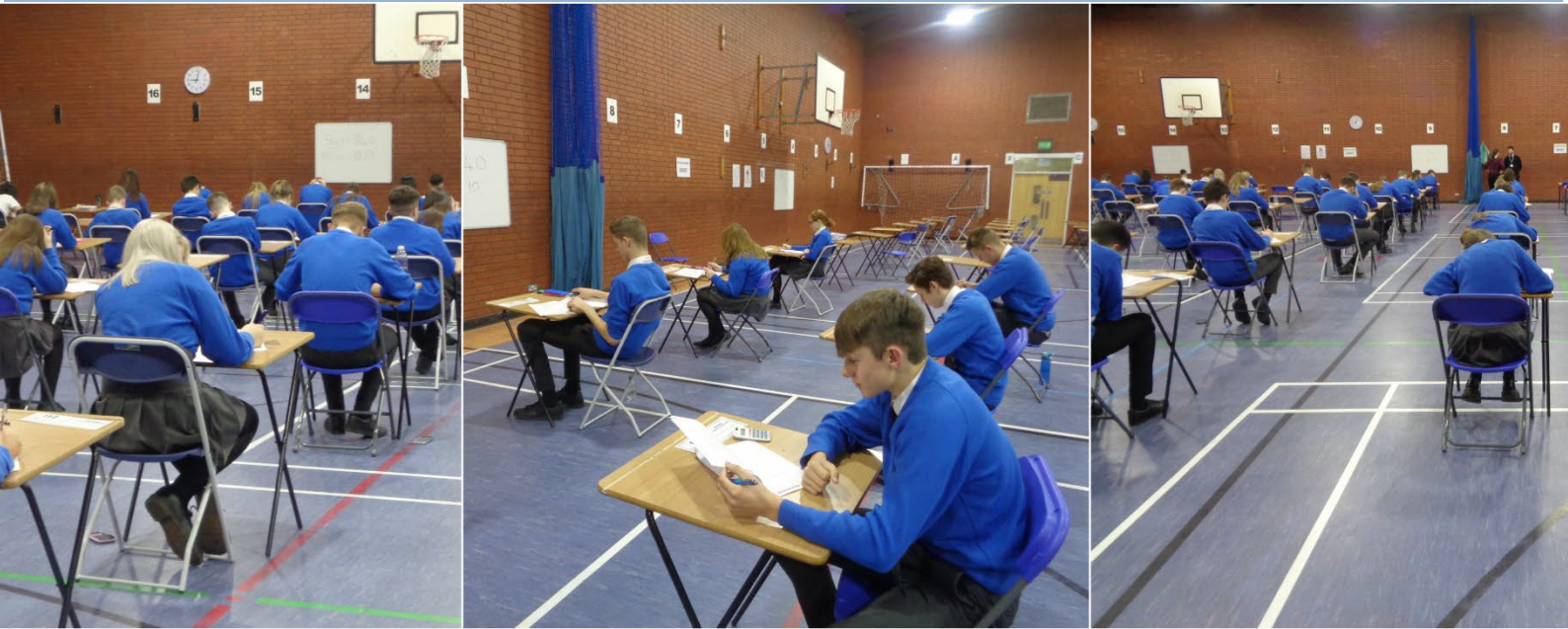




**Longdendale**  
HIGH SCHOOL



**OCR**  
Oxford Cambridge and RSA

**AQA**  
Realising potential

**P** Pearson

**eduqas**

**Prince's Trust**

# The Exams Handbook for Candidates

**A**chievement **S**uccess **P**rofessionalism **I**ntegrity **R**espect **E**ndeavour

Dear Candidate

This Exam Handbook has been designed to help you, please read and keep it. All the information you will need to know when completing your controlled assessments as well as when sitting your exams is included.

GCSE exams take place in May/June 2022.

Your teacher notifies the Exams Office which exams you are to be entered for and in response you will receive a statement of entry. Please check this statement carefully and show it to your parents. Make sure all your exams are listed and where applicable the tier of entry is correct. Please note – Exam tiering is not final at this stage, if you have any queries about the tier you have been entered for, please speak to your class teacher.

Your name as shown on the statement of entry is the name that will be recorded on your certificates, this should be your legal name, i.e. the name on your passport. Any changes to names following certification will incur a considerable fee from the exam boards (payable by Learner/parents). If there is anything wrong with your name on your certificate of entry or anything else you are unsure about please speak to either Miss Payton as soon as possible.

You will be required to sign to confirm the statement of entry and return it to the exams office by the date shown on the statement. We also ask for your mobile number and email address so that you can easily be contacted should the school need to discuss your exam entries, tiers or results.

Unfortunately, accidents can happen to exam candidates. Therefore, please avoid dangerous activities during exam periods. If you do sustain an injury which is likely to affect your performance in a forthcoming exam, please let the Exams Office, your Form Tutor or Learning leader know as soon as possible, so that special arrangements can be organised to help you.

If you are unable to attend an exam due to ill health it is important that you provide the school with a letter from your doctor. Failure to attend without a valid reason will result in your parents being sent a bill for the cost of the exams missed. If you are unavoidably delayed or the bus fails to turn up, let the school know immediately; we will do what we can to get you to your exam.

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations. The contingency date is not yet confirmed for Summer 22 exams. This will be updated on the school website. **Candidates must remain available should an awarding body need to invoke its contingency plan.**

Finally, we are aware that exam periods can be very stressful. The school is here to help and support you. If you have any questions or problems at any time please do not hesitate to talk to your teacher, Form Tutor, Head of Year or Miss Payton in the Exams Office. We wish you every success.

Miss Payton



Exam Office

## **INSTRUCTIONS TO CANDIDATES**

Longdendale hopes that all student's will be successful in their exams and so that the exams you take run as smoothly as possible, there are a number of rules and regulations that you must be aware of.

### **Candidate Number**

Your candidate number is a four figure number allocated to you by the school. This number will be shown on your statements of entry, personal timetables and results statements. The exam boards identify you by your candidate number as well as your name. This is unique to you at this school and is used as a security precaution to make certain that candidate records do not become confused.

### **Confirmation of Entries**

At the beginning of March you will receive a statement of entry. Please check your entries carefully. If there are any errors (e.g. name, date of birth, gender, exam entry) please notify the Exams Office immediately. Some exams have a tier of entry, higher or foundation, please check you have been entered for the correct tier as instructed by your teacher.

### **Timetables**

When you receive your individual candidate timetable please check it carefully. If there are any errors (e.g. name, date of birth, gender, exam entry) please notify the Exams Office immediately. Dates are given on the timetable(s) issued to you. Check carefully to see if the exam is in the morning or the afternoon – allowances cannot be made for candidates who misread their timetable, or use the general timetables. Take special note of any re-arrangements due to a timetable clash. You alone are responsible for checking your exam timetable. Do not refer to a friend's timetable or revision timetable.

### **Examination Regulations**

It is the candidates' responsibility to familiarise themselves with information from the awarding bodies' regulations 'Notice to Candidates' (as shown in this booklet). A copy of these notices will be displayed inside and outside the exam hall/rooms. These can also be found on the school website.

### **Location of Exam**

Daily exam timetables/Seating Plans will be displayed in the conservatory next to the canteen, You will be able to locate the room and seat number. Make sure you allow enough time to find the correct room and you must ensure that you sit at the correct desk.

### **Times**

Unless otherwise stated, all exams at this school start at 9.00am for morning papers and 1.00pm for afternoon papers. Candidates should be ready in the school canteen at least 15 minutes before the start of an exam.

### **Conduct in the Exam Room**

Candidates must follow the instructions of the invigilators at all times and must be silent and not try to visually communicate with others when entering and whilst in the exam hall. Should you require any assistance, please raise your hand clearly and wait for an invigilator to attend to you. Once you have entered an exam room, you are not allowed to leave unescorted until the conclusion of the exam. You must remain in the hall until the time allowed for the exam has ended, even if you finish your paper before the allotted time. Please do not write on the desks; it is vandalism and candidates will be invoiced for damage caused by graffiti.

Any candidate causing a disturbance within an exam room may be asked to leave the room and any instances of disturbance will be reported to the exam board. e.g. Minor noise (forced coughing, sniffing, tapping, whistling etc.). This could result in malpractice and the disqualification of the candidate from the exam.

All examination staff and invigilators MUST be treated with respect at ALL times and any instructions/direction given by them must be strictly adhered to. Any candidate who is rude, disrespectful and/or disruptive will be reported to the Exams Officer and the appropriate action will be taken.

## **Malpractice**

Longdendale High School manages malpractice, in accordance with the JCQ General Regulations for Approved Centres (section 5.11). Longdendale High School takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations and report and investigate as detailed in the Exams Policy.

*Students are requested to maintain the integrity of qualifications as strict Regulations are in place*

### **What is Malpractice?**

*Malpractice means any act or practice which is in breach of the Regulations*

Examples of this are:

- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
  - Introduction of unauthorised material into the examination room
  - Breaches of examination conditions
  - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
  - Offences relating to the content of candidates' work
  - Undermining the integrity of examinations/assessments

### **Students must be aware 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.
- not telling exam boards or your school/college about exam information being shared.

## **Sharing student's personal data**

There is a requirement for the exams officer to hold exams-related information on candidates taking external examinations.

Candidates' exams-related data may be shared with the following organisations:

- Awarding bodies
- Joint Council for Qualifications
- Department for Education
- Local Authority
- Stamford Park Trust
- The Press

This data may be shared via one or more of the following methods:

- hard copy
- email
- secure extranet site(s) – AQA Centre Services; OCR Interchange; Pearson Edexcel Online; WJEC
- Capita
- EDI
- A2C

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

For more information, please see the Exams policy - General Data Protection Regulation Policy

### **Exam Papers**

Once seated please check you have the right exam paper, if you are at all unsure please raise your hand and ask the invigilator. When instructed to do so by the Exam Officer, please ensure you write your full name and candidate number on the front of your paper. Please ensure you write your full name, candidate number and exam paper number on any additional sheets use. Do not write in the borders of the exam papers.

### **Warning**

All the awarding bodies make it clear that the official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between Student's during an examination, as well as any other practice that could conceivably be seen as an attempt to deceive.

Anyone attempting unfair practices can expect cancellation of examination entries and possible exclusion from GCSE/AS and A level examinations for a period of up to five years.

### **Absence from Exams**

You must attend all the exams you have been entered for as shown on your individual candidate timetable. Misreading the timetable will not be accepted as a satisfactory explanation for absence. If a candidate is absent from an exam due to illness, the school must be notified before the exam is due to start and a medical certificate must be produced to the Exams Office as soon as possible.

### **Mobile phones, Smart Watches/Wrist Watches and all Electronic Storage Devices**

Mobile telephones, watches and other electronic means of communication or electronic storage devices must be placed in a bag or blazer and placed as instructed by the invigilators.

**You must not have any of the following on your person in the exam room;**

**Mobile phone**

**Smart watch**

**Wrist watch**

**Any other electronic storage device**

Be aware that should a mobile telephone or other electronic communication or storage device be found in your possession during an exam EVEN IF IT IS TURNED OFF, the device will be taken from you and a report made to the appropriate awarding body. The awarding bodies have advised the school that Student's discovered to have an electronic device with them during an examination face disqualification from the subject concerned.

### **Other prohibited material**

The following items must not be brought into any exam room;

Pencil cases – unless they are transparent, alternatively candidates may use a transparent plastic bag,

Instruction books,

Books (unless set texts for a specific examination), notes, letters, or other printed material,

Food

Calculator cases

## Equipment

Candidates must provide all their own equipment. Borrowing is not allowed. Only **black ball-point pens** must be used in any answer booklets. **No Gel pens**. All rough work must be done in the answer booklet provided and should then be neatly crossed out. (It may help your marks)

## Drink

Candidates are allowed water in a squeeze water bottle no larger than 0.5l with all labels removed.

## Calculators

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification.

The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

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

## Dictionaries

Dictionaries may not be used unless they are specifically permitted by the subject specification or unless special arrangements have been approved by the awarding bodies.

## End of the Exam

Absolute silence must be maintained until you are right outside the exam hall/room. Other exams may be continuing when you leave the exam hall. Question papers, answer booklets and additional paper must not be taken from the exam room. Please abide by any "No Entry" signs during the examination period. Due to all afternoon exams starting 30 minutes before the exam boards published starting time, Students are required to be supervised and remain in exam conditions within the exam room until 1 hour after the published starting time.

## Results

The date that Year 11 Student's may collect their results statements from the school is **Thursday 25<sup>th</sup> August** . Results not collected will be posted to your home address. If you would like someone else to collect your results for you, it will be required for you to provide the examinations officer with written authorisation prior to results day. You will also be required to complete forms regarding access to scripts and remarks. Please ensure that the school have your mobile number and email address for you to be easily contacted to discuss any post results services you may require.

## **Under no circumstances will exam results be given over the phone or by email**

### **Results – Publication**

All students results are published in the local press. For example - J Smith **6(4) 2**, where 6 indicates the number of 9-1 grades and (4) indicates the number of 9-4 grades awarded, where 2 indicates the number of level 2 qualifications achieved at pass or above. Anyone not wishing to have their results published will need to instruct the exams officer in writing prior to results day where your request will be considered.

### **Results Enquiries (Re-marks)**

The exam board deadline for enquiries about results each year is usually **19<sup>th</sup> September**. This is yet to be confirmed. In cases of enquiries about results, where the school does not uphold a request for such an enquiry, the student will normally be asked to pay to have an enquiry carried out. It must be remembered that the outcome of a review may mean results can go down. The school must have Candidates written consent for a remark application to be processed.

### **Special Consideration**

The awarding bodies will not apply special consideration for anything other than serious reasons. Special consideration can only be applied for if an event has affected the candidate's performance on the day of the exam.

### **Certificates**

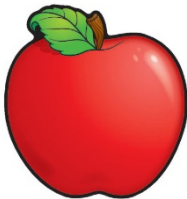
Certificates are issued by the exam board if you achieve grade A\* to G or 9-1 at GCSE, or a pass or higher in level 2 qualifications. Certificates are printed by the exam board in October and will be distributed to year 11 students at the presentation evening in November. It is important that you look after your certificates and keep them in a safe place as future colleges and employers will need to see them. Certificates cannot be replaced; the awarding bodies will only supply a replacement statement of results, which they will charge for.



**NO MOBILE PHONES**

**NO POTENTIAL WEB  
ENABLED SOURCES OF  
INFORMATION**

**All Wrist Watches are  
not permitted**



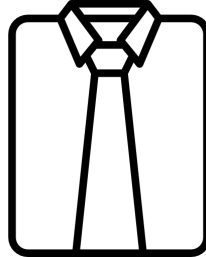
**NO FOOD**

**NO ALARMS**



**NO  
CORRECTION  
PENS**

**NO COMMUNICATING  
OF ANY KIND**



**FULL SCHOOL  
UNIFORM**

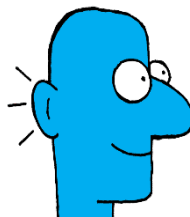
**CHECK PAPER –  
READ  
INSTRUCTIONS  
CAREFULLY**



**WATER IN CLEAR  
BOTTLE – REMOVE  
ALL LABELS (0.5L  
MAX)**



**TRANSPARENT  
PENCIL CASE**



**LISTEN TO  
INVIGILATORS AND  
FOLLOW  
INSTRUCTIONS**

**BLACK INK ONLY**

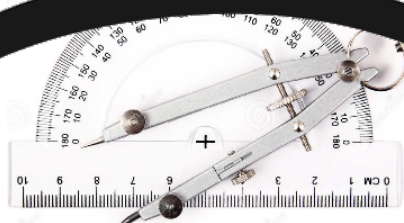




# CORRECT EXAM EQUIPMENT



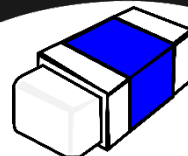
**YOU ARE RESPONSIBLE**  
**FOR THE PROVISION**  
**OF EQUIPMENT**



**MATHS AND SCIENCES**  
**CALCULATOR, 30 CM RULER,**  
**COMPASS AND PROTRACTOR**



**TWO OR MORE**  
**BLACK PENS**



**ERASER**



**TWO OR MORE PENCILS**

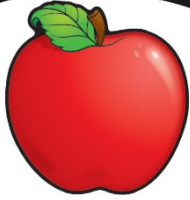


**COLOURED PENCILS**  
**(NOT GEL PENS)**



**TRANSPARENT**  
**PENCIL CASE**

# UNAUTHORISED ITEMS



**NO FOOD**



**DO NOT BRING ANY  
VALUABLES INTO SCHOOL**



**NO POTENTIAL WEB ENABLED  
SOURCES OF INFORMATION  
NO POTENTIAL FORMS OF  
COMMUNICATION**



**NO TIP EX OR  
CORRECTION PENS**



**NO UNAUTHORISED  
MATERIALS**



Joint Council for  
Qualifications<sup>CIC</sup>

# 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.



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

Coursework 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 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.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will 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](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2022.

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**



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



©JCQ<sup>CIC</sup> 2021

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](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**



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

AQA	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-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 (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

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

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

## **Your rights**

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

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

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

## **How long the information about you is held**

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

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

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

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and 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: <https://www.jcq.org.uk/contact-our-members/>.

### **Please note**

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



Joint Council for  
Qualifications<sup>CIC</sup>

## Information for candidates

On-screen tests

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 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.

## 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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

## 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 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>





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

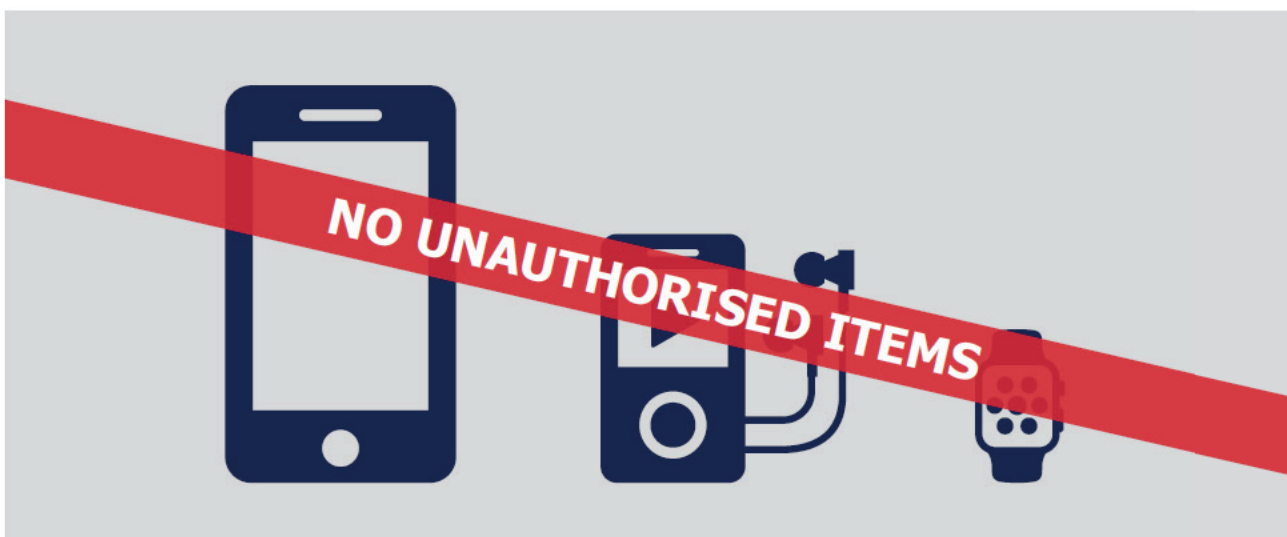
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt 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.**



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

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



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

**DISQUALIFICATION**  
from your examination and your overall qualification.

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

## **INTERNAL ASSESSMENT POLICY FOR EXTERNAL QUALIFICATIONS**

Longdendale High School is committed to ensuring that whenever its staff assess the work of candidates for external qualifications, this is done fairly, consistently and in accordance with the Code of Practice for the conduct of external qualifications produced by QCA, ensuring that

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation and moderation have appropriate knowledge, understanding and skills, and have been trained in this activity.

### **Written appeals procedure**

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves; you cannot appeal against the mark or grade only the procedures used;
- the parent or guardian must make the appeal in writing to the School's Examinations Officer: appeals should normally be made by 30th April, and always before the date of the first written paper of the examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time;
- the enquiry into the internal process will normally be led by the Examinations Officer and the Head of Centre, provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the appellant;
- the enquiry will consider whether the procedures used for the internal assessment conformed to the published requirements of the Awarding Body and the 'Code of Practice'.

The outcome of the appeal will be reported in writing to the appellant.

Any changes made to the assessment of work, any changes made to improve the school's application of procedures, and any correspondence with the awarding body will also be reported.

A written record of the appeal will be kept by the School, who will notify the awarding body of any outcome of the appeal which has implications for the conduct of the examination or the issue of results.

### **Note:**

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

### **Enquiries About Results (Review of Marking)**

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

All enquiries about results must be referred to the subject teacher/department in the first instance so that they can decide if there is a strong case for a remark. An enquiry about results cannot be submitted on the basis that a candidate did not achieve their predicted grade. The candidates written authority is required for all reviews or script viewing.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review at the Centre's expense. When the Centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Where a candidate wishes to challenge the decision not to hold an enquiry or consequent appeal, a written appeals procedure applies. Please see the School's Internal Appeals Procedure available on the school website.

**The deadline for requesting an EAR is to be confirmed**

## Candidate Confirmation

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Miss Payton by 26th November 2021.

If there is anything you do not understand, you should ask Miss Payton for clarification.



### Candidate Exam Handbook

**NAME:** Overwrite your name here

Date I received the handbook: DD / MM / YYYY

#### I have read the contents

**I understand** (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

**I have read and understand the 2021-2022 JCQ information for candidates documents** as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

**Candidate Signature:** Overwrite your signature here

Date of signature: DD / MM / YYYY