **will** be reported to the awarding bodies.



Even if the items are in your pocket and you have no intention of using them you will still be reported to the awarding body concerned.

The range of Penalties includes loss of marks for a unit, loss of GCSE grade.
Please read the **JCQ Warning to Candidates and Information for Candidates Notices found here**
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Clashes:

If you have an examination clash involving different subjects your individual timetable will reflect any changes. You will be provided with the supervision arrangements for any examinations which clash. If you are in this position, you will have to go into supervision between the two examinations and may need to bring a packed lunch and a drink with you if this includes lunchtime. Your mobile telephone will be taken off you at the start of the first examination and you will not be allowed contact with other students in between examinations.

Conduct in the Examination Room:

You must be silent in the examination room, including the times when you come in and go out. Once you have entered an examination room, you are not allowed to leave unescorted until the end of the examination, and only then when you are given permission to do so.

You will not be allowed to leave an exam early even if you have finished

Should you require any assistance, please raise your hand clearly and wait for an invigilator to come to you.

Please do not write on your examination desk: this constitutes vandalism and you will be charged for the removal of graffiti.



Copyright:

The copyright of any work created by you that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to you.

By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use your assessment materials (referred to as Assessment Licence)

If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by the Exams and Data Office. It is at the discretion of the awarding body whether or not to terminate such rights. If you want to exercise this right contact the Exams and Data Office.

D

Data Protection Form:

All students who have been granted access arrangements must complete and sign this form with Learning Support Department before arrangements can be put in place with the awarding bodies.

Dictionaries:



You may not use a dictionary in an exam unless dictionaries are specifically permitted by the subject specification or special arrangements have been approved by the awarding bodies. If you think you might be entitled to the use of a dictionary, please see the Learning Support Department.

E

End of Examinations:

The invigilators will collect your exam papers before you leave the examination room. **Absolute silence must be maintained during this time and until you are outside the building – remember other examinations may be continuing as you leave.**

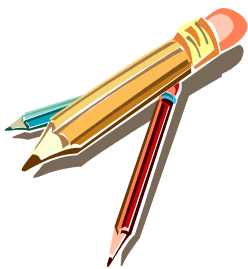
You may not take any examination materials (additional paper, answer booklets, question papers etc.) from any examination room.

Equality Act 2010:

Facilities exist for students with disabilities to access the curriculum and all relevant areas of the School. The School recognises its responsibility to provide equal access to education for all students irrespective of disability and confirms its commitment to ensure that no student will be treated less favourably as a result of disability.

Equipment:

All students must remember to bring their own equipment to any examination that they have. These include pens, pencils, calculators, rulers, rubbers and a pencil sharpener. Borrowing from other Students is **not** allowed.



Please note that the JCQ regulations state that a BLACK pen must be used in all examinations.

For diagrams, use an **HB pencil** and a **ruler**.

Gel pens, highlighters, correcting fluids and correcting pens may **NOT** be used in any answer booklets.

Exam rooms do have limited supply of equipment, but these are for emergencies only.

Examination Dates:

The examination dates are nationally set by the awarding bodies and **NOT** by the school.

There will be days set as contingency days where candidates need to be available in case there are issues during the exam season. The DfE have not yet confirmed contingency days for 2021.



THEREFORE THESE DATES CANNOT BE CHANGED

Examination Noticeboard:

The exam noticeboard is located by pupil entrance. Timetables and rooming lists will be placed here along with any other important exam information.

Examinations Office:



The Exams and Data Office is open Blue Week Monday – Thursday from 8.00am until 4.00pm, and Friday from 8.00am to 3:30pm, White week Monday -Thursday 9:30am – 5:30pm and Friday 9:30am-5pm. We will be happy to help with any queries that you have during this time.

Examination Regulations:

It is your responsibility to familiarise yourself with the JCQ 'Notice to Students' regulations contained within this Guide. They are also displayed outside all examination rooms.

Extra Time:

Will only be granted to a student if they have evidence of need. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to have extra time.



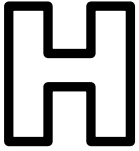
Food and Drink:

Food is not allowed into the examination room.



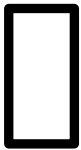
You are only allowed to take water into the examination room. This must be in a clear plastic bottle and all **labels must be removed**. You will not be able to leave the exam room to refill a bottle of water and invigilators cannot leave the exam room to do this for you. Therefore please ensure that you have enough water to last you the whole exam.

Any other type of drink is not permitted – this is in case you spill your drink over your exam paper. If only water is spilt there is a greater chance that your exam paper can be saved.



Headwear:

Only headwear worn for religious beliefs can be left on during the exam. Sports caps, woolly hats, bandanas etc. will not be allowed.



Identification:

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). This is to:

- a) identify and settle candidates and instil discipline;
- b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate;
- c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
- d) start the examination.

Illness:

If you become ill during the examination weeks, advise the Exams and Data Office so that advice can be given on the best course of action. If you become ill during an examination, then please raise your hand so that an Invigilator can assist you.

Internal appeals:

For further information on our Internal Appeals procedures please consult the policy which can be found on the school website.

Invigilator:

An Invigilator is someone who watches over students in an examination to ensure that JCQ exam regulations are adhered to. You must follow all instructions given to you by an invigilator.

J

JCQ Joint Council for Qualifications:

Represents all the awarding bodies that offer GCSE qualifications. JCQ ensures that learners of all ages and level of ability have access to qualifications and is responsible for producing administration rules for general qualifications e.g. regulations on access arrangements.

JCQ Inspectors:

On the spot ad-hoc inspections are made to centres during the examinations period to ensure that all centre staff and students are adhering to the general regulations laid down by all awarding bodies.

L

Late Arrivals:

Any candidate arriving after 10.00am or 2.30pm (classed as very late in JCQ regulations) may be allowed into the examination room at the discretion of the Head of Centre; however you should be warned that if you sit the examination then the awarding body may not accept your exam paper.

Location of Examinations:

The exam room will be shown on your individual examination timetable for each exam. On the day of the exam a room list will be placed on the exam noticeboard by pupil entrance and on the Hall door. Exams may be located in the Hall, Offices, or additional rooms around the school. It is essential to check the location of your examination carefully. Please allow enough time to find the correct room/location.

M

Malpractice:

Malpractice is any practice which is a breach of the JCQ regulations, or which compromises the integrity of any qualification or the validity of an examination result or certificate. This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any non-examination assessment, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

Mobile Telephones & other Electronic Equipment:

Mobile telephones and other electronic equipment are not allowed into examination or supervision rooms. The School and JCQ regulations forbid you to bring any of these devices into any examination room or any room being used for supervision, either before or after an examination, so you are strongly advised not to bring such devices with you on examination days. If you do bring in such devices, please **switch them off** and hand your device to the invigilator who will store it for the duration of the exam.



If a **mobile telephone, or other electronic device** is found in your possession in an examination or supervision room – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all students discovered to be in infringement of the regulations and have advised the School that students discovered to have a communications device with them during an examination or supervision face disqualification from the subject concerned, see penalties section for more details. Please do not risk disqualification: either leave your mobile telephone at home or hand it in to the invigilator.

N

Non-Examined Assessments (Coursework)

Some subjects contain elements of coursework assessments. Please read the *Information for candidates - Coursework 2020-2021* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>. 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.

P

Penalties:

The JCQ issues the following penalties depending on the offence that was committed:

1. Warning
2. Loss of all the marks gained for a section
3. Loss of all the marks gained for a component
4. Loss off all marks gained for a unit
5. Disqualification from the unit
6. Disqualification from all units in one or more qualifications taken during the exam series
7. Disqualification from the whole qualification
8. Disqualification from all qualifications taken in that exam series
9. Barred from entering for one or more examinations for a set period of time.

The table below shows the types of offences for possession of a mobile phone and what penalty you may be awarded as a result.

<u>Offence</u>	<u>Warning</u> (Penalty 1)	<u>Loss of marks</u> (Aggregation still permitted) (Penalty 2-4)	<u>Loss of aggregation or certification opportunity</u> (Penalties 5-9)
Mobile Phone or other similar device	not in the candidate's possession but makes a noise in the examination room	In the candidate's possession, but no evidence of being used by the candidate	In the candidate's possession and evidence of it being used by the candidate

Plagiarism:

There are many definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."

Prohibited Material:

The following items must not be brought into any examination room:

- books (unless set texts for specific examinations – please note, post-its and excessive annotations are not permitted in open book exams - **ALL BOOKS WILL BE CHECKED PRIOR TO THE EXAM STARTING**), notes, letters, diaries or other printed material;
- calculator cases or instruction books;
- mobile telephones, or other electronic devices;
- pencil cases unless transparent;
- glasses cases;
- headphones and personal stereos of any description.

R

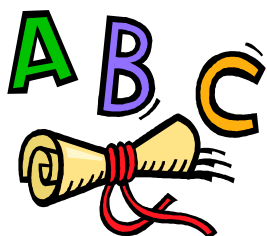
Reader:

A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

Read Aloud:

A student who **persistently** struggles to understand what they have read, may be able to have the arrangement allocated to read aloud during the exam. Students will be assessed by the Learning Support Department, who will identify whether there is a need for students to be awarded Read Aloud arrangements.

Results:



Students may collect their results from School on Friday 27 August 2021. Results for students will be available for collection on that morning in the Hall; details will be provided in the Summer term.

Students who cannot collect their results on the day **MUST** follow the procedures outlined below.

Collection by Third Party (student's representative)

The person collecting the results on behalf of a student must be in possession of a Candidate permission form or a letter, signed and dated by the student, stating the name of the person collecting the results on a student's behalf. The person collecting the results must bring photo ID e.g. passport, driving license etc.

Posting Results

If you are unable to collect your results and wish to have them posted, please discuss in advance with the Exams office. Any change of address should be notified through the official change in details process. The school does not take any responsibility for results information sent out to addresses where this process has not been followed.

Collection by student or student's representative after Results Day

After Results Day statements of results will be available from the beginning of term in September 2021 between 8.00am - 4.00pm.

Please telephone 0161 430 5277 ext. 260 to arrange a time for collection. Do not just turn up at school.

Under NO circumstances will examination results be issued over the telephone, by text, email or fax.

Reviews of Results (RoRs):

The awarding bodies offer the option of having a review of marking, at a fee, if a candidate or member of teaching staff is unhappy with the marks awarded. There is a choice of two different types of RoRs; these are:

- Clerical re-check (Service 1)
- Review of marking (Service 2)

Both services require written consent from the **candidate** (not a parent/carer).

A clerical check is simply when the relevant awarding body checks that all parts of the script have been marked; the totalling of marks and the recording of marks.

A review of marking is a post-results review by a senior examiner of the original marking to ensure that the agreed mark scheme has been applied correctly. This also includes a clerical re-check. **The paper is NOT re-marked.**

If you are not satisfied with the grade you have achieved the first thing you may think about is getting your papers reviewed, however, a review of marking is very costly and not often effective. Therefore it is important to consider the following:

- Are you close to the grade boundary?

Mark reviews usually only alter a grade by a few marks if any at all. If you are very close to a higher grade boundary a review of marking may be worth considering. Speak to your Teacher for advice if you are unsure.

- Your grade can go down as well as up

A review of marking means having your entire paper reviewed therefore your grade can quite easily go down as well as up. If your grade does get lowered, you cannot refuse it and ask for the original higher grade to stand. You must be aware that this is the chance you take when asking for a marking review.

- Cost

RoRs are very expensive and the likelihood is that your grade will not change.

If you want to request a RoR then you must download the relevant form from the Exams Information page on the school website and return it via e-mail by the appropriate deadline. **The form must be completed by the candidate.**



Scribe:

Is a person who writes down what a candidate dictates when the candidate is unable to write. Permission is required from an awarding body in advance, though it can be given at short notice for unexpected occurrences.

Seating Plans:

Seating plans for each exam identifying which students are in each exam room will be displayed on the Exams notice board and outside each exam room.

Special Consideration:

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if a significant event has affected your performance on the day of the examination and you can provide appropriate evidence. Please see the Exams Office immediately if you feel that you may have been affected by a circumstance beyond your control.

Start of the Exam:

Candidates are under formal examination conditions from the moment they enter the exam room. **You MUST NOT communicate in any way with other candidates whilst in the exam room.**

The invigilator will announce clearly to you when you may complete the details on your answer booklet. **You MUST NOT write anything on your answer booklet before being told to do so.**

Statements of Entry:

Produced by school, statements of entry list all the exam units and GCSEs that you are entered for in a particular examination series. It is essential that you check all details on these statements very carefully to ensure that:

- a) you have been entered for the right examinations
- b) all of your personal details are correct, in particular with regards to spelling, as this is the information that will be printed on your examination certificates. Whilst it will be relatively simple to change now, once certificates have been issued substantial costs will be involved if you notice any errors.

Supervision:

If you are required to go into supervision over a lunch period, you must bring a packed lunch and a drink with you on that day as you will not be allowed to use the dining hall. **Mobile telephones, pagers and electronic devices are not allowed into any supervision room and will be taken off you at the start of the first examination.**

You will be supervised immediately after your first examination. In supervision, you may revise for your next examination or talk quietly with fellow Students. Please be respectful of invigilators and ensure that classroom furniture and/or equipment and books are left as they were found – neat, clean and tidy. You must take your litter with you or place it in the bins provided.

T

Times:



Unless otherwise stated, all examinations at commence at **9.00 am** (morning papers) and **1.30 pm** (afternoon papers).

**YOU SHOULD BE READY TO ENTER THE EXAMINATION ROOM
AT LEAST 10 MINUTES BEFORE THE PUBLISHED STARTING TIME.**

Timetables:

You will be given your individual timetable for Summer exams. Please check it carefully. If there are any errors (e.g. name, date of birth, sex, examination entry), please notify the Exams and Data Office immediately. Check carefully to see if the examination is in the morning or the afternoon. Take special note of any re-arrangements due to a timetable clash.

**YOU ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE.
IF YOU HAVE ANY QUERIES THEN PLEASE CONTACT THE EXAMS AND DATA OFFICE IMMEDIATELY.**

U

UCI Number:

A UCI (unique candidate identifier) number is a number which every candidate is given and is used to link all entries and results for a candidate across an exam series and between different exam boards and centres. Your UCI number can be found on your certificates/result slips.

ULN Number:

A ULN (unique learner number) is a 10-digit number allocated to learners which will be theirs for life. Each learner will need a ULN so that they and educational providers, government agencies and awarding bodies can follow their learning progress.

W

Warning:

All the awarding bodies make it clear that their official examination sessions must be run under strictly fair conditions, with no form of cheating. This rule includes **any form of communication** between students during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive. **(See Cheating, Malpractice, Penalties and Plagiarism)**

Watches:

Prior to an examination starting you will be asked to remove your wristwatch and place it on your exam desk.

Word Processors:

Students who have been granted the use of a word processor in their written exams will use a School laptop/word processor that has had spell check/grammar removed as a condition of the JCQ Adjustments for Students with Disabilities and Learning Difficulties Regulations. Please remember to insert your name and candidate number onto the page header. Once your work is completed please wait for assistance with printing. You will be asked by the invigilator to confirm that the work is yours.



X Marks:

On your results could indicate that you were absent, withdrawn from your unit or transferred to another centre.



Zero Mark:

In accordance with the penalty recommendations in the JCQ document *Suspected Malpractice in Examinations and Assessments*; a zero mark is awarded for the unit in question when a student is suspected of Malpractice.

NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS

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



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

DISQUALIFICATION

from your examination and your overall qualification.

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

Information for candidates

Written examinations

With effect from 1 September 2020

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.
- 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 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 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 When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

Information for candidates

Non-examination assessments

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, 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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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



Image by Patrice Jones

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

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

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

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

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



Image by Ben Wiglit

You should be aware that the following constitute malpractice:

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

Penalties that awarding bodies apply include:

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

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

<http://www.jcq.org.uk/exams-off> [information-for-candidates-documents](http://www.jcq.org.uk/exams-off)



Effective from 1 September 2018

Year 11 GCSE Summer 2021 Exam Timetable *this is subject to changes

Exam Date	Subject	Title	Exam Time	Exam Duration
26 May 2021	English Language	English Language Paper 1	AM	1h 45m
26 May 2021			PM	
27 May 2021	Mathematics	Paper 1 (Non-Calculator)	AM	1h 30m
27 May 2021			PM	
28 May 2021				
29 May 2021				
30 May 2021				
31 May 2021	Half Term			
01 June 2021				
02 June 2021				
03 June 2021				
04 June 2021				
05 June 2021				
06 June 2021				
07 June 2021	English Literature	English Literature Paper 1	AM	1h 40m
07 June 2021	Physical Education	Component 1: Fitness and Body Systems	PM	1h 45m
08 June 2021	History	History Paper 1 Section B	AM	1h 00m
08 June 2021	French	Paper 1: Listening and understanding in French Foundation Tier	PM	0h 35m
08 June 2021	French	Paper 1: Listening and understanding in French Higher Tier	PM	0h 45m
08 June 2021	French	Paper 3: Reading and understanding in French Foundation Tier	PM	0h 45m
08 June 2021	French	Paper 3: Reading and understanding in French Higher Tier	PM	1h 00m
09 June 2021	Science (Biology)	Science (Biology) Paper 1	AM	1h 45m
09 June 2021	Combined Science	Paper 1: Biology 1	AM	1h 10m
09 June 2021	Religious Studies	Route B Component 1	PM	1hr 30m
10 June 2021	English Language	English Language Paper 2	AM	1h 45m
10 June 2021	History	History Paper 1 Section A	PM	1h 00m
11 June 2021	Mathematics	Paper 2 (Calculator)	AM	1h 30m
11 June 2021	Geography	Geography Paper 1	PM	1h 30m
14 June 2021	Design and Technology	Design & Technology	AM	2h 00m
14 June 2021	Religious Studies	Route B Component 2	PM	1hr 30m
15 June 2021	Science (Chemistry)	Science (Chemistry) Paper 1	AM	1h 45m
15 June 2021	Combined Science	Paper 2: Chemistry 1	AM	1h 10m
15 June 2021	Spanish	Paper 1: Listening and understanding in Spanish Foundation Tier	PM	0h 35m

Exam Date	Subject	Title	Exam Time	Exam Duration
15 June 2021	Spanish	Paper 1: Listening and understanding in Spanish Higher Tier	PM	0h 45m
15 June 2021	Spanish	Paper 3: Reading and understanding in Spanish Foundation Tier	PM	0h 45m
15 June 2021	Spanish	Paper 3: Reading and understanding in Spanish Higher Tier	PM	1h 00m
16 June 2021	Business	Paper 1: Investigating Small Business	AM	1h 30m
16 June 2021	Creative iMedia	Pre-production skills	AM	1h 15m
16 June 2021	Geography	Geography Paper 2	PM	1h 30m
17 June 2021	History	History Paper 2 Section A	AM	1h 00m
17 June 2021			PM	
18 June 2021	Mathematics	Paper 3 (Calculator)	AM	1h 30m
18 June 2021			PM	
21 June 2021	English Literature	English Literature Paper 2	AM	1h 45m
21 June 2021	Computer Science	Paper 1: Principles of Computer Science	PM	1h 40m
22 June 2021	Science (Physics)	Science (Physics) Paper 1	AM	1h 45m
22 June 2021	Combined Science	Paper 3: Physics 1	AM	1h 10m
22 June 2021	Religious Studies	Route B Component 3	PM	1hr 00m
22 June 2021	Child Development	Health and well-being for child development	PM	1h 15m
23 June 2021	Geography	Geography Paper 3	AM	1h 00m
23 June 2021	French	Paper 4: Writing in French Foundation Tier	PM	1h 10m
23 June 2021	French	Paper 4: Writing in French Higher Tier	PM	1h 20m
24 June 2021	History	History Paper 2 Section B	AM	1h 00m
24 June 2021			PM	
25 June 2021	Science (Biology)	Science (Biology) Paper 2	AM	1h 45m
25 June 2021	Combined Science	Paper 4: Biology 2	AM	1h 10m
25 June 2021	Physical Education	Component 2: Health and Performance	PM	1h 15m
28 June 2021	Business	Paper 2: Building a Business	AM	1h 30m
28 June 2021	Computer Science	Paper 2: Application of Computational Thinking	PM	2h 00m
29 June 2021	Science (Chemistry)	Science (Chemistry) Paper 2	AM	1h 45m
29 June 2021	Combined Science	Paper 5: Chemistry 2	AM	1h 10m
29 June 2021			PM	
30 June 2021	Spanish	Paper 4: Writing in Spanish Foundation Tier	AM	1h 10m
30 June 2021	Spanish	Paper 4: Writing in Spanish Higher Tier	AM	1h 20m
30 June 2021	Music	Music	PM	1h 30m

Exam Date	Subject	Title	Exam Time	Exam Duration
01 July 2021	Food and Nutrition	Food Preparation and Nutrition Component 1 (Written)	AM	1h 45m
01 July 2021			PM	
02 July 2021	Science (Physics)	Science (Physics) Paper 2	AM	1h 45m
02 July 2021	Combined Science	Paper 6: Physics 2	AM	1h 45m
02 July 2021			PM	



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

Revised December 2020

