



Centre Name: Farmor's School

EXAMINATIONS 2021-2022

**GUIDANCE FOR
STUDENTS & PARENTS**

SIXTH FORM

Centre Number: 57017

School Telephone No: 01285 712302

Exams Officer: Mrs R. Mundy

Exams Assistant: Mrs K. Davis

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INTRODUCTION

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

Please read this booklet carefully and retain it for future reference.

The awarding bodies (exam boards) have strict rules which must be followed for the conduct of exams and Farmor's school is required to follow them precisely. You should therefore pay particular attention to the 'Information For Candidates' pages and the pages regarding social media and plagiarism at the end of this booklet.

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

The Examinations Officer – Mrs Mundy

The Exams Office is located in the 6th form Learning Resource Centre. The office also has an external door overlooking the sports field.

Email: rmundy@farmors.gloucs.sch.uk

The school telephone number is: 01285 712302. The Exams Office extension is 113 or option 5.

Please DO NOT telephone exam boards directly; they will only refer you back to the school.

Internal end of Year assessments in Year 12 and mock examinations in Year 13 will follow the same rules so you are aware of the rules ahead of your Year 13 external examinations.

Useful websites you can refer to for hints and tips, past exam papers, results explanations, timetables, key dates etc, are:

AQA exam board

<https://www.aqa.org.uk/student-and-parent-support>

Edexcel exam board

<https://qualifications.pearson.com/en/support/support-for-you/students.html>

OCR exam board

<https://www.ocr.org.uk/students/>

WJEC Educas board

<http://www.wjec.co.uk/students/>

Remember – we are here to help.

GOOD LUCK!

EXAM DATES 2021/22

Please do not ask us to provide specific exam dates so that you can book your summer holiday!

Issuing exam dates too early is a very risky thing to do, and we would never advise that you book your holiday based on information received before your final timetable is issued. Confirmed exam dates will be put on the Farmor's website, once they are available from the Examination Board. This is usually before Christmas each academic year. They will also be put on the Examinations notice board outside of main reception (near the House notice boards). The current **provisional** window is 16th May – 27th June 2022.

Examination information can be found on the Farmor's website under the Academic section:
<https://www.farmors.gloucs.sch.uk/life-at-farmors/academic-life/exam-information>

The following information might prove useful at this stage.

The Academic Year

GCE qualifications have been reformed and de-coupled from AS levels, with examinations taking place at the end of the two year course. Current Year 12 students will therefore take their qualifications in May/June 2023. The November season is usually restricted to English and Maths GCSE re-sits in the same subjects, for those over 16. For this academic year only, the November re-sit season was expanded to cover all GCSE/GCEs where students wanted to try to improve on their previously awarded Teacher Awarded Grade from Summer 2021.

Season	First provisional exam date on common timetable	Last provisional exam date on common timetable
Summer 2022	16 th May 2022	27 th June 2022*

*The Exam Board have introduced a contingency date where students must be available in the event of a National event where previously cancelled GCSEs may be rearranged. This date has yet to be confirmed but usually follows the final day of exams.

Year 12 end of year assessments are scheduled for 11th July –14th July 2022. Year 13 mock examinations are scheduled for 28th February – 4th March 2022.

Please note that some GCEs have a Non-Examination Assessment element which is organised by each subject. They do not fall under the control of the Exams Officer. They will most likely be booked to take place outside of the usual exam seasons; and they currently form part of your overall qualification so you must attend. Please read the guidance at the end of this booklet.

Language oral exams take place at a date convenient to the examiners. These tend to be in a window between April and May. In preparation for these, mock speaking exams usually take place in the Autumn term of Year 13.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

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.**
- 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 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.
-

BEFORE THE EXAMINATIONS

STATEMENTS OF ENTRY

- Before each exam season, before the February half term, all candidates should 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.
- Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on your final certificates and it may be difficult/expensive to change them once certificates are awarded.

CANDIDATE NAME

- Candidates are entered under the name format of: First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

CANDIDATE NUMBER

- Each candidate has a four-digit candidate number. This is the number you will write on exam papers. It will appear next to your name on seating plans. Your candidate number is on the front of this booklet. **Please learn it**

UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (57017) 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. You will need to take it with you if you change schools.

TIMETABLES

- Following your statement of entry, you will receive an individual timetable showing your own specific examinations with details of date, time, and duration of exam, venue and seat number. You will receive this before the Easter half term. Check it carefully. If you think something is wrong see Mrs Mundy in the Exams Office immediately. Please be careful – make sure you are looking at the correct start time and not the duration of the paper, when determining when you should arrive for your exam.
- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special arrangements for these candidates. Your statement of entry will not reflect these arrangements, but your final timetable will. See Mrs Mundy immediately if you are unsure of what to do or if you think there is a clash on your timetable that has not been resolved.

CONTACT NUMBERS

- Please check that school has at least one up-to-date contact phone number for you.

EQUIPMENT

- Make sure you have all the correct equipment before your exams. Check the regulations specifically in the 'Information for Candidates' and also on the following pages. We may hold a few spare pens/calculators, but we are not obliged to provide equipment that students should bring with them. Do not rely on borrowing from this facility.
- Please note that exam papers are increasingly being marked by examiners on-line. Your paper might be scanned. **Black ink** (biro) is now being requested by Exam Boards for the completion of examinations, for this reason. Blue pen is not allowed. Erasable pens are also not allowed.

DURING THE EXAMINATIONS

INVIGILATORS

- The school employs invigilators who are trained to conduct the examinations as per the regulations of the Joint Council for Qualifications. They are also DBS-checked. They are directly supervised by the Exams Officer. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators 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 exam, for example if a candidate is feeling ill.
- 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 exam room by invigilators or members of the Senior Leadership Team, and will not be permitted to re-enter the room.

EXAMINATION ATTENDANCE

- Students are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and equipped. You must arrive at least 10 minutes prior to the start time of your exam. Please wait quietly outside your exam room until you are invited to enter by the exam invigilators.
- Students who arrive late for an exam may still be admitted if at all possible, but will not necessarily receive the full allocation of time. Exam boards are not obliged to mark exam papers from candidates who arrive very late, and may declare the candidate to have been 'absent'.

BEING PREPARED

- 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 a clear plastic bag**.
- Pens should be black ink or ballpoint. No correction pens/fluid or gel pens are allowed.
- For Mathematics and Science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Please make sure that any watch/phone alarms are turned off, even if outside in your bag.
- No watches, web enabled smart watches or fitbits with text facility are allowed in the exam room.

MAIN REGULATIONS

- Do not attempt to communicate with or distract other candidates.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. This also includes iPods, MP3/4 players, smartwatches, wrist watches or any other product with test/digital facilities.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made. Also, any phone that makes a sound from a bag outside the exam room, disturbing the candidates, will be reported.
- No food is allowed in the examination rooms. The exception to this is the diabetic candidates we are aware of. Water is acceptable in a clear bottle with **the label removed**.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not doodle, draw graffiti or write offensive comments on examination papers – the exam board may refuse to accept your paper. This has happened to one of our previous students and he/she was awarded zero marks.
- Do not start completing your candidate details on the front of the exam/question paper until instructed to do so.

RECOMMENDATIONS

- 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.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Take time at the start to read all instructions on the front page carefully, before launching into your answers and remember to number your answers clearly.

ENDING AN EXAM

- Candidates must stay in the exam room for the duration of the exam. You will not be allowed to leave an exam room early. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly. You must stop writing as soon as you are told to do so by the invigilator.
- 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 treasury 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. Do not start a conversation until you have moved well away from the exam area.
- If the fire alarm sounds during an exam, the 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 the tennis courts. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. 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. Please stay silent and seated until told to move.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination season (eg. illness, injury, personal problems) please inform the 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 exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration.
- For the award of a grade by special consideration, in cases of 'acceptable absence', a minimum of 25% of the total assessment must have been completed.
- Parents and candidates are reminded that the school will require payment of entry fees (average £45 per GCSE subject) should a candidate fail to attend an examination without good reason and without informing the school. If a problem arises on the morning of an exam and you are unavoidably prevented from attending, you **MUST TELEPHONE** the school immediately.
- Please note that misreading the timetable, dentist appointments or family holiday will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

NOTIFICATION OF GCE RESULTS

- Pre-summer results will be given out by Tutors.
- Summer GCE results will be available for collection from the Learning Resource Centre in Sixth Form on:

Thursday 18th August 2022 (AM)

- If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before the end of summer term. Do not send authorisation via the Royal Mail during the school holidays – the incoming post will not be opened before results day.
- Candidates who do not collect their results on 18th August can receive notification through the normal post. Please leave a stamped addressed envelope marked "GCE Results" at the Exams office or School Reception before the end of summer term. It is also possible to email results to your school email address if you are unable to attend- please ensure you let Mrs Mundy know before the end of term.
- No results will be given out by telephone without prior written permission from the candidate.

POST RESULTS

- If you need post-results advice, teaching staff will be available on Results Day. You may decide to obtain a copy of your script. If there are serious grounds for concern about a result, then the school can initiate an enquiry once you have completed the appropriate form and paid the fee. This process should be started as soon as possible after consultation with the relevant member of teaching staff. Please be aware of the deadline dates involved for these services which cannot be moved. All relevant “review of marking” forms will be available from the Exams Office, LRC on results day.
- If you need to re-sit a paper, forms will be made available in school at the appropriate times. For example, Mrs Mundy needs to know of any exam entries for Summer 2023 at the end of January 2023.
- Please note you will need to pay for any re-sits you request, before the entry is made on your behalf.
- For Non-Examination Assessments, your teachers will tell you the marks you achieved before they are submitted to the Exam Board for external moderation. This would give you an opportunity to request a review of the school’s marking following the internal appeals procedure available from the exams office and also on the examinations section of the website.

PRESENTATION OF CERTIFICATES

- A Presentation Evening will take place in Winter 2022. It is hoped that you will be able to attend to receive all your GCE certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend Presentation Evening can collect their certificates from the school office after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate’s written authorisation.
- Farmor’s school is only obliged to keep certificates for a period of one year 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 Presentation Evening or as soon as possible thereafter and to keep them safe.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there’s a clash on my timetable?

- The school will re-schedule papers internally where there is a clash of subjects. Candidates will normally sit one paper then have a 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 final candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both clashing examinations are completed. If in doubt ask the Exams Officer.

Q. What time do exam sessions begin/finish?

- The exam boards dictate the permissible start times for exams. At Farmor’s we usually start at 09:05 for morning sessions and 1:15 for afternoon sessions, but there are exceptions. The length of exam papers varies and sometimes afternoon exams will not finish until after School is over and buses have left. Students

and parents should be aware of this and make alternative arrangements for getting home. This will be the case for any exams scheduled for Monday afternoons.

- It is the student's responsibility to be aware of the start time of each exam. Parents please ensure your son/daughter checks their exam commitments for each day, on the previous evening.

Q. What arrangements are made for study leave?

- Study leave for years 11-13 usually begins in May, on dates notified by the school. After those dates students are only required to be in school when they have examinations. If they wish to remain on site, they should sign in and work in the LRC.

Q. Where will the examinations be held?

- The main location for written papers is the Sports Centre. However, other smaller rooms/offices are also used. Your place within each seating plan will usually be determined by your candidate number. Seating plans are therefore not always in strict alphabetical order.

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

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

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers are printed on seating plans, which are displayed outside the exam rooms. They will also be displayed on your desk card on your exam desk.

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

- The Centre Number is **57017**. It will be clearly displayed in the examination rooms so you do not need to remember it.

Q. 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 resulting in you being unable to write, it may be possible to provide you with a scribe to write your dictated answers but we will need as much prior notice as possible and you will need to practice using this method.

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). Current Coronavirus Legislation should always be followed.

Q. 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 for disadvantaged students is from 0% (consideration given but addition of marks considered inappropriate) to 5% (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 in the immediate family or a domestic crisis. The Exams 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. All information provided will be kept confidential.

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

- Put your hand up and an invigilator will assist you.

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

- Provided you are not more than 30 minutes late, it may still be possible for you to sit the examination, depending on the length of the exam. You should get to school as quickly as possible, accompanied by a parent; you must not have any access to a mobile phone or hold any conversations with any other candidates during this time. You parent/s will need to declare that this has been the case.
- Report immediately to Student Services on arrival. A member of staff will escort you to the exam room or to the Exams Officer. You must not enter an exam room without permission after an exam has begun. It may not be possible to allow you the full amount of time if you start the examination late.

You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the exam board and it is probable that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (eg. through transport problems) you will still arrive on time. For exams which last less than one hour, we have to inform the exam board if you arrive after the exam board published finishing time or 30 minutes after the exam board published start time, whichever is later.

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

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

Q. What equipment should I bring for my exams?

- You should bring at least 2 pens (black ink only).
- For Mathematics **HB** pencils must be used for diagrammatic work.
- For some exams 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).
- You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers (eg. an anthology) is permitted in the exam room and students who are found to have any material with them that is not allowed, will be reported to the appropriate exam board. In such circumstances, a student 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 outside the room, unsupervised. Do not bring any valuables into school with you when you attend an examination.
- No food or drink is allowed in the exam room, including chewing gum. Water is permitted in a clear unlabelled bottle.
- Correction fluid is not permitted. Students should cross through any work they do not wish to be marked.
- Students should not bring lucky mascots etc. into the examination room.
- Mobile telephones must not be brought into the exam room even if they are turned off. The school cannot be held responsible for the security of your mobile phone when left in your bag outside of the room – best to leave it at home.
- Watches are not allowed in the exam room.

Q. How do I know how long the exam is?

- The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a flip chart or board at the front of the exam room. Extra time students' finishing times will be shown separately (usually marked on the board as XT). There will be a clock in all examination rooms.

Q. Why can't I bring my mobile telephone into the exam room?

- Being in possession of a mobile phone (or any other electronic communication device, eg. Ipad or Applewatch) is regarded as cheating and is subject to severe penalties from the awarding bodies:

The minimum penalties are as follows:

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

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

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

Q. Can I leave the exam early?

- 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.

Q. What do I do if the fire alarm goes?

- The 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. Exam students will be shown to the tennis courts, which is the exam assembly point.

Q. Can I go to the toilet during the exam?

- If it is absolutely necessary. You will be escorted by an invigilator or another member of staff, but you will not be allowed any extra time.

Q. If I have more than one exam on a day can I get lunch at school?

- Pupils who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch. Please be aware that our afternoon sessions often start at 1:15, however.

Q. 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 or 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.

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

- Some students receive an allowance of 25% extra time. Where possible such candidates will be seated together to minimize disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam on the board. This is normally marked XT.

Extra time candidates will be issued with an XT card for each exam, which must be collected in at the end of each sitting. If you do not wish to make use of your extra time, turn the card over so that the cross is at the top. The invigilators will then collect your paper along with the other students finishing at the standard time. If you have not been given an XT card at the start of an exam, and you think you are entitled to one, raise your hand and let us know.

Q. What do I do if I don't get the grades I need for University?

- SLT and some Teaching 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 Subject to obtain their advice as to the advisability of requesting a review.
- You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the Exams Officer by 14th September for summer exams. There will be an earlier deadline if you need a "priority" request if your university place is at risk. You must complete the appropriate form and pay via ParentPay.

Finally, please read the guidance from the Exam Boards on the following pages. You need to be aware of the following, regarding Non-Examination Assessments and Plagiarism:



Joint Council for
Qualifications ^{CIC}

Information for candidates

Non-examination assessments

With effect from 1 September 2021

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 2022.

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

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

Plagiarism

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

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read 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

Social Media (for exams and assessments)



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

Please read it carefully.

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

Sharing ideas with others online could be helpful when you're studying or revising.

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

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

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



Image by Ben Wight

You should be aware that the following constitute malpractice:

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

Penalties that awarding bodies apply include:

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

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

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

