



# **EXAMINATIONS HANDBOOK 2021/22**

**CENTRE NAME: THE STONEHENGE SCHOOL  
CENTRE NUMBER: 66701**

**Instructions and  
Information for Students  
and Parents**



## INTRODUCTION

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

This document aims to be informative and helpful for students and parents. Please read it carefully so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or exam boards) set down strict rules which must be followed for the conduct of examinations and The Stonehenge School is required to follow them precisely. Particular attention should be paid to the notices and warnings to candidates which are issued by the Joint Council for Qualifications (JCQ). It is the candidate's responsibility to read and understand the JCQ notices listed below:

- Information for Candidates – Privacy Notice
- No Mobile Phones/Watches Poster
- Warning to Candidates Poster
- Information for Candidates – Written Examinations
- Information for Candidates – Coursework Assessments
- Information for Candidates – On screen tests
- Information for Candidates – Social media

These notices can be found in the Appendices at the back of this handbook.

Some of the questions you have may be answered in the section **Frequently Asked Questions** on pages 13 to 15. If there is anything you do not understand, or you need our advice at any time before, during or after the examinations, please contact...

**The Exams Officer: Mrs Jenny Cotterell**  
**on telephone number: 01980 623407**  
**E-mail: [ExamsOfficer@stonehenge.wilts.sch.uk](mailto:ExamsOfficer@stonehenge.wilts.sch.uk).**

Remember – we are here to help. **GOOD LUCK!**



## Before the Examinations

Statement of Entry	3
Exam Boards	3
Candidate Name	3
Candidate Number	3
Unique Candidate Identifier and Unique Learner Number	4
Timetables	4
Timings for External Exams	5
Examination Contingency	5
Equipment	6

## During the Examinations

Examination Regulations	7
Attendance at Examinations	7
Banned Technological Equipment	8
Invigilators	9
Absence from Examinations	9

## After the Examinations

Notification of Results	10
Post-Results Advice	10
Enquiries About Results / Coursework Marks	10
Costs	10
Appeals About Results	11
Presentation of Certificates	11

## Year 11 Mock Examinations (GCSE) 12

## Frequently Asked Questions 13-15

## Appendices:

- Appendix 1** Information for Candidates – Privacy Notice
- Appendix 2** No Mobile Phones/ Watches Poster
- Appendix 3** Warning to Candidates Poster
- Appendix 4** Information for Candidates – Written Examinations
- Appendix 5** Information for Candidates – Coursework Assessments
- Appendix 6** Information for Candidates – On Screen Tests
- Appendix 7** Information for Candidates – Social Media (available on school website)



## BEFORE THE EXAMINATIONS

### STATEMENT OF ENTRY:

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

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

### EXAM BOARDS:

The school uses the following exam boards: AQA, Pearson, OCR, WJEC and NCFE.

### CANDIDATE NAME:

Candidates are entered under the name format of Legal Forename, Middle name(s), Legal Surname e.g. ROBERT JOHN SMITH.

### CANDIDATE NUMBER:

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

For each exam there will be a candidate ID card in front of them on their exam desk which shows their legal name and candidate number. Candidates will also have a separate registration number for BTEC examinations. This is the number that students will enter on their BTEC examination papers. Students will be given this number before BTEC examinations and are not expected to remember it.



## **UNIQUE CANDIDATE IDENTIFIER (UCI):**

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 digits and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the centre number (66701) unless the student has transferred from another school that had already issued their UCI. The UCI is used for administration purposes and it is not necessary for students to remember it.

## **UNIQUE LEARNER NUMBER (ULN):**

The Unique Learner Number (ULN) is a 10 digit reference number which is used to access the Personal Learning Record (PLR) of anyone over the age of 14 involved in UK education or training. Learners will retain the same number for accessing their PLR throughout their lives. Each ULN is issued and held by the Learning Records Service Organisational Portal. The LRS Organisational Portal uses the number to index each learner's identity details, education and training qualifications within the PLR. Learners will need to use their number each time they want to see or confirm the details held about them on their PLR. The ULN also means information within the PLR is secure and cannot be shared with other organisations (including statutory bodies), without the prior consent of the learner.

## **TIMETABLES**

External exam timetables are displayed on the school's website. As at September 2021, the provisional dates for the summer examinations 2022 are between 16<sup>th</sup> May and 29<sup>th</sup> June. Candidates are reminded that these dates are provisional and that they may change. Prior to each exam series, students will receive an individual timetable with their own specific examinations detailing dates, times and duration of exams. **Check this carefully.** If students think something is wrong they need to see the Exams Officer immediately.

If a last minute change of tier for an exam entry is made at the request of the candidate or their parents then the fee for the amendment will be invoiced to parents.

Subject staff will inform students of dates of practical examinations/language speaking tests when dates are confirmed.



For any student who has a clash where two subjects are timetabled at the same time, the school will make special timetable arrangements. Students must check their individual timetable and see the Exams Officer if they are unsure of what to do. If they think there is a clash on their timetable that has not been resolved, they also need to see the Exams Officer immediately.

Students must make sure that they know exactly when their exams are, especially whether they are morning or afternoon.

Students should ensure that they allow enough time to get to school so if they are delayed for any reason e.g. traffic, they will still arrive in good time.

## **TIMINGS for EXTERNAL EXAMS**

You will be notified in advance of your exam of the place you need to assemble.

**Morning exams 08:40hrs**

**Afternoon exams 12:40hrs**

## **EXAMINATION CONTINGENCY**

The awarding bodies usually designate a day in June as a 'contingency day' for examinations. 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 exam boards will publish details of contingency arrangements and details will be displayed on the school website.

In the event that there is national disruption to examinations in summer 2021 the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations may be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. As a centre, The Stonehenge School, **must** conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.



Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements. The Stonehenge School **must** therefore ensure candidates and parents are aware of there may be contingency arrangements so that they may take this into account when making their plans for the summer.

## **EQUIPMENT:**

Students need to make sure that they bring in **ALL** relevant items for each exam, e.g. compasses for a Maths exam. Students should also make sure that they bring in black pens, pencils, eraser, ruler and a sharpener in a **CLEAR** (not coloured) pencil case or plastic bag. **DO NOT USE CORRECTING PENS, FLUID OR TAPE, ERASABLE PENS, HIGHLIGHTERS OR GEL PENS IN YOUR ANSWERS.**

Where calculators are allowed for the exam they must be free of lids, cases and covers. Students are responsible for clearing the data in their calculators prior to taking any exams. Students should check the regulations in the 'Notices to Candidates' which are on the JCQ website and are also listed in the appendices at the end of this handbook. It is school policy not to supply basic equipment to students in an examination room we will however replace items that are not working.



## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS:

Notices to candidates which are issued jointly by all the examining boards are available to view on the JCQ website; they are also in the appendices at the end of this handbook. **All candidates must read them carefully** and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the examinations board.

### ATTENDANCE AT EXAMINATIONS:

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed in school uniform and with the correct equipment. Candidates must arrive at the specified venue **25 minutes** prior to the start time of their examination.

Candidates who arrive late for an examination may still be admitted but must report to a member of staff who will contact the exams officer.

Full school uniform must be worn by all students attending school for examinations. Candidates may also be required to wear a mask during examinations depending on government guidance and school rules at the time of their examinations.

The usual arrangements for all examinations are that candidates should line up in the lower school dining hall in seating plan order. Once inside the room, exam board rules state that candidates **MUST** be silent. If there is any communication between any candidates it will be assumed that cheating is taking place and this will be treated accordingly. Candidates must not talk until after they have left the examination room. You will be separately notified of changes to these arrangements as these are unusual times.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. Either a transparent pencil case or a clear plastic bag (without any writing) must be used.

Pens should be **BLACK** ink or ballpoint. No correction pens, erasable pens or correcting tape/fluid are allowed.

For the Mathematics and Science exams, candidates should make sure their calculators conform to the examination regulations. If in doubt, they should check with their teacher. Remove any covers or instructions and make sure batteries are new. Candidates must also ensure that they have cleared anything stored in the calculator before using it for examinations. Please make sure that any alarms are turned off.

Do not attempt to communicate with or distract other candidates. Examination regulations are very strict regarding items that may be taken into the examination room (see the section **FREQUENTLY ASKED QUESTIONS**)





**CANDIDATES ARE NOT PERMITTED POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION SUCH AS IPODS, MOBILE PHONES, MP3/4 PLAYERS or WRIST WATCHES IN THE EXAMINATION ROOM.**

If a mobile phone (or any other type of electronic communication or storage device) is found in their possession during an examination (even if it is turned off) it will be taken from the candidate and a report made to the appropriate exam board. No exceptions can be made. Mobile phones **must not** be brought into the examination room. They can be handed into the examination team before the exam and will be stored until the exam has finished. Mobile phones brought into the examination room will be confiscated but the school cannot be held responsible for accidental damage.

**No Watches** must be brought into the examination room.

**No food** is permitted in the examination room although water is allowed provided it is in a small, clear (not coloured) plastic bottle with the label removed. Filter and infusion bottles are not allowed.

Under no circumstances are bags or coats allowed into the examination room – this refers to ALL examination rooms, including the changing rooms, and any other classroom. Before going to their examination room, candidates should leave them in the designated area. Please note that we cannot accept responsibility for personal belongings and would recommend that valuables are not brought into school.

Candidates must listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that they need to know about.

Candidates must check they have the correct question paper – check the subject, paper and tier of entry. Candidates **must not** start writing until told to do so by the invigilator. All instructions should be carefully read and answers numbered clearly.

Candidates will not be allowed to leave an examination early. If they have finished the paper they are advised to use the remaining time to check over their answers and ensure they have completed their details correctly. Candidates **must** check that they have completed the front of their answer books (and any supplementary sheets) with their candidate number, legal forename and legal surname.

If more than one answer book or loose sheets of paper have been used, candidates must clearly write their centre number, candidate number, legal forename and legal surname **on the top of every sheet/answer book**. They must also clearly list the question number they are answering. It is very important that candidate details are listed on ALL work to be handed in, as a number of exam boards are no longer allowing treasury tags to be used or any form of fixing loose sheets to the main answer booklet.

Candidates should remember that the exam board may see ALL rough work and that their final grade could be affected by any inappropriate comments or drawings.

All loose additional answer sheets must then be inserted inside the answer booklet in the order the candidate answered the questions.



At the end of the examination all work must be handed in. Any rough work should be neatly ruled through with a single line.

Invigilators will collect the question papers, answer books, identity cards and other exam related material before candidates leave the room. Absolute silence must be maintained during this time. Candidates are responsible for checking that their candidate number, legal surname and legal forename have been completed on the front of all their examination answer books. Candidates are to remain seated in silence until told to leave the examination room. Leaving the room should be carried out in silence and consideration shown for other candidates who may still be working, or students attending lessons in nearby rooms. **Remember candidates are still under examination conditions until they have left the room.**

Question papers, answer documents and additional paper must **NOT** be taken from the examination room.

If the fire alarm sounds during an examination, the invigilators will tell candidates what to do. They should not panic. If the room has to be evacuated candidates will be asked to leave in silence in the order instructed. Everything must be left on the desk. During this period of evacuation, examination regulations still apply and candidates must not communicate with other candidates or any other person. They will be escorted to a designated assembly point. On return to the examination room, candidates must not start writing until the invigilator tells them to. Candidates will be allowed the full working time for the examination and a report will be sent to the exam board detailing the incident.

## **INVIGILATORS:**

The school employs a team of invigilators to conduct the examinations. Invigilators are respected members of staff trained in this specific role. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions **at all times**. Invigilators are in the examination rooms to supervise the conduct of the examination in accordance with the regulations. They will also distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

If a candidate has a problem during an examination, they should raise their hand to attract an invigilator's attention.

**Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.**

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination by invigilators or senior members of staff.

## **ABSENCE FROM EXAMINATIONS:**

If difficulties are experienced during the examination period (e.g. illness, injury, personal problems) please inform the school at the earliest possible point so we can help or advise. Only in exceptional circumstances are candidates allowed special consideration for absence



from any part of an examination. It is essential that medical or other appropriate evidence is obtained and given to the Exams Officer without delay in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) can be obtained from the Exams Officer.

If you are advised to isolate in relation to Covid19 during or within 14 days before the date of an exam you should notify the school immediately and you will be advised how to proceed. **Parents and candidates are advised that the school will require payment of entry fees (approximately £29 - £106 per subject during 2019-20) should a candidate fail to attend an examination without good reason and without informing the school. Exam Board fees for 2021-22 have not yet been published. Parents and candidates should be aware that fees may be higher this year.**

**Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.**



## AFTER THE EXAMINATIONS

### NOTIFICATION OF RESULTS SUMMER 2022 EXAMS

**Results will be available for collection on Results Day at 10:00hrs.** Results Day for GCSE and other equivalent examinations will be 25<sup>th</sup> August 2022.

If a candidate wishes any other person (including family members) to collect their results on their behalf, they must give their written authorisation to the school before results day. **Exam results will not be issued without the appropriate signed written consent of the candidate.**

Candidates requiring their results to be posted must provide an A5 sized envelope, bearing their name and the address to which the results are to be posted, stamped to the value of a letter. Such results will be posted on the above date and not before.

Uncollected/unposted results will be available for collection from the Examinations Office when school re-opens in September.

Please note that results cannot be given out on the telephone or via email under any circumstances.

We strongly advise that results are either collected by the candidate themselves or by another person as we cannot be held responsible for the postal system.

### POST-RESULTS ADVICE:

If you need post-results advice teaching staff will be available on results day.

### ENQUIRIES ABOUT RESULTS / COURSEWORK MARKS:

If a student feels that their external examination results or internal coursework marks do not reflect their performance and are significantly different from what was expected, then they may launch an enquiry requesting their work is reviewed.

All enquiries must be directed through The Stonehenge School. Candidates are not permitted to enquire directly to the exam boards.

As a result of a review the candidate's mark may be confirmed, raised or lowered. Careful thought must be given before making a request and candidates must sign a consent form stating that they understand what could happen to their marks.

### COSTS (for guidance only)

These are **Summer 2019** exam board prices and are for guidance only.

\*Cost of GCSE review **per unit/paper** £37.55 - £47.00



Cost of appeals against decisions £111.75 - £205.40

\*\*Cost of copy script £11.30 - £12.20

\*If you wish to query any marks you receive for any of your externally assessed exams you must first complete the appropriate consent form which can be obtained from the Examinations Office. Please bring the completed form to the Examinations Office with the correct payment, which should be ascertained from the Exams Officer in advance.

\*\*If you request an original script you **CANNOT** then request a review. You can request a review if you request a photocopied script (not all exam boards have this latter facility).

The Stonehenge School is able to support the funding of a small number of exam appeals each year, and will indicate that this is the case shortly after results are received by students. Priority is given to the English and Maths results of students in this instance, especially students achieving below a grade 4 in either subject/both and are close to the next grade boundary. In some instances we may choose to appeal results in other subjects.

All cheques are to be made payable to **The Stonehenge School**.

If a review is upheld, resulting in a grade (not mark) change, then your fee will be returned.

## **APPEALS ABOUT RESULTS:**

The school has an appeals procedure for internal assessment and review.

Appeals against internal assessments must be received 2 weeks before the subject's final written exam.

## **PRESENTATION OF CERTIFICATES:**

Exam certificates arrive in school at the beginning of November. It is hoped that a Presentation Event can take place in November 2022 when it is hoped that students will be able to attend to receive their certificates.

Students who are unable to attend the Presentation Event will be able to collect their certificates from the Examinations Office after that date, during school hours.

Certificates will not be given to **anyone** other than the candidate without the candidate's **written authorisation**.

The Stonehenge School is only obliged to keep certificates for a period of **one year after issue**. After this time exam board regulations state that certificates can be confidentially destroyed.

If students do not collect their certificates within this time (or if they lose their certificates) they can only be replaced, or a certifying statement of results issued, by direct application to the appropriate exam boards. This will require proof of identify (such as a birth certificate) and a substantial fee (£43 - £50.50) per exam board. **Students are therefore urged to collect their certificates and to keep them safe.**



## YEAR 11 MOCK EXAMINATIONS (GCSE)

Mock GCSE examinations at The Stonehenge School are extremely important:

- they give students the external examination experience and ensure they are familiar with regulations and procedures to prepare them for the forthcoming GCSE examinations;
- the results provide an indication of the GCSE grade that the mock examination percentage would have gained if it had been the real examination. Students will be able to see whether they are on target and establish the areas of study which need attention;
- the results are taken into account when determining the tiers of entry for the GCSE examinations students will be taking in the summer.

For these reasons, the internal examinations are run on the lines of the external GCSEs and the **same rules and regulations regarding equipment, uniform, attendance, and absence apply.**

Students are encouraged to make the most of this series of examinations in terms of preparation and performance.

**PLEASE NOTE: Students must consult the MOCK timetable issued prior to the mock exams to check their own particular arrangements.**



## FREQUENTLY ASKED QUESTIONS

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

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

*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 issued in advance of the examinations. On your exam desk for each exam will be your Candidate ID card, which states your name and candidate number.

*Q. What do I do if I forget the school centre number?*

The centre number is 66701. It will be clearly displayed in all examination rooms.

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

Inform the school at the earliest possible point so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers or an exam laptop. 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).

*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 is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very 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 (affecting performance on the day of the exam), accident, injury, bereavement or 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.

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

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

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

Provided you are **not more than one hour** late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination later.

If you are **more than one hour** late after the published start time for the exam, the school must inform the exam board and it is possible that they may decide not to accept your work.

As soon as you realise you will be more than one hour late for an exam, it is important that you are kept under parental/carer supervision (where possible) until you are handed over to a member of school staff.

In such circumstances, you and your parent/carer will then sign a statement to confirm the supervision arrangements which were put in place. Your parent/carer will sign to confirm that you **DID NOT** have access to any potential technological/web enabled sources of information, principally a mobile phone or computer. This is to ensure there is no opportunity for malpractice once the exam has started at school and they are important as the awarding body will consider your case individually in light of these statements and the supervision arrangements that were put in place.

**IDEALLY, please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.**

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

Not in the current examination series. It may be possible to re-take in a future examination series i.e. the following November/June, although this option is not available for all units/modules. It is possible that a fee will be charged for re-takes.

*Q. Do I have to wear school uniform?*

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, shoes, etc.

*Q. What equipment should I bring for my exams?*

For most exams you should bring at least 2 pens (**BLACK INK ONLY**).

For Science and Mathematics examinations you need 2 x HB pencils.

For some exams, (Maths/Science), you will need a calculator, a 30 cm ruler (marked with cm and mm), pencil sharpener, compasses, protractor, coloured pencils or crayons (not gel pens).





## You are responsible for providing your own equipment for examinations.

The school does not expect to supply equipment and has limited spares available. You must not attempt to borrow equipment from another candidate during the examination.

### Regulations state: **Calculators must be:**

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

### **Calculators must not:**

- be designed or adapted to offer any of these facilities:-
  - o language translators;
  - o symbolic algebra manipulation;
  - o symbolic differentiation or integration;
  - o communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
  - o databanks;
  - o dictionaries;
  - o mathematical formulas;
  - o text.



## Appendix One



### Information for Candidates

#### Information About You and How We Use It

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

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

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

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

#### Information about you and from where it is obtained

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

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

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



## **What happens to the information about you**

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

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

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

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

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

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



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

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

## **Please note**

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



Appendix Two



AQA

City & Guilds

CCEA

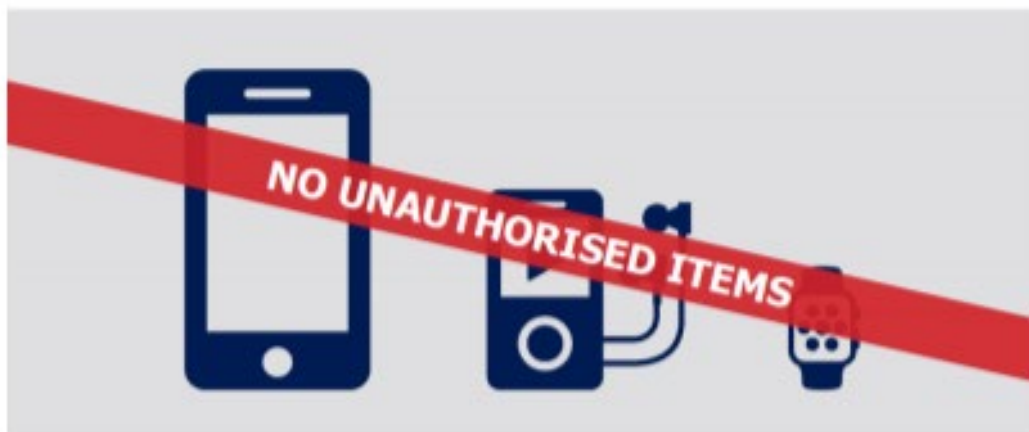
OCR

Pearson

WJEC

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

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



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

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

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





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## 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.

Effective from 1 September 2021



## Appendix 4 Information for candidates for written examinations – effective from 1 September 2021

**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





**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.

**This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.**



## Appendix 5

### Information for candidates – coursework assessments

This notice has been produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC



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, p 29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021.



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 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**

## Appendix 6 Information for candidates for on-screen tests –effective from 1 September 2021

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 maybe 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.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.