



**A GUIDE TO  
EXTERNAL EXAMINATIONS  
FOR SIXTH FORM STUDENTS  
& PARENTS/GUARDIANS**



**Centre Number: 46443**

**Sixth Form Office No: 01253 667404  
Exams Office Direct Dial No: 01253 667317**

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# **INTRODUCTION**

It is the aim of Lytham Sixth Form College to make the examination experience as stress-free and successful as possible for all students. Hopefully, this booklet will prove to be informative and helpful for both students and parents/guardians.

The Exam Boards set down strict criteria which must be followed for the conduct of all external examinations and Lytham Sixth Form College is required to follow them precisely. You should, therefore, pay particular attention to the JCQ Notices for Exam Room Rules and Regulations and the Guidance for Controlled Assessment at the end of this booklet.

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

If students or parents have any queries or need further help and advice at any time before, during or after the examinations please contact:

Examinations Officer: **Mrs. Y. Astley-Jones**

Exams Office Direct Dial Telephone No: **01253 667317**

The Sixth Form Office Number: **01253 667404**

# **BEFORE THE WRITTEN EXAMINATIONS**

## **GENERAL INFORMATION**

- External GCE exam units are now only taken in the Summer exam season.
- If you have chosen to study only BTEC subjects, you will not have any written exams as these qualifications are continually assessed throughout your course.

## **EXAM BOARDS**

- LSA Technology & Performing Arts College uses the following Exam Boards for GCSE subjects – AQA, Edexcel, OCR and WJEC. If you look at the preliminary timetable given at the end of this booklet you will be able to see which Exam Board and syllabus is used for each subject.
- The Exam Board for all BTEC subjects is Edexcel.
- You can get further information and advice from the Exam Board websites, including past papers. The website addresses are:

[www.aqa.org.uk](http://www.aqa.org.uk)

[www.edexcel.org.uk](http://www.edexcel.org.uk)

[www.ocr.org.uk](http://www.ocr.org.uk)

[www.wjec.co.uk](http://www.wjec.co.uk)

## **CANDIDATE NAME**

- You are entered for examinations under your legal name. Please make sure you write this clearly on the front of your examination paper, including any extra sheets you may require.

## **CANDIDATE/EXAM NUMBER**

- Each student has an individual four-digit candidate number. You will need to enter your candidate number on all examination papers. If you cannot remember your number, do not worry, as it will be shown on the label which will be placed on your exam desk for every examination.
- Year 12 students – please note that your Candidate/Exam number may be different to the one you used whilst you were in Years 10/11.

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

- In addition to a candidate number, you have been allocated a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (46443) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

## CHECKING STATEMENTS OF ENTRY AND/OR TIMETABLES

- A Statement of Entry will be issued together with your timetable for exams and coursework entered in May and June.
- When you receive your individual timetable/statements of entry – **check them carefully**. If you think something is wrong inform the Exams Office on Lennon corridor **as soon as possible**.
- Your personal details must also be checked, including the spelling of your name, as this will appear on your GCE certificates.
- Also check that all your subjects appear on the Statement of Entry. Most GCE subjects have 2 units for AS subjects and 2 Units for A2. There are a few subjects, including Maths and Sciences that have 3 units per AS/A2 award.
- You will also have another entry which is to claim for your AS or A2 overall result, known as Cash-in. Without this entry you will not receive your full result on Results Day.
- BTEC subjects do not have a formal written examination. But will appear on your final Statement of Entry for Year 13 students only.

## YOUR CONTACT NUMBERS

- Please check that the Sixth Form College Office has at least one up-to-date contact number for you. In particular, mobile phone numbers for parents / guardians and yourself would be very useful.

## EQUIPMENT

- Make sure you have all the correct equipment before your examinations start. Check the regulations in the Notice to Candidates and the information on the following pages about what items you can take into an exam room and remembering that pencil cases must be transparent, or use a clear plastic bag.

# DURING THE EXAMINATIONS

## EXAMINATION REGULATIONS

- Please read the copy of the “Information to Candidates” notice issued by the Joint Council for Qualifications (JCQ) printed at the end of this booklet (see Appendix 1). All students must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from an exam unit or a full subject. The College must report any breach of regulations to the Exam Board for that examination.
- One of the most common rules that causes problems for students is having a mobile phone/iPod/MP3 player or any other electronic gadget on their person. During exams, please make absolutely sure that you do not keep these in your pocket and that they are either left at home or are switched off and left in your bags.

## ATTENDANCE AT EXAMINATIONS

- Students are responsible for checking their own timetable and arriving at their designated exam room on the correct day, at the right time, and are properly equipped.
- Students should arrive at their designated exam room 10 minutes prior to the start time of the examination. Please wait quietly outside the exam room until you are invited to enter by the Examination Invigilators.
- Examinations **cannot** be taken at any other date or time than that stated on your individual timetable, **there are no exceptions.**
- Students who arrive late for an examination may still be admitted into the exam room, depending on the time of your arrival and the reason why you are late. You **must** go straight to your designated exam room or speak to the Examinations Officer immediately on arrival. Although you may be permitted to start the examination, it will be the decision of the Exam Board as to whether your paper will be marked, depending on how late you are for the examination.

## THINGS YOU SHOULD/SHOULD NOT HAVE IN EXAMS

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be **black ink or black ballpoint**. No blue ink, gel or highlight pens are allowed and no form of correction fluid.
- For Mathematics and Science exams, and any other subject which requires the use of a calculator, students must make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers/lids or instructions and make sure batteries are new. **And most importantly, don't forget your calculator.**
- Please make sure that any watch alarms are turned off. You will not be allowed to wear electronic watches.

- Do not attempt to communicate with or distract other students.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules, the Exam Boards reserve the right to disqualify you from the examination.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device, including electronic watches) is found in your possession during an examination (even if it is turned off) you will be reported to the appropriate Exam Board. No exceptions can be made. The Exam Board may then disqualify you from the examination.
- Only clear plastic bottles containing water and with labels removed will be allowed into examination rooms. No food will be allowed in any exam room.

### **IN EXAM ROOMS, MAKE SURE YOU:-**

- Listen carefully to instructions and notices read out by the Invigilators.
- Check you have the correct question paper. When taking GCE examinations, it is more than likely that there will be several subjects taking place at the same time in your exam room. If you think you may have been given the wrong exam paper, please let the Invigilator know **immediately**.
- Read all instructions carefully and number your answers clearly.
- Students must stay in the examination room for the duration of their exam unit. However, as there may be several subjects taking place at the same time, your exam paper may finish before other students have finished their paper. If this is the case, the Invigilator will ask you to stop your exam at the designated time for your paper and you must then leave the room quietly so as not to disturb other students who are still working.

### **EMERGENCY PROCEDURES**

- If the fire alarm sounds during an examination the Invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are seated. You will be escorted to a designated assembly point. You must leave everything on your desk and should not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the Invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Exam Board detailing the incident.

### **INVIGILATORS**

- The school employs External Examination Invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards the Invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct and integrity of the examination. They will distribute and collect the examination papers, tell students when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination.

- If you have any problems during the examination, for example if you think you have the wrong question paper, you need extra paper or you feel unwell, please put your hand up and an Invigilator will come to your assistance.
- Please note that Invigilators cannot discuss the examination paper with you or explain the questions.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform the Examinations Officer/Sixth Form Office at the earliest possible point so we can help or advise you.
- Only in exceptional circumstances are students allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the student/parent and given to the Examinations 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 Examinations Officer which can be countersigned by your doctor or nurse.
- If you are not in an exam room by the timetabled start time, as soon as your absence has been reported, the Sixth Form Office or Examinations Officer will try to contact you by phone.
- **Students and parents are reminded that Governors will seek to recoup the exam entry fees should a student fail to attend an examination without good reason and without informing the College.**
- **PLEASE NOTE THAT MISREADING THE TIMETABLE WILL NOT BE ACCEPTED AS A SATISFACTORY EXPLANATION OF ABSENCE, AND NEITHER WILL OVERSLEEPING!**



# **COURSEWORK ASSESSMENT UNITS**

## **GENERAL INFORMATION**

- For subjects that have a coursework assessment unit, please read the 'Notice to Candidates' issued by the Joint Council for Qualifications (JCQ) which is given under Appendix 2 at the end of this booklet.
- All work must be your own and once you have signed the Candidate Record Form, which will be attached to your coursework, you are confirming that you have adhered to the rules and regulations. If your work is then found to contain any copied material that is not correctly referenced, this is deemed as plagiarism.
- The consequences of plagiarism (copying coursework) are listed on the JCQ notice and range from your work being awarded a mark of zero to you being disqualified from all subjects.
- Remember to put any wording from a publicised source in quotation marks and remember that you must give detailed references and include a bibliography.
- Look after your coursework and do not leave it lying around, you put many hours of work into this so you do not want to lose it.

**AS YOU CAN SEE, IT IS EXTREMELY IMPORTANT THAT YOU MAKE SURE YOUR WORK IS YOUR OWN AND IS PROPERLY REFERENCED.**

# AFTER THE EXAMINATIONS

## NOTIFICATION OF RESULTS

- **Summer 2016 Exam Results**. Results will be available for collection from Lytham Sixth Form College on **Thursday, 18<sup>th</sup> August 2016**, as follows:  
  
Year 13 : 8:00 a.m. – 11:00 a.m.  
Year 12 : 9.30 a.m. – 11.00 a.m.
- If you would like another person (including family members) to collect results on your behalf, you can give your written authorisation to the Examinations Office **before** the end of the summer term or give a letter to a responsible person who will collect your results on your behalf. They will need to bring proof of identification with them to enable us to release your results to them.
- If you would like your results posting home, please provide an **stamped addressed envelope** to the Examinations Office **before** the end of the summer term. **Please do not post a stamped addressed envelope to College over the summer holidays.**
- **Results will not be given out by telephone under any circumstances.**

## POST-RESULTS ENQUIRIES

- Post results services are offered by the Exam Boards when you have a query about your results. There are very strict deadlines for applications for any of these services and you will need to refer to the Post Results Services information which will be included in your results envelope for these specific dates.
- If you need post-results advice, please speak to the Examinations Officer on Results Day. Please also see the Appeals Policy in this booklet.
- Year 13 students can request a Priority Review of Marking (Re-mark) in the Summer season. This service is provided for students who may have a University place resting on the outcome of the review. The **Priority Review** must be applied for by **Friday, 26<sup>th</sup> August** and the review will be completed 18 days of the Exam Board receiving your request. The cost will be approximately £45.
- You can request a Review of Marking (Re-mark) of your script when a Chief Examiner looks at your exam paper and makes sure the original Examiner has followed the correct procedures in marking your work – approximate cost £35 per subject.
- You can request a priority photocopy of your written paper. Please contact the Examinations Officer within 5 working days from the receipt of your results if you wish to proceed with this service.
- You can request the return of your original script. You would need to obtain a 'Return of Original Script' form from the Examinations Office before the end of September. The Exam Boards make a charge for this service of approximately £10.

## RE-SITS

- Re-sits are only available in the Summer exam season.
- If you and your subject teacher decide that you need to re-sit a unit, you must complete a re-sit form which will be available from the Examinations and Sixth Form Offices from January. Applications for re-sits must be returned by the date shown on the form.
- Before applying to re-sit an exam unit, you should discuss this with your subject teacher.

## CERTIFICATES

- GCE A2 certificates for Year 13 will be posted home to the last known home address held by Sixth Form by **Recorded Delivery**, therefore, please make sure your details are up to date with College.

# APPEALS POLICIES

## EXTERNALLY ASSESSED PAPERS (WRITTEN EXAMS)

- It is possible to request a Review of Marking (Re-mark) of examination scripts immediately following the issue of the provisional results for each exam season. This facility is provided by the Exam Boards for students who feel their papers have not been marked correctly.
- Before requesting a Review of Marking students should be aware that there could be three possible outcomes:
  - i) the grade could go up;
  - ii) the grade could stay the same (even if the UMS may change slightly);
  - iii) the grade or UMS could go down.
- In general, it is recommended that a Review of Marking is only requested if students are within a few UMS of the next grade up, however, there have been rare occasions when results have changed considerably more.
- Year 13 students requiring a prompt decision in August, because they are awaiting University clearance, can request a **Priority Review of Marking**. This must be applied for within 5 working days from receipt of A Level results and, if any student wants to proceed with this post-result enquiry, you must either speak to Mrs. Astley-Jones **on results day or no later than Friday, 21<sup>st</sup> August 2015**. Priority Reviews cannot be accepted after this date. The cost of a Priority Review will be in the region of £45 per unit.
- For AS Level students or A Level students who are not awaiting University clearance, you could request a Non-priority Review of Marking which would cost in the region of £35 per unit.
- If a grade is changed following a Review of Marking, the fee will be reimbursed. The Exam Boards will not reimburse the money if there is only a change in the UMS.

## COURSEWORK

- An appeal can be made to the school via the Examinations Officer concerning the **procedures** undertaken for the internal **assessment element (coursework)** of a subject. Appeals of this nature do not apply to the grade awarded for an internally assessed component, but to the procedures used by the school in arriving at an internal assessment decision.
- If you wish to make an appeal on internal assessment of coursework, you would need to complete a form available from the Examinations Officer **at least two weeks before the date of the final written examination paper in that subject**. An appeal will be resolved by the date of the final written examination paper of that session.
- If your query is regarding your **coursework result**, it is not possible to request an individual re-mark. You will need to speak to your teacher and if he/she agrees that there has been a change to the original marks submitted to the Exam Board and want to dispute the alteration, the school would have to appeal for re-moderation of the whole cohort for that particular subject. This option is expensive and would cost the school in the region of £160 and, therefore, must be agreed with your teacher and the Head of Subject.

# **MALPRACTICE**

## **GCE WRITTEN EXAMS AND COURSEWORK**

Malpractice means any act or practice which is in breach of the exam regulations issued by the Joint Council for Qualifications and given under Appendices 1 and 2, for example:

### **Ignoring the instructions or advice of an Invigilator**

- For example, before every exam the Chief Invigilator will remind you that you must not have a mobile phone in your possession during an examination. If you ignore this instruction and your mobile phone rings during the course of the exam and it is found to be in your pocket, you will be reported to the Examinations Officer who in turn will have to send a report to the Exam Board.
- The likely outcome of this breach is that you will be disqualified from that exam.

### **Plagiarism or unacknowledged copying**

- If you are found to have copied work from a published source or another student whilst completing your Coursework Assessment, the outcome will depend on whether you have signed the Candidate Declaration sheet for that subject. You will usually be asked to sign the declaration sheet when finally submitting Coursework Assessment to your teacher.
- If your teacher suspects that you have copied work before you have signed the declaration sheet, the matter will be dealt with internally.
- If the plagiarism is identified after you have signed the declaration sheet, the Exam Board will request a full report into the suspected malpractice and may disqualify your Coursework Assessment submission.

## **FREQUENTLY ASKED QUESTIONS**

### **Q. Why do I need to check the details on the Statement of Entry & Timetable?**

- The details on your Statement of Entry and 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 in the future.
- It is also essential that you check that the subjects and units of entry are correct and that nothing is missing.

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

- The Examinations Officer 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 short break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

### **Q. What do I do if I forget my Seat Number?**

- Seating plans will be displayed inside and outside the exam rooms showing seat numbers. Alternatively, Invigilators will be able to help you find your seat.

### **Q. What do I do if I forget my Candidate/Exam Number?**

- Candidate numbers are printed on the desk labels which will be placed on your individual desk for each examination.

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

- The Centre Number is **46443**. It will be clearly displayed in the examination rooms. You will need to write this on the front of your examination papers.

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

- Invigilators will ask you to check that you have been given the correct paper 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 have an accident or am ill before the exam?**

- Inform the Examinations Officer/Sixth Form Office 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, 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 the school to make an appeal for Special Consideration on your behalf (see below).

### **Q. What is Special Consideration?**

- Special Consideration is applied for if you have been disadvantaged whilst taking examinations or during preparation of coursework.
- The allowance for Special Consideration is from 0% (consideration given, but addition of marks considered inappropriate) to 5% (reserved for exceptional cases)

only). You should be aware that any adjustment is likely to be small and no feedback is provided.

- Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis.
- The Examinations 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 if this may have affected your performance.

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

- Provided you are not more than 30 minutes late, it **may** still be possible for you to sit the examination. If you are late, you should get to your designated exam room as quickly as possible. You must let the Invigilator know that you have arrived and enter the examination room **as quietly as possible**. It may not be possible to allow you any extra time if you start the examination late.
- If you are over 30 minutes late, the College must inform the Exam Board and it is possible that they may decide not to accept your work.
- It is, therefore, very important that you ensure that you allow yourself enough time to get to your designated exam room so that if you are delayed (e.g. through transport problems) you will still arrive on time.
- If you are not in an exam room by the timetabled start time, as soon as your absence has been reported by the Invigilators, the Sixth Form Office or the Examinations Officer will phone your parent / guardian reporting your absence.

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

- **NO**. Timetables are regulated by the Exam Boards and Joint Council for Qualifications and you must attend on the given date and time.

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

- For most exams you should bring at least 2 pens (**black ink only**).
- For some exams you will need a calculator (Maths/Sciences), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, set texts (e.g. for Drama).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.
- A certain amount of equipment will be available from Invigilators during exams, but these are for emergencies and you should not expect all equipment to be provided in the exam room.
- **You will not be able to borrow calculators.**

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

- Mobile telephones/MP3 players/iPods/electronic watches, or any other electrical device, must not be taken into the exam room even if they are turned off.
- Only material that is listed on question papers 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 appropriate Exam Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags, coats and any other items not permitted under examination regulations must be left in the care of the Invigilators at the front or side of the room. Do not bring any valuables into school with you when you attend for an examination.
- Food is not allowed in the exam room.

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

- Being in possession of a mobile phone (or any other electronic communication device, e.g. iPod, headphones) is regarded as cheating and is subject to severe penalty from the Exam Boards:

The minimum penalties are as follows:

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

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

Phone rings during the exam **wherever it is in the room** the Exam Board must be informed and you **may be disqualified from all papers for the subject (including any already taken in that particular subject).**

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

- The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

- **NO.** It is not College policy to allow candidates to leave the exam room early, as this is disruptive to other candidates.

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

- 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 candidates during the evacuation.

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

- Only if it is absolutely necessary. You will be escorted by an Invigilator and will not be allowed any extra time. If you have a medical condition that requires you to have access to the toilet, please bring written confirmation briefly describing your condition to Mrs. Astley-Jones.



**Q. Can I re-sit A Level exam units?**

- Yes, but only in the Summer exam series.
- Before applying to re-sit an exam unit, you should discuss this with your subject teacher.
- To apply for a re-sit you will need to complete a re-sit form which will be available from January in the Sixth Form and Exams Offices and must be returned by the deadline date shown on the form.

## APPENDIX 1



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates

#### For written examinations – effective from 1 September 2014

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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device.</li> </ul> <p>Any pencil cases taken into the exam room must be see-through.</p> <p><b>Remember:</b> 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.</p>
5	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You <b>must not</b> write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	You <b>must</b> write 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• if the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> 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.
<b>E Advice and assistance</b>	
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: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. 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.

## **APPENDIX 2**



**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

**Information for candidates**

**GCE, ELC and Project qualifications - coursework assessments**

**This document tells you about some things that you must, and must not do when you are completing coursework.**

**Before 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 or lecturer.

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, pg.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 12 February 2015.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

**If you copy the words or ideas of others and don't 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 and should not be included.

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, 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. 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 don't need.

Don't be tempted to use essays from on-line essay banks — 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 essay 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.

Your awarding body will decide which penalty is appropriate.

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

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