



STUDENT INFORMATION FOR EXAMINATIONS

**SEPTEMBER 2021
TO
JULY 2022**

GUIDANCE TO CANDIDATES

- ❑ Your personal timetable will show rooms and seat numbers for every exam. If something is missing please let the Exams Office know so we can check your entries and print you a corrected copy. Follow your timetable closely. Keep it in a safe place. Seating plans will be displayed outside the exam rooms on the day of the exam.
- ❑ Check the start time of each exam carefully, aim to be at your exam room 5 mins before. You will be told when to enter the exam room.
- ❑ You are expected to attend examinations in correct school uniform. You may not be allowed into the examination room if you are not correctly dressed.
- ❑ All belongings except tissues and necessary medication, should be left in your locker or put in the changing room which will be locked during the exam.
- ❑ Black ball point pens must be used for all examinations. Fountain, gel, erasable pens and correcting pens and blue ink are not allowed. Highlighters (not supplied) can only be used within the question paper to highlight words and/or phrases.
- ❑ As soon as you enter the examination room, you must not communicate in any way with anyone other than an invigilator until you leave the room after the exam. This includes non-verbal communication, and can be classed as malpractice.
- ❑ If you become unwell, have a problem or need more paper / pen during the examination, raise your hand and tell an invigilator.
- ❑ You must remain in the examination room for the time allocated to the paper. If you have any time remaining, use it wisely to check your work. Marks may be awarded in the examination for spelling, punctuation and grammar.
- ❑ If you miss an exam due to illness, you must inform school as soon as possible on the morning of the exam. (01995 603226). Medical evidence may also be requested.
- ❑ If there are particular circumstances that you feel has affected your performance in an examination, please inform the Exams Office as soon as possible. Written medical evidence may be required.
- ❑ Only water is allowed in the examination room in a clear, sports top bottle, which has had the label removed.

Morning Exams start at 9:00am
Afternoon Exams start at 1:00pm

OTHER GENERAL INFORMATION

EVACUATION PROCEDURES

If the fire alarm goes off during an examination,

- ❑ Do not panic, stay silent and follow the invigilator's instructions
- ❑ Close your exam paper then leave the examination **question** and **answer** papers with **all equipment in the examination room** unless the invigilator tells you otherwise.
- ❑ Leave the examination room in an orderly manner by the nearest evacuation door.
- ❑ **Do not run and do not talk. It is important that examination conditions are maintained at all times.**
- ❑ Proceed **in silence**, quickly to the assembly point on the tennis courts.
- ❑ Do not go back into the school building until you are told to do so.
- ❑ Return to your seat wait for instructions to recommence the examination.
- ❑ You will be allowed the full remaining time of the examination to complete your paper.

YOUR NAME AND EXAMINATION DETAILS

On your answer book / exam paper please make sure that you write:

- your FULL LEGAL NAME
- your candidate number and the centre number

If you have used extra pages, remember to also include on these the exam code and title of the examination you have sat. If you are unsure, please ask an invigilator for help.

EXAMINATION RESULTS

**Examination results for Summer 2022
will be available for Year 11 only
on Thursday 25th August 2022**

8:00am – 10:00am in person

**For those unable to attend on the day, results will also
be available on Synergy (Student Portal) from 9:30am**

Please e-mail exams@garstang.fcat.org.uk or SLT@garstang.fcat.org.uk
with any queries regarding results and reviews of marking.

After results day any e-mails *may not* be responded to until
we return to school on Friday 2nd September 2022

Important JCQ and Exam Board Information

Contingency Day for 2022:

Wednesday 29th June 2022

Candidates and parents should be aware that exams could be scheduled **up to and including the contingency day** which has been set by JCQ.

'The contingency day has been set for GCSE and/or GCE examinations should sustained national or local disruption arise during the June 2022 exam series.'

Candidates must remain available until Wednesday 29th June 2022 should an awarding body need to invoke its contingency plan'

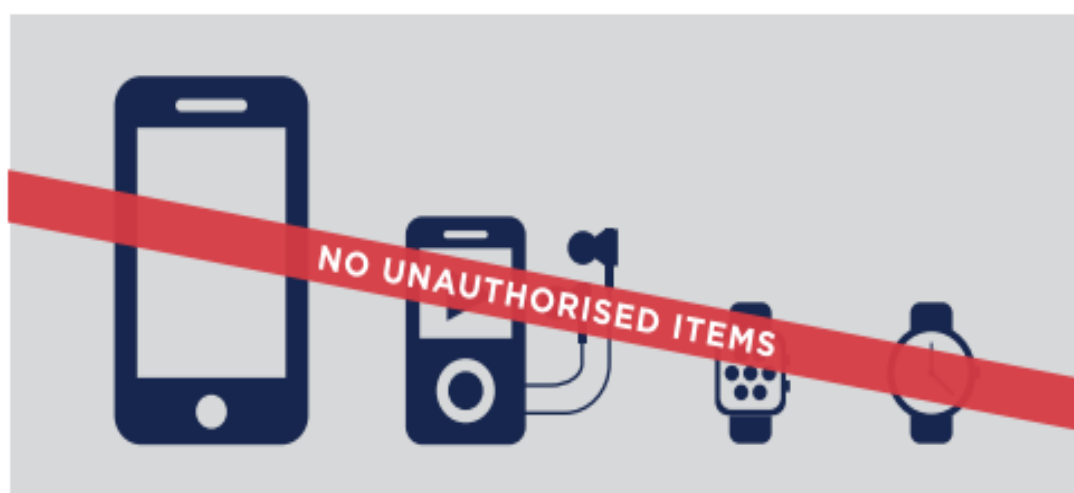
~ JCQ

**Useful Information for Exam Candidates can
also be found on the JCQ website**

www.jcq.org.uk/exams-office/information-for-candidates-documents

**NO MOBILE PHONES
NO WATCHES
NO MP3/4 PLAYERS**

**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.



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.

Information for candidates Using social media and examinations/assessments



Image by Patrick Janssens

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 Wright

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 false; 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>



Appeals procedure against internally assessed marks

Garstang Community Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the regulations and awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Garstang Community Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
2. Appeals must be made in writing (using the internal appeals form)
3. The Headteacher will appoint a senior member of staff, e.g. an Assistant headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
4. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
5. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
6. The outcome of the appeal will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Garstang Community Academy and is not covered by this procedure.

Information for Students on Reviews of Results

Service 1 (Clerical re-check) *fee payable to exam board*

This is a re-check of all clerical procedures leading to the issue of a result.

- For the June 2022 examination series, the request must be received by the awarding body by: 29th September 2022
- The deadline for completion is within 10 calendar days of the awarding body receiving the request.

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry.

Service 2 (Review of marking) *fee payable to exam board*

This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly.

It is not a re-marking of the candidate's script.

The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script.

The service is available for externally assessed components of both unitised and linear GCE and GCSE specifications.

- For the June 2020 examination series, the request must be received by the awarding body by: 29th September 2022
- The deadline for completion is within 20 calendar days of the awarding body receiving the request.

This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.

**IMPORTANT: MARKS AND GRADES CAN GO DOWN AS WELL AS UP.
YOU COULD END UP WITH A LOWER MARK OR OVERALL GRADE**



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

Access – you are entitled to ask each awarding body about the information it holds about you.

Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.

Erase – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.

Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.

Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

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

How long the information about you is held

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

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

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

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

Please note

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