

Featherstone High School

Exam Guidance for Pupils and Parents 2022/2023



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Introduction

It is the aim of Featherstone High School to make the examination experience as stress-free and successful as possible for all the candidates.

This booklet will prove to be informative and helpful to you and your parents. You all need to read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of the examinations and Featherstone High School is required to follow them precisely.

You should therefore pay particular attention to the Notice to Candidates regarding examinations printed in this booklet and displayed outside all exam venues. These are also available on Firefly and the School's website.

Some of the questions you may have, are answered at the back of this booklet. If there is anything you do not understand or any question that has not been addressed, PLEASE ASK YOUR SUBJECT TEACHER OR THE STAFF LISTED BELOW.

If you or your parent have any queries or need help or advice at any time before, during or after the examinations please contact either:

Examinations & Administration Officer	Ms Neetu Bangar
Heads of Year 11	Mr Zac Rawlinson
Deputy Head of Year 11	Ms Nadia Pedrosa
Senior Line Manager for Examinations	Mr Kamal Thacker, SDHT
Administration Manager	Ms Sharan Sond

The school's telephone number is: 0208 8430 984 (Main Reception)
 0208 8571 8581 (Sixth Form Reception)

For all inquiries, please contact a member of the Exams team

Telephone: 02088430984 ext. 260 – Exams Officer
 02088430984 ext. 204 – Exams Assistant

Email: exams@featherstonehigh.ealing.sch.uk

Please remember – we are here to help.

GOOD LUCK!

THE EXAMINATIONS

STATEMENT OF ENTRY

All Candidates receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry and some have Foundation and Higher tiers.

You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.

EXAMINATION BOARDS

The school uses the following Examination Boards: AQA, Edexcel (Pearson), OCR and WJEC.

CENTRE NUMBER

This is a five (5) digit number that must also be entered onto each examination paper alongside your candidate details. **FEATHERSTONE HIGH SCHOOL's centre number is 12430.** This is also printed on the laminated desk card.

CANDIDATE NAME

Candidates are entered under the name format of First Name + Middle name + (Legal) Surname, e.g. John Peter Smith

CANDIDATE NUMBER

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers.

UCI

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (12430) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

ULN

In addition to a candidate number and UCI, each candidate must have Unique Learner Number which will be shown on the top of statements of entry. This number is important for you and remains unchanged throughout your life as a learner at school, college or university.

KEY DATES 2022/2023

Summer exams: practical/coursework/controlled assessment – speak to your teachers

Summer exams written: 15 May – 28 June 2023

Contingency Day: 29 June 2023

A Level Results Day: 17 August 2023

GCSE Results Day: 24 August 2023

The official end date of public examinations for Summer 2022 is Thursday 29th June. This may be much later than the last exam on your individual timetable, however it is important that you remain available until after this date.

TIMETABLES/ VENUE

You will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number prior to each exam series. Check it carefully. If you think something is wrong, see the Exams Officer in the Admin Office.

Where candidates have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Exams Officer if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see the Exams Officer immediately.

All morning public exams will be started at 8.30AM (you will be required to be at school for 8.00AM) and afternoon public examination starts 1.30PM (you will be required to line up from 1.00 PM). Start times for internal examinations may differ.

The official end date of public examinations for Summer 2022 is Thursday 28th June. This may be much later than the last exam on your individual timetable, however it is important that you remain available until after this date.

EQUIPMENT

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

Calculators must be: <ul style="list-style-type: none">• of a size suitable for use on the desk;• either battery or solar powered;• free of lids, cases and covers which have printed instructions or formulas.	Calculators must not: <ul style="list-style-type: none">• be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ language translators;○ symbolic algebra manipulation;○ symbolic differentiation or integration;○ communication with other machines or the internet;• be borrowed from another candidate during an examination for any reason;• have retrievable information stored in them - this includes:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
The candidate is responsible for the following: <ul style="list-style-type: none">• the calculator's power supply;• the calculator's working condition;• Clearing anything stored in the calculator.	

Taken from [JCQ Instructions for Conducting Examinations 2022-2023 \(ICE Booklet\)](#)

Please visit the following link to review the JCQ ICE Booklet

[file:///C:/Users/nbangar/Downloads/ICE_22-23_FINAL%20\(3\).pdf](file:///C:/Users/nbangar/Downloads/ICE_22-23_FINAL%20(3).pdf)

WORD OF ADVICE

Remember to have something to eat and drink before taking your examinations, especially on hot days. A banana eaten half an hour before the start of an exam can boost your concentration levels.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

A copy of the 'Information for Candidates, written examinations', which is issued jointly by JCQ© and all the Exam Boards, is printed at the back of this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school **MUST** report any breach of regulations to the relevant Awarding Body.

The JCQ© have also issued the following related documents:

- Information for candidates – Written Examinations – 2022-2023
- Information for candidates – coursework – 2022-2023
- Information for candidates – non examination assessments 2022-2023
- Information for candidates – on-screen tests 2022-2023
- Information for Candidates – Privacy Notice 2022-2023
- Information for Candidates – Social Media
- Unauthorised Items poster 2022-2023
- Warning to Candidates poster 2022-2023

Please visit our school exams webpage to view the above referenced JCQ© documentations.

CONTROLLED NON-EXAMINATION ASSESSMENTS

Courses that require pupils to produce controlled assessments or coursework. There are strict regulations issued by the exam boards regarding the production of this type of work. Copies of the JCQ guidelines relating to coursework/controlled assessments and the use of the internet are included in Appendix 2. Please read these instructions carefully.

ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive **30 minutes prior** to the start time of their examination (8.30 AM for morning exam and 1.00PM for afternoon Exam). Please line up and wait quietly in the playground until you are invited to enter by the examination invigilators.

- **Candidates who arrive very late for an examination may be admitted, however it will be at the discretion of the awarding body whether the paper will be marked. Candidates may receive 0 marks for the paper.** If special consideration applies, then you must speak to the Examinations Officer (see ABSENCE FROM EXAMINATIONS).
- Full School Uniform must be worn by all pupils attending school for examinations. Where necessary a photo identification may also be required.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ballpoint. No erasers or correction pens are allowed.
- For Mathematics and Science exams, pupils should make sure their calculators conform to the examination regulations. Your calculator must not contain any formulae and must be set to exam mode. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Do not attempt to talk or communicate with or distract other candidates once you have entered the exam room. This constitutes malpractice and a report will be made to the awarding body. Candidates may be disqualified from the examination.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules, you will be disqualified from the examination.
- **Candidates are not permitted any potential technological/web enabled sources of information such as a mobile phone, iPod, MP3/4 player or any watches.** These devices are now considered

'unauthorised' and must not be brought into the exam venue. These personal items should be left switched off before candidates enter the exam room and then placed into your personal school bag. **If any of these devices are found on a candidate during the examination (even if it is switched off) it will be taken from them and a report will be made to the awarding body and the candidate will be disqualified. No exceptions can be made. Pupils are reminded that such items should not be brought into school and that the school will not accept any responsibility for any loss or damage.**

- Only water in a clear unlabelled bottle is allowed in the Examination rooms.
- Please do not write on examination desks or candidate examination cards. This is regarded as vandalism, and you will be asked to pay for any damages.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Candidates must not write on their examination papers including name, centre name and candidate number until told to do so by the invigilator.
- Check you have the correct question paper – check the subject, paper, and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the full time from the published start time of the exam. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, ask for a tag to fasten them together in the correct order.
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must **NOT** be taken from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- If the **fire alarm** sounds during an examination, the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room, you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. The Invigilator will collect all exam papers. You must not attempt to communicate with anyone else during the evacuation as you are still under exam conditions. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

- The school support staff and some external invigilators to conduct the examinations. Pupils are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination – for example if a candidate is feeling ill. – If a candidate is presenting symptoms of Covid-19.

- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by either the Examination Officer or members of the Senior Leadership Team.

ABSENCE FROM EXAMS

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Examinations Officer which can be countersigned by your doctor or nurse.
- For the award of a grade by special consideration, where a pupil misses' part of an examination through illness or personal misfortune, a minimum of 50% of the examination (including coursework) must be completed.
- Parents and candidates are reminded that the school will require payment of entry fees (amount subject to exam level and awarding body) should a candidate fail to attend an examination without good reason and without informing the school.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

- Results will be available for collection on:
GCE – Thursday 17th August from 8.30 AM until 12.00 PM
GCSE – Thursday 24th August Thursday from 9.00 AM until 11.00 AM
- Candidates who do not collect their results on 17th and 24th August can collect them from 18th August and 25th August from Main School Reception.
- If a pupil is unable to collect their results in person, they can arrange for them to be collected by someone else if they give their written consent to the Examination Officer prior to results day. Candidates can request via email the Results collection consent form.
- Candidates that would like their results to be sent via email must first send a written request provided with proof of identification to the Examination Office prior to results day.
- Please note that results will not be given over the phone under any circumstances.
- We strongly advise that results are collected by pupils themselves as there will be school staff available on the day to answer any questions.
- Any questions or queries about results during the school summer holidays should be communicated by e-mail to the Exams Department on exams@featherstonehigh.ealing.sch.uk

Post Results Advice: If you need any post results advice school staff will be available to answer your questions on results day. A sheet will be included with results detailing the services that are available and the fees. This service is at the discretion of the awarding bodies.

ADVICE AFTER POST RESULTS

If you need to re-sit an examination you should speak to the Examinations Officer and Head of Department on the Results Day or thereafter.

ENQUIRIES OF RESULTS (Review of Marking)

If a pupil feels that their external examination results do not reflect their performance and are significantly different from what was expected, then they may request an enquiry requesting the mark to be reviewed. All enquiries must be directed through Featherstone High School as candidates are not permitted to contact the exam boards directly. As a result of review the candidate's mark may be confirmed, raised or lowered. Careful thought and discussion with the subject teacher should take place before requesting a review of marking. If a candidate wishes to proceed, they will need to sign a form to agree that they will accept the new mark/grade if it changes. The deadline for reviewing scripts is early September. The date will be confirmed in candidates' results packs.

CERTIFICATES

Pupils who are unable to collect their certificates from Featherstone High School on the date specified should contact the Examination Officer as soon as possible. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation/consent.

Featherstone High School is only obliged to keep certificates for a period of 12 months after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates on specific dates as soon as possible thereafter and to keep them safely. The following link will help with guidance on how to contact the exam boards to get replacement certificates. <https://www.gov.uk/replacement-exam-certificate>

FREQUENTLY ASKED QUESTIONS

What do I do if there's a clash on my timetable?

The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have 15 minutes break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

What do I do if I think I have the wrong paper?

Invigilators will ask you to check before the examination starts. If you think something is wrong put your hand up and tell the invigilator immediately.

What do I do if I forget my Candidate Number?

Candidate Numbers are printed on candidate cards, seating plans, which are displayed outside the examination rooms, and on attendance registers.

What do I do if I forget the school Centre Number?

The Centre Number is **12430**. It will be clearly displayed in the examination rooms.

What do I do if I have an accident or am ill before the exam?

Inform school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 3% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination and you feel this may have affected your performance.

If I'm late can I still sit the examination?

Provided you are not more than 1 hour late it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun. If you start the examination late, you will be given the full amount of time to complete the exam.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the school will inform the examination board and it is possible that the Board may decide not to accept your work and you will receive 0 marks. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

If I miss the examination, can I take it on another day?

No. Timetables are regulated by the examination boards and you must attend on the given date and time.

Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform.

What equipment should I bring for my exams?

- ✓ For most examinations you should bring at least 2 pens (black ink only).
- ✓ For Science Modules you need 2 x **HB** pencils.
- ✓ For Mathematics **3B** pencils must be used for diagrammatic work.
- ✓ For some examinations you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens), set texts (e.g. for English Literature – this will be provided by the school).
- ✓ You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

What items are not allowed into the examination room?

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a pupil would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left at the front/back of the room. Do not bring any valuables into school with you when you attend for an examination.
- No food or drink other than a clear plastic bottle of water is allowed in the examination room.
- **Mobile telephones and watches must not be brought into the exam room even if they are turned off.**

Why can't I bring my mobile telephone into the examination room?

Being in possession of a mobile/smartphone, watch (or any other electronic communication device, e.g. iPod, headphones) is regarded as providing opportunities for cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

Device found on you and turned **ON** – **disqualification for the entire subject award.**

Phone rings during the exam **wherever it is in the room** the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it in your personal school bag before entering the examination room. The school is not responsible for lost or damaged property.

How do I know how long the examination is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the finish time of the exam

on a flip chart or board at the front of the examination room. There will be a clock in all examination rooms.

Can I leave the examination early?

You must stay in the exam full time. It is **NOT** the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Can I go to the toilet during the exam?

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time at the end of the exam.

Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

I am entitled to extra time – how will this affect the way I take my exams?

A very small minority of pupils receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board.

What do I do if I don't get the grades I need for Sixth Form?

The Examinations Officer and other staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of the Department to obtain their advice as to the advisability of requesting a review of marking. You should be aware that your mark could go down as well as up or may well stay the same. Review of marking requests must be submitted to the Examinations Officer. You must complete a Candidate Consent Form and return it with payment to cover the cost.



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.



AQA

City & Guilds

CCEA

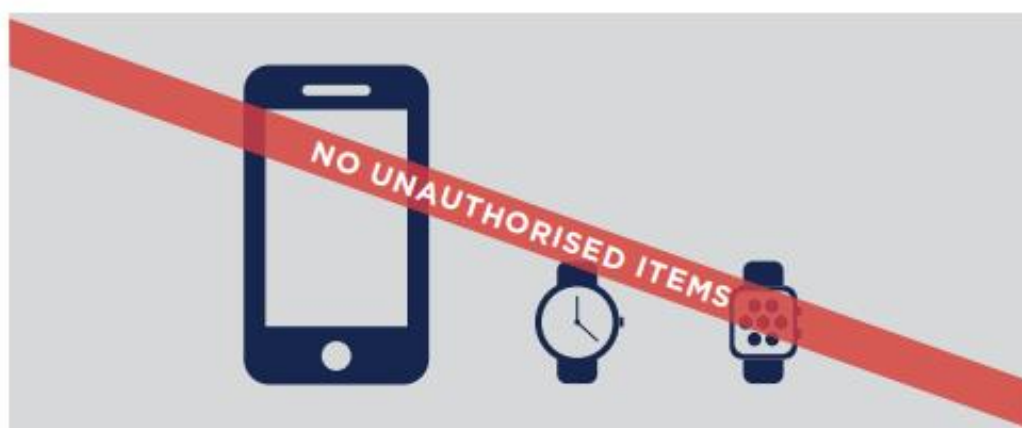
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, 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 2022

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Information for candidates

On-screen tests

With effect from 1 September 2022

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

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

E. Advice and assistance

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

F. At the end of the on-screen test

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



Information for candidates

Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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

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

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

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 coursework is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for candidates

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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.

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- 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



This document has been written to help you stay within exam regulations.

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

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

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

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

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

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

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

