

# HINCKLEY ACADEMY AND JOHN CLEVELAND SIXTH FORM CENTRE

2020/2021 EXAMINATION HANDBOOK



A Guide for Parents and Students

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**MAINTAIN SOCIAL DISTANCING AT ALL TIMES, SANITISE WHEN YOU ENTER AND LEAVE THE EXAM ROOMS**

## Examination Dates

<b>October</b>		
Monday 5 <sup>th</sup> to Wednesday 21 <sup>st</sup>	GCE exams	External candidates
<b>November</b>		
Monday 2 <sup>nd</sup> to Monday 23 <sup>rd</sup>	GCSE exams	External candidates
Monday 2 <sup>nd</sup>	GCSE English	Years 12/13 & External candidates
Tuesday 3 <sup>rd</sup>	GCSE Mathematics	Years 12/13 & External candidates
Wednesday 4 <sup>th</sup>	GCSE English	Years 12/12 & External candidates
Thursday 5 <sup>th</sup>	GCSE Mathematics	Years 12/13 & External candidates
Monday 9 <sup>th</sup>	GCSE Mathematics	Years 12/13 & External candidates
<b>November / December</b>		
Monday 23 <sup>rd</sup> November to Friday 4 <sup>th</sup> December	Mock exams	Years 11 and 13
<b>January</b>		
Friday 8 <sup>th</sup> to Monday 18 <sup>th</sup>	BTEC / Cambridge Technical exams	Years 11, 12 and 13
<b>February</b>		
Monday 1 <sup>st</sup> to Thursday 4 <sup>th</sup>	UK Mathematics Challenge	Years 9 to 11
Monday 1 <sup>st</sup> to Friday 5 <sup>th</sup>	BTEC exams	Years 10 & 11
<b>April</b>		
Monday 26 <sup>th</sup> Thursday 29 <sup>th</sup>	UK Mathematics Challenge	Years 7 and 8
TBC	GCSE Mock exams begin	Years 9 and 10
<b>May</b>		
TBC	Mock exams	Years 9 and 10
TBC	A2, AS and GCSE exams	Years 11, 12 and 13
<b>June</b>		
TBC	A2, AS and GCSE exams	Years 11, 12 and 13
TBC	Mock exams	Year 12

## Examination Times

GCSE, AS and A2 examinations start at 9 am and 1.30 pm.

You register as normal and then assemble outside your allocated exam room at least 10 minutes before the start time. If you arrive after the start of the exam you should report to the Exams Officer.

Mock exams start at 8.50 am and 1pm.

## Examination Conduct (how should I behave in the exams?)

All public exams e.g. GCSE's are governed by the Joint Qualifications Council who stipulate the conduct expected by all candidates sitting an exam. Copies of the JCQ regulations can be found at the back of this booklet.

As a general rule the Hinckley Academy and John Cleveland Sixth Form Centre expects you to behave in a considerate, responsible manner, e.g.

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- to arrive on time for your exam
- to be dressed in school uniform
- to avoid communicating with other students while you are in the examination room
- not to bring unauthorised material such as Smartwatches', notes, mobile phones, i-pods, coats, bags etc. into the examination room. We advise that you find safe storage for such items as we cannot accept responsibility for their loss.

If you breach these regulations in the Mock exams you will be issued with a warning and contact will be made with your parents to advise them of the situation. If you behave in an unacceptable manner during the GCSE/A level exams the relevant examination awarding body is notified. Their sanctions range from disqualification from that particular exam with the consequential loss of marks to disqualification from all examinations with that particular board.

## **Examination Documents (what information will I receive?)**

You will receive the following paperwork approximately two weeks prior to your exams. To help you understand your statements there are 'Understanding your' posters on the Exam notice board.

- a personal entry statement listing your entries
- a personal timetable stating the date, start time and duration of your exams

You will be required to show your entry statement to gain access to the examination room. If you lose your statement a replacement is available from the Exams Office; the cost is 50p.

**REPLACEMENTS WILL NOT BE ISSUED ON THE DAY OF THE EXAM.**

Prior to the main examination period students are issued with a provisional entry statement so that they have the opportunity to check that they have been entered for the correct exams/tiers.

Requests to change the tier of an exam; foundation to higher for example, can be made but they may incur a fee if they arrive after the entry deadline. Similarly requests to re-sit an exam which arrive after the entry deadline may incur an extra fee.

Entry deadlines are as follows:

November exams	4 <sup>th</sup> October
January exams	20 <sup>th</sup> October
Summer exams	21 <sup>st</sup> February

## **Examination Equipment (what do I need for my exam?)**

You should provide your own equipment; pencil cases must be transparent. For the majority of exams, you will require

- 2 Black pens
- a pencil
- an eraser
- a rule
- a pencil sharpener
- a calculator which must not contain programmes

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For certain exams such as Business, Mathematics and Science you will also need

- a compass
- a protractor

## **Examination Fees**

The Hinckley Academy and John Cleveland Sixth Form Centre will fund your initial examination entries however if you fail to attend an exam or complete your controlled assessments or portfolios for your Cambridge Nationals or BTEC's the Academy reserves the right to recover the costs. The only exception to this is if you miss an exam on medical grounds in which case we will require a doctor's certificate.

## **Examination Information on Firefly**

Under the Exam Information tab, you will find the following:

- Examination Handbooks
- Enquiries About Results deadlines and forms
- JCQ rules
- Re-sit forms and costs
- Seating plans, including instructions on how to find your seat
- Timetables

## **Non-Examined Assessments (NEA)**

NEA's are a part of some subjects such as History. They have been designed to assess skills such as a student's ability to carry out research, prepare tasks etc. which cannot be assessed via a written exam. They are divided into three sections, a period of time when the teacher introduces the task and discusses research techniques etc., a set period of time in which the students either individually or as a group research the task and finally the students write up their findings under controlled conditions where the examination regulations of no communicating, no mobile phones etc. apply. The Joint Council rules concerning plagiarism apply to all NEA's.

Once completed the NEA's are marked using the awarding body mark scheme. If you feel that the mark you have been awarded is incorrect you must follow the steps laid down in the Internal Appeals procedure, a copy of which is available on the Academy's website [www.hajc.leics.sch.uk](http://www.hajc.leics.sch.uk).

Any queries regarding NEA marks must be resolved before the awarding body submission deadlines.

## **Special Arrangements for Exams – deadline for application 21<sup>st</sup> February to JCQ**

If you meet the relevant Joint Qualification Council regulations and we can demonstrate a history of need access arrangements will be put in place for you.

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Please note: if you intend to submit a Dyslexia report from a third party such as Dyslexia Action or a Psychologist we cannot action the requirements unless the report is accompanied by completed Sections A and C of Form 8 - Application for Access Arrangements.

Separate invigilation must reflect the candidate's normal way of working in internal school tests and mock examinations. It can only be granted if there is an **established history of need as a consequence of a long term medical condition or long term social, mental or emotional need and disabled within the meaning of the Equality Act.**

## **What Happens If**

- I am late – you must report to Reception first. If the exam has not finished you will be allowed in and you will have the full time allowed to complete the exam. If the exam has finished unfortunately you will not be allowed to sit it.
- I am unwell – you must make the Exams Officer aware of the fact. You may be allowed to take the exam in a separate room but this cannot be guaranteed. If you obtain a doctor's certificate the Academy will apply for special consideration for you.
- I am too ill to take the exam – contact the Exams Officer on 01455 632183, we will require a doctor's certificate to apply for special consideration for you.

## **Results**

Results will be issued on the following dates

GCSE, AS and A level exams

October exams	17 <sup>th</sup> December
November exams	14 <sup>th</sup> January (GCSE) and 11 <sup>th</sup> February (English and Maths)
January exams	17 <sup>th</sup> and 31 <sup>st</sup> March
Summer exams	19 <sup>th</sup> August (AS and A2), 26 <sup>th</sup> August (GCSE)

Mock exams

Year 11	17 <sup>th</sup> December
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For the November and January, exams you will receive your results through your Form Tutor during registration.

In the summer you can collect your results slips from the Academy from 9am on the day of release. If you cannot collect them before 1pm they will be posted to your home address. We can post them to an alternative address but require written confirmation.

## **Examination Certificates**

Certificates arrive at the Academy at the beginning of November. We will notify you when they are ready for collect either by postcard or via the Academy's website. We advise all students to collect their certificates in person however if this is not possible a representative such as a parent can collect your certificates on your behalf. They will require proof of identity and a

## **MAINTAIN SOCIAL DISTANCING AT ALL TIMES, SANITISE WHEN YOU ENTER AND LEAVE THE EXAM ROOMS**

letter of authorisation from you. Former students will also require proof of identity when collecting their certificates.

### **Retakes**

The only retakes now allowed for GCSE are English and Mathematics and only for students who have completed their exams in the previous summer. If a student has left the Academy they must make an application as a private candidate in September by contacting the Exams Officer.

### **Post Results Services**

If after receiving your results you have a query about the marks awarded there are a number of options available.

- Review – a review of the paper in question by a senior examiner at the awarding body.
- Clerical check – a check that the marks have been correctly calculated.
- Copy of scripts – either a photocopy or the original examination script. If an original is requested further enquiry services are not available.
- Remoderation – only available for coursework this service involves the review of a coursework sample by the awarding body. All those that submitted coursework must be in agreement before a remoderation can be applied for.

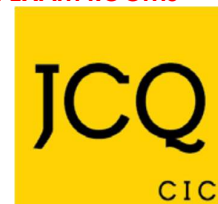
Details of deadline dates and charges for all post results services are displayed in the 6<sup>th</sup> Form lounge on results day and are available under the Student, Exams tab on Firefly which can be accessed via the Academy website or via the in-house internet.

You are liable for the cost of a post results service and your results can go down as well as up.

### **Web Information**

A copy of both this handbook and the BTEC handbook can be found on the Academy's main website under About, Exam Information. Also included are the Joint Council notices, details of the exam specifications we use and the Academy's exam policies, timetables, re-sit forms and Enquires about Results forms.

If you have further questions regarding the examinations processes and procedures at the Hinckley Academy and John Cleveland Sixth Form Centre please contact the Exams Officer – 01455 632183 ext.113.



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## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

Effective from 1 September 2014



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### **Information for candidates**

#### **For written examinations – effective from 1 September 2020**

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

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

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

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3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.
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**Information for candidates**

**For on-screen tests – effective from 1 September 2020**

**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.**

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

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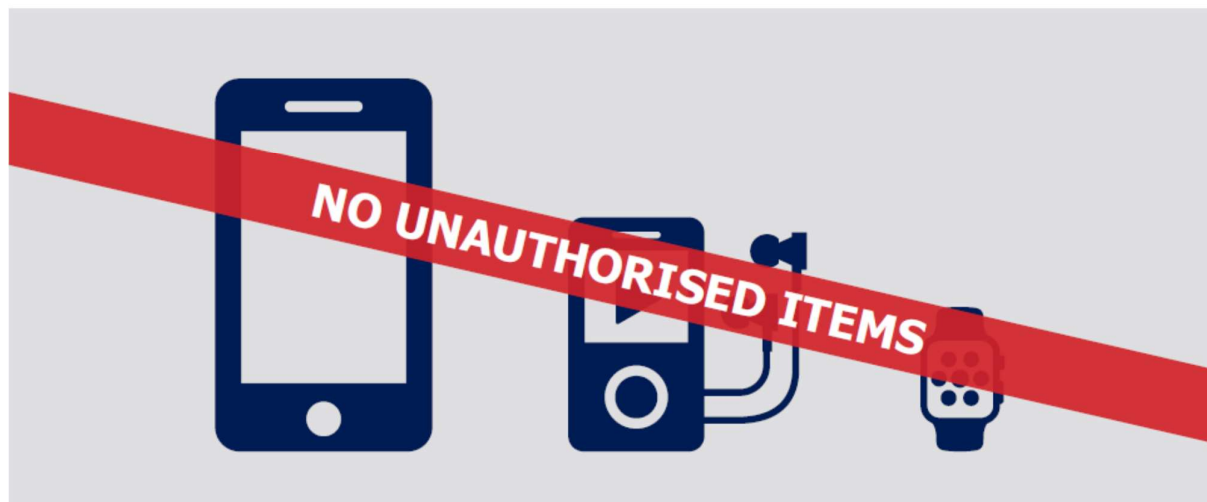
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.
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# **NO MOBILE PHONES SMARTWATCHES MP3/4 PLAYERS**

**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.

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**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 or lecturer.

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

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

**The regulations state that:**

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

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

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

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

<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, downloaded 5 February 2019.

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 don't show your sources in references and a bibliography, this will be considered as cheating.**

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

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

## **MAINTAIN SOCIAL DISTANCING AT ALL TIMES, SANITISE WHEN YOU ENTER AND LEAVE THE EXAM ROOMS**

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

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusion 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. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use 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.**

### **Plagiarism**

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

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

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

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

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

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

The awarding body will decide which penalty is appropriate.

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

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### **Information for candidates: 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 or lecturer.

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

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

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

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

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

Do not be tempted to use 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, encyclopaedias, journal, TV, radio and 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 is your own work.

**The regulations state that:**

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



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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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.**

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

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

## **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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



## **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 of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://www.pearson.com/corporate/privacy-notice.html">https://www.pearson.com/corporate/privacy-notice.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

### **Who we are and how to contact us**

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

## **MAINTAIN SOCIAL DISTANCING AT ALL TIMES, SANITISE WHEN YOU ENTER AND LEAVE THE EXAM ROOMS**

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 holds. 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 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: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

## **Please note**

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

**MAINTAIN SOCIAL DISTANCING AT ALL TIMES, SANITISE WHEN YOU ENTER AND LEAVE THE EXAM ROOMS**

[www.qualificationswales.org](http://www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment <http://ccea.org.uk/regulation> in Northern Ireland.



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

### Information for candidates

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

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

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

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

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

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

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

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

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

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

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

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

JCQ<sub>CIC</sub> 2014

## 2020/2021 Examination Specifications

Subject	GCSE		GCE		
	Spec	Board	AS	A2	Board
Art	8202	AQA	7242	7206	AQA
Biology	8461	AQA	H020	H420	OCR
Business	J204	OCR	7131	7132	AQA
Chemistry	8462	AQA	7404	7405	AQA
Computer Science	8520	AQA	H046	H446	OCR
Dance	8236	AQA	7236	7237	AQA
Drama	J316	OCR	B690QS	A690QS	WJEC
Economics			7135	7136	AQA
English	8700	AQA	H070	H470	OCR
English Lit	8702	AQA	B720QS	A720QS	WJEC
Food Preparation	8585	AQA			
French	8658	AQA	7651	7652	AQA
Further Maths	8365	AQA	7366	7367	AQA
Geography	8035	AQA	7036	7037	AQA
History	J410	OCR	7041	7042	AQA
Law			7161	7162	AQA
Mathematics	1MA1	Edexcel	7356	7357	AQA
Media			B680QS	A680QS	WJEC
Music	J536	OCR	B660QS	A660QS	WJEC
PE	J587	OCR	H155	H555	OCR
Photography	8206	AQA	7246	7206	AQA
Physics	8463	AQA	H156	H556	OCR
Psychology			7181	7182	AQA
RE	8062	AQA	H173	H573	OCR
Science Combined	8464	AQA			
Sociology			7191	7192	AQA
Spanish	8698	AQA	7691	7692	AQA
Textiles	1DT0\1E	Edexcel	7561	7562	AQA
BTEC					
	Year 11	Year 12	Year 13	Board	
Business			Ex Certificate	Edexcel	
Childs Play Learning & Development			Ex Certificate	Edexcel	
Engineering	Tech Award	Ex Certificate			Edexcel
Health and Social Care	Tech Award	Certificate	Ex Certificate	Edexcel	
IT	Tech Award			Edexcel	
Music		Certificate		Edexcel	
Public Services	Level 1/2 First	Certificate/Sub Dip	Sub Dip/Diploma	Edexcel	
Science (Applied)		Certificate	Ex Certificate	Edexcel	
Cambridge Technical					
ICT			Ex Certificate 05839	OCR	



[aqa.org.uk](http://aqa.org.uk)



[edexcel.com](http://edexcel.com)



[ocr.org.uk](http://ocr.org.uk)



[wjec.org.uk](http://wjec.org.uk)