



FEARNHILL
SCHOOL

GUIDANCE FOR STUDENTS AND PARENTS

EXTERNAL EXAMINATIONS

Centre Number: 17415



This information is to help you with valuable advice for examinations held at Fearnhill School.

You are required to read this document carefully and retain it for future reference

If you have ANY questions or problems, please contact the Exams Office on 01462 621200 or email exams@fearnhill.herts.sch.uk

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INTRODUCTION

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

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parent so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and Fearnhill School is required to follow them precisely. You should therefore pay particular attention to the JCQ INFORMATION FOR CANDIDATES that can be found at the end of this booklet and on the website.

Some of the questions you may have are answered in the back of this booklet. If there is anything you do not understand or any question that has not been answered, PLEASE ASK NOW!

CONTACT NUMBERS

- Please check the school has at least one up to date contact number for you. Please email exams@fearnhill.herts.sch.uk or send a note to school for our database to be updated. If you or your parents have any queries or need help or advice at any time before, during or after the examinations, please contact a member of the data and exams team:
 - The school telephone number is 01462 621200
 - Email: exams@fearnhill.herts.sch.uk

Remember, we are here to help.

GOOD LUCK!!

BEFORE THE EXAMINATIONS

Statement of Entry/Timetable:

All candidates will receive a Statement of Entry/Examination Timetable 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, some have Foundation or Higher tiers.

Candidates may also receive Statements of Entry from the Exam Boards. You must check everything on your Statements of Entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once the certificate are awarded and costs may be incurred in doing so.

Examination Boards

Fearnhill School use the following Examination Boards: AQA, OCR, Edexcel and WJEC.

Candidate Name:

Please check your name is spelt correctly on your timetable.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. Please remember it.

UCI/ULN:

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) which is shown on the top of the Statements of Entry. Your UCI/ULN is used for administration purposes only and it is not necessary for you to remember it.

Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning exams start at 9.00am
- Afternoon exams start at 1.30pm

You must be in the dining hall (AM exams) or the gym (PM exams) 15 minutes before these times. Sixth formers meet in the Sixth Form private study area.

It is your responsibility to turn up on time for the examination so make sure that you and your parents know the dates and times of each of your exams. If you are late for an exam you may not get the full time and the Examination Board may not accept the script, depending on the circumstances. **If you know that you are going to be late then contact the school (01462 621200) so that the invigilators can be informed that you will be turning up late.**

Your timetable is your proof that you have been entered for a particular exam. If your timetable contains any errors you must see a member of the data and exams team. If any dispute about whether you have been entered for an exam, you will not be allowed to take the exam unless you have your examination timetable with you as evidence.

Examination clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Data and Exams Manager immediately if you think there is a clash on your timetable.

Special arrangements

Special arrangements, including extra time, may be approved for candidates with:

- Physical difficulties
- Language difficulties
- Specific learning difficulties

Special consideration

If you are fully prepared for an examination but are ill on or just before the day of an examination, an application may be made for special consideration for the examination affected. Examination Boards decide on the validity of each application. To support the application for special consideration, you will be required to provide a doctors certificate.

Equipment

MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS. Check the regulations in the JCQ INFORMATION FOR CANDIDATES and the information on the following pages.

You should bring all of your equipment in a clear plastic bag or transparent pencil case. Ordinary pencil cases or boxes are not allowed in the exam room. Borrowing from other candidates is **NOT** allowed under any circumstances. If you do not have all of the equipment with you, please ensure that you ask an invigilator if you may borrow items **BEFORE** the examination begins. At the end of the examination, please leave any borrowed items on your desk when you leave the room.

Examination regulations are **VERY** strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination. Mobile telephones and smart devices **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM** even if they are turned off. If you accidentally take one in, you should hand it in to the invigilator.

If you are found with a mobile phone or other smart device once the exam has started the exam board must be informed and you could be disqualified from this and possible future examinations.

No food is allowed in the examination rooms. However, water bottles are allowed in the exam hall if necessary. These **MUST** be in clear bottles with a spill-proof cap. There must be no label on the bottle.

Please do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage. Any vandalism can be traced back using the seating plan.

Do not draw graffiti or write offensive comments on examination papers – if you do, the examination board may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an examination room early. If you have finished the paper, use any time remaining to check over your answers and that you have completed your details correctly.

At the end of the examination, all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask for a tag to fasten them together the correct order.

Invigilators will collect your exam papers before you leave the room. ABSOLUTE SILENCE must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must not be taken from the exam room.

Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the Fire Alarm sounds during an examination the invigilators will tell you what to do. If you have to evacuate the room MUST leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

The school employs invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

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

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and member of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

What to do if you are ill on the day of an exam.

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01462 621200) to inform us.

You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examination Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

If you are feeling unwell, but still able to travel, we suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – TELEPHONE THE SCHOOL

If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam. You may be charged £15 for each exam missed without a valid reason.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past, students have had problems getting to an exam on time. This can be as a result of a car breakdown, traffic jams, buses not turning up, etc.

Although we encourage all students to arrive in plenty of time for all exams, so that there is not a last minute panic, it is important that we have up to date contact numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an exam, we may not be able to get the exam paper accepted by the Examination Board.

We also suggest that your parents save the school number on their mobile phone so that they can call if you have a serious problem on your journey to school: 01462 621200.

EXAM CHECKLIST

- ❖ You must arrive at school 15 minutes prior to an exam AT THE LATEST. It is much better to leave yourself a safety margin on timings in case of problems with the journey.
- ❖ When taking exams, bags and coats should be left in your lockers or the hall corridor. Do not bring these items into the exam room.
- ❖ Phones – Students must not have mobile phones in their possession (either on or off). They can be handed in for safe keeping during the exam if necessary. The school is not held responsible for the safe keeping of your phone.
- ❖ Do not take into the exam any unauthorised devices; stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, MP3/4 players, smart watches or any other products with text/digital facilities. Wrist watches should also be removed prior to any exam.
- ❖ You should bring pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk; any others should be left in your bag. Do not use gel pens – this is because many of the exam papers are now scanned and sent electronically for marking and gel pens do not scan well.
- ❖ In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.
- ❖ Ssshhh! There is absolutely no talking or communication allowed between students once you enter the exam hall. If you have any questions, you should raise your hand and once seated an invigilator will come to you.
- ❖ Normal school uniform rules apply.
- ❖ No food allowed in the exam hall (if you have a special requirement, please see the data and exams manager before the exams).
- ❖ Water bottles are allowed in the exam hall if necessary. These should be in clear bottles with a spill-proof cap. There should be no label on the bottle.

UNDERSTANDING EXAM PAPERWORK

Exam paperwork can be confusing and understanding the numbers and codes used by the Exam boards is not an easy task, even for an exams officer!

Statement of Entry

Your child will bring home a 'Statement of Entry' produced from the school's Exam Management system. This document lists all of the exams that your son/daughter has been entered for. This document should be checked carefully once received; if any of the information is incorrect, please inform the Data and Exams Office IMMEDIATELY. Dates for final entries are set by the Exam Boards and are beyond our control.

When you get your son/daughter's Statement of Entry you are asked to check that their personal information is correct. It is important that their name and date of birth are correct as it is the LEGAL name that will be printed on their FINAL certificate.

Statement Of Entry

Season: Summer External Exams 2016

Name: Stephen Cooper

Year: 12

Gender: Male

Registration Group: 11X

Date of Birth: 12/05/200

Admission Number:

Candidate Number: 5678

ULN: 1234567890

UCI: 987654321000P

Name on Certificates: Stephen Thomas Cooper

Entries

AQA	L1L2/B	43503H	Use of Mathematics Unit 3H
AQA	L1L2/FC	4351	Use of Mathematics
AQA	FSMQ/H	4985	FSMQ Shape and Space (Hgh)
AQA	FSMQ/H	4986	FSMQ Data Handling (Hgh)
AQA	GCSE/B	97151H	English Literature Unit 1H
AQA	GCSE/B	97152H	English Literature Unit 2H
AQA	GCSE/B	97153	English Literature Unit 2

Entries

AGA	L1L2/B	43503H	Use of Mathematics Unit 3H
AGA	L1L2/FC	4351	Use of Mathematics
AGA	FSMQ/H	4985	FSMQ Shape and Space (High)
AGA	FSMQ/H	4986	FSMQ Data Handling (High)
AGA	GCSE/B	97151H	English Literature Unit 1H
AGA	GCSE/B	97152H	English Literature Unit 2H
AGA	GCSE/B	97153	English Literature Unit 3
AGA	GCSE/FC	9717	English Literature
CIE	GCSE/FC	0522BS	First Language English Opt BS
EDBX/ GCSE	GCSE/FC	1MA0H	Mathematics A (Linear) Option H
EDBX/ GCSE	GCSE/FC	2GB01	Geography B
EDBX/ GCSE	GCSE/B	5GB04	Geography B4
EDBX/ GCSE	GCSE/B	5GB1H	Geography B1
EDBX/ GCSE	GCSE/B	5GB2H	Geography B2
EDBX/ GCSE	GCSE/B	5GB3H	Geography B3
OCR	GCSE/B	A111	Art & Design: Fine Art Portfolio
OCR	GCSE/B	A121	Art & Design: Fine Art OCR-Set Task
OCR	GCSE/B	B721H	Add Sci B: Add Sci Mods B3, C3, P3 High
OCR	GCSE/B	B722H	Add Sci B: Add Sci Mod B4, C4, P4 High

At Fearnhill the Examination Boards we use for GCSE/A Level are AQA, EDEXCEL, OCR & WJEC.

Timetable

Individual Candidate Timetable - Default

Season: Summer External Exams 2016

Name: Stephen Cooper

Year: 11

Gender: Male

Registration Group: 11X

Date of Birth: 12/05/2001

Admission Number:

Candidate Number: 5678

ULN: 1234567890

UCI: 987654321000P

Name on Certificates: Stephen Thomas Cooper

Special Arrangements Required: Internally assessed exams; date and time will be set by subject teacher

Timetabled Components

Date	Start	Duration	Board	Level	Element	Component
TBA	N/A	0	CIE	GCSE/FC	0522BS: First Language English Opt BS	0522/05: Speaking & Listening
TBA	N/A	0	EDEXL/GCS	GCSE/B	5GB04: Geography B4	5GB0401: Investigating Geography
Tue 03/05/2016	13:30	120	CIE	GCSE/FC	0522BS: First Language English Opt BS	0522/02: Reading Passages (Extended)
Mon 16/05/2016	13:30	75	AQA	FSMQ/H	4986: FSMQ Data Handling (High)	4986: FSMQ Data Handling
Fri 20/05/2016	09:00	75	AQA	FSMQ/H	4985: FSMQ Shape and Space (High)	4985: FSMQ Shape and Space

Unless there is an exam clash, there is not an opportunity to take the exam at a different time or on a different day - it is very important that you note down the times of all your exams and ensure that you are on time.

Results

On results day you will receive a 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the exams you have taken and any components within the qualification.

Candidate Statement of Results

Season: Summer External Exams 2016

Series: (All)

Name: Stephen Thomas Cooper

Year: 11

Candidate Number: 5678

Reg. Group: 11

UCI: 1234567890

ULN 987654321000P

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
EDEXL/ GC	GCSE/9FC	1MA1H	Mathematics Option H	4			75			4
AQA	GCSE/9FC	8145GC	History GC	6		Overall result				6
AQA	GCSE/9FC	8898F	Spanish Tier F	5						5
AQA	GCSE/9FC	9700	English Language	5				P		5
AQA	GCSE/9FC	9702	English Literature	5						5
OCR	GCSE/9FC	J247H	Biology A (Gateway Science) -Hgh	3						3
OCR	GCSE/9FC	J248H	Chemistry A (Gateway Science) -Hgh	4						4
OCR	GCSE/9FC	J249H	Physics A (Gateway Science) -Hgh	4						4
OCR	GCSE/9FC	J276	Computer Science	3						3
OCR	GCSE/FC	J253	Business Studies	E						2
OCR	GCSE/B	A291A	Bus Studs: Mktng & Entrprse Orep			42 b				
OCR	GCSE/B	A292	Bus Studs: Business & People			21 f				
OCR	GCSE/B	A293	Bus Studs: Prd, Financ & Ext Bus Env			53 e				

Overall mark for the subject

116

Marks for individual papers

You will be asked by the Exams Office to confirm if you want to collect your results on results day, nominate someone else to collect them or have them posted home. More details of this will be given nearer the time.

FREQUENTLY ASKED QUESTIONS

Q: Why do I need to check the details on the Statement of Entry/my Exam Timetable?

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

Q: My name has been misspelt on my timetable. What should I do?

A: We can rectify this problem very quickly. Please come to the Data and Exam office and we will amend our records. This will ensure that your certificate is correct.

Q: What do I do if there is a clash on my timetable?

A: Fearnhill School will re-schedule papers internally (on the same day) when there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If in doubt, contact the Data and Exams office.

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

A: Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and inform the invigilator immediately.

Q: What do I do if I forget my candidate number?

A: Candidate numbers are on the identification cards that will be on your desk. Invigilators will be able to help you find your number.

Q: What do I do if I forget the Fearnhill School Centre Number?

A: The Centre Number is 17415. It will be clearly displayed in the examination room. It is also on the identification card on your desk.

Q: What do I do if I have an accident or I am ill before the Exam?

A: Inform Fearnhill School at the earliest possible point so we can help or advise you (01462 621200). In the case of an accident that means you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You may need to obtain medical evidence (from your GP or hospital) if you wish us to make an appeal for special considerations on your behalf.

Q: What is an appeal for special consideration?

A: 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 mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is every provided. Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of

coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Data and Exams Manager 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 examination?

A: 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 am late can I still sit the examination?

A: Provided you are not more than one hour late, it may still be possible for you to sit the exam. 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.

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

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

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

Q: Do I have to wear school uniform?

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

Q: What equipment should I bring for my examinations?

- For most exams you should bring at least 2 pens (black ink only).
- For science exams you will need at least 2 HB pencils.
- For mathematic exams pencil must be used for diagrammatic work.
- For some exams you will need a calculator (maths/science), a 30cm ruler (marked with cm and mm), eraser, compass, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for exams.
- You must NOT attempt to borrow equipment from another candidate during the exam.

Q: What items are NOT allowed in the examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the relevant examination board. In such circumstances, a student would normally be disqualified from the paper or subject concerned. If in doubt, ask!

Bags and coats and any other items not permitted under JCQ Examination Regulations must be left outside of the examination room, preferably in your locker. Do not bring any valuables into school when you attend for an exam.

No food is allowed in the exam room. However, water bottles are allowed and these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

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

A: Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, MP3/4 Players, headphones, smartwatch) is regarded as cheating and is subject to severe penalty from the awarding bodies.

Q: How do I know how long the examination is?

A: The length of the exam is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the start and finish time of the exam on a flip chart or board at the front of the examination room of the invigilators.

Q: Can I leave the examination room early?

A: It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time for the exam (or for the duration of the exam if it is less than one hour). It is not Fearnhill School's policy to allow candidates to leave the examination room early as this is disruptive to other candidates. A candidate may not leave the examination room without permission of the invigilators.

Q: What do I do if the fire alarm goes off?

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

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

A: If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time.

Q: If I have more than one exam on a day, can I get lunch?

A: Students who have exams in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

Q: What do I do if I do not get the grades I need?

A: If you feel strongly that it is necessary to make an enquiry about result you should first consult the Head of Department to obtain their advice. You should be aware that your mark could go down as well as up or even stay the same. Review requests must be submitted to the data and exams office via the Head of Department. You must complete a Candidate Consent Form and return it with a cheque to cover the cost. We have a policy covering the review process; please contact the data and exams office if you wish to see it.

Appendix 5 Information for candidates for written examinations – effective from 1 September 2020

**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)** potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.

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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 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** When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.

- 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 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.

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

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). 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). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Appendix 6 Information for candidates for on-screen tests - effective from 1 September 2020

**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
- 5 You must not take into the exam room:
 - (a) notes;
 - (b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.

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

- (c) the internet, e-mail, 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
- 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.

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.

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>





Joint Council for
Qualifications ^{CIC}

Information for candidates

Coursework assessments

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://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 a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Information for candidates

Non-examination assessments

Produced on behalf of:



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

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

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

Preparing your work — good practice

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

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

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

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

Do not be tempted to use pre-prepared on-line 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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.

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



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 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.

Reviews of marking - centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

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

Fearnhill School ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments including the marking and quality assurance processes which relevant teaching staff are required to follow.

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

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

Fearnhill School will

1. ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria
3. inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment
4. having received a request for copies of materials, promptly make them available to the candidate (or for some marked assessment materials, such as art work and recordings, inform the candidate that these will be shared under supervised conditions) within 24 hours where possible
5. inform candidates they will not be allowed access to original assessment material unless supervised

6. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be
7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 2 working days of receiving copies of the requested materials.
8. allow 2 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline
9. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
11. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.