



# A GUIDE TO EXTERNAL EXAMINATIONS FOR STUDENTS & PARENTS



**School Telephone No: 01253 733192**  
**Exams Office Direct Dial No: 01253 667317**

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# **INTRODUCTION**

It is the aim of LSA Technology & Performing Arts College to make the examination experience as stress-free and successful as possible for all candidates. Hopefully, this booklet will prove to be informative and helpful for both students and parents.

The Exam Boards set down strict criteria which must be followed for the conduct of all external examinations and LSA Technology & Performing Arts 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 Assessments.

Some of the frequently asked questions 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**

Direct Dial Telephone No: **01253 667317**

The School Telephone Number is: **01253 733192**

***GOOD LUCK AND BEST WISHES FOR THE VERY BUSY TIME AHEAD OF YOU!!***

# **BEFORE THE WRITTEN EXAMINATIONS**

## **CANDIDATE NAME:**

- You are entered for examinations under your legal name, which will be shown on your Statement of Entry, Exam Timetable and on your Exam Desk label.

## **CANDIDATE NUMBER/EXAM NUMBER:**

- Each student has an individual four-digit candidate/exam number which will be shown on your Statement of Entry, Exam Timetable and your Exam Desk label. You will need to enter your candidate/exam number on all examination papers.

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

- On your Statement of Entry and Exam Timetable you may notice that you have been allocated a UCI (12 numbers and 1 letter) which is used for administration purposes and it is not necessary for you to include this number of your examination papers.

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

- In addition, you also have a ULN. This number should follow you throughout your education and again, it is not necessary for you to include this number of your examination papers.

## **EXAM BOARDS:**

- LSA Technology & Performing Arts College uses the following Exam Boards – AQA, Pearson (Edexcel), OCR and WJEC (Eduqas). If you look at the provisional 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 Pearson (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.com](http://www.edexcel.com)

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

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

## **JOINT COUNCIL FOR QUALIFICATIONS (JCQ) – RULES & REGULATIONS**

- At LSA Technology & Performing Arts College we have to adhere to the rules and regulations issued by the JCQ. Please read the separate information notices that are included within this booklet, which are:
  - Information for candidates: Controlled Assessment (see pages 6 & 7 following the section regarding Controlled Assessment).
  - Information for candidates for written examinations (see page 14 following the section entitled 'During the Examinations').

## STATEMENT OF ENTRY:

- You will receive a Statement of Entry via your Form Tutor from the Exams Office before Easter that will show all the qualifications for which you have been entered and will receive a result for in Summer.
- For subjects with tiers of entry you will need to check that you have been entered for the correct level. Any queries with regard to the level of entry should, in the first instance, be directed to your Subject Teacher/Head of Subject.
- Your personal details must also be checked, including the spelling of your name (your full legal name will be used) as this will appear on all your certificates. Please return your Statement of Entry to the Exams Office with amendments clearly marked on it if there are any alterations that need to be made, by the deadline date shown on the Statement of Entry.

## INDIVIDUAL EXAM TIMETABLES

- You will receive an Individual Exam Timetable via an attachment to a text message and viewable of the MyEd school app which will be sent to your parent/guardian.
- If you would like a paper copy of your timetable, please contact the Exams Office.
- Your Individual Exam Timetable will show the date of each exam, the start time, the Exam Board, component codes, component titles, how long the exam will last, which room you need to go to and your seat number.
- The provisional timetable for Summer 2017 is available on the school website. Please refer to your Individual Exam Timetable for confirmation of your exam dates.
- When looking at the provisional timetable, a few candidates may notice they have a clash where two subjects are timetabled at the same time. The clash will be resolved by the Exams Office when organising your Individual Exam Timetable. On some occasions this may result in students requiring lunchtime supervision. If this is the case, the Exams Office will inform you by post when issuing your Individual Exam Timetable.
- When you receive your individual timetable – **check it carefully**. If you think something is wrong please inform the Exams Office on Lennon corridor **as soon as possible**.

# **DURING THE EXAMINATIONS**

## **EXAMINATION REGULATIONS**

- Copies of the JCQ Information to Candidates notices are given at the end of this booklet and will be displayed outside each exam room. All candidates must read these notices carefully because if you break any of the examination rules or regulations this could lead to disqualification from one or all subjects. The school must report any breach of regulations to the Exam Board for that examination.

## **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 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.
- 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.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Examinations Officer and/or members of the Senior Leadership Team.

## **ATTENDANCE AT EXAMINATIONS**

- Candidates are responsible for checking their own timetable and arriving at their allocated exam room on the correct day, at the right time, be properly dressed and equipped.
- Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your 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.**
- Candidates who arrive late for an examination may still be admitted into the exam room, depending on the time of arrival in school 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 in school. 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.

## WHAT YOU NEED TO REMEMBER FOR EACH EXAM

- **Mobile phones and smartwatches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone, smartwatch (or any other type of electronic communication or storage device) 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. If you do bring a mobile phone into school, you must make sure that it is switched off (not just switched to silent) and left in your bag. **It is your responsibility to make sure this rule is followed.**
- Pens should be **black ink or black ballpoint**. No other coloured pens are allowed when answering questions on your exam paper, including gel or highlight pens and you must not use correction fluid. You can, however, use a highlighter on the question to emphasise any points that you feel are relevant. Pencils should only be used where appropriate when completing diagrams/graphs. If you make a mistake you should cross through the work you do not want to be marked.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the Invigilators at all times. You must use either a transparent pencil case or a clear plastic bag.
- 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.**
- You can bring in a bottle of water to put on your exam desk, but only clear plastic bottles containing water are allowed and labels must be removed. No food will be allowed in any exam room.
- You must wear full school uniform when sitting your examinations. This includes rules on footwear and jewellery. If you are inappropriately dressed for your exams, you may not be allowed to enter the exam room.
- Do not attempt to communicate with or distract other candidates.
- Listen carefully to instructions and notices read out by the Invigilators.
- Check you have the correct question paper when handed out by the Invigilators – check the subject and tier of entry as there can be several different exams taking place in each room.
- Read all instructions on the front of your question paper carefully and number your answers clearly.
- Make sure your writing is legible and do not draw graffiti or write offensive comments on examination papers or the Examiners may refuse to mark your paper.

- Candidates must stay in the examination room for the full duration of the exam. You will not be allowed to leave an examination room early. If you have finished the exam, use any time remaining to check over your answers.
- At the end of the examination all work must be handed in. Ensure that you have put your legal name and candidate (exam) number on your answer booklet. If you have used more than one answer book or loose sheets of continuation paper, ask for a treasury tag from the Invigilators to enable you to fasten the papers together in the correct order, or put additional answer booklets inside the front cover of your original booklet. Make sure you have also clearly written your name and exam number on any additional paper.
- 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 and there may be other students still working.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.

## **EMERGENCY PROCEDURES**

- If the fire alarm should sound 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 talk or 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 Exam Board detailing the incident.

## **PERSONAL DIFFICULTIES DURING EXAMINATION TIME**

- If you experience any personal difficulties during an examination season, such as breaking your arm the day before you are due to sit your English exam, you feel unwell during your examination or you have a family bereavement, you will need to report these circumstances to the Examinations Office as soon as possible.
- If it is felt that your problem has disadvantaged you on the day of exam, a case for special consideration can be applied to the Exam Board.
- Special Consideration can be applied for if you have been disadvantaged whilst taking examinations.
- 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 is affected by adverse circumstances beyond their control.



- The Examinations Office 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.

## **ABSENCE FROM EXAMINATIONS**

- If you are not in an exam room by the timetabled start time, your parent / guardian will be contacted by telephone to report your absence.
- If you are absent due to a illness, please inform the Examinations Office of your condition at the earliest possible point so we can help or advise you.
- Only in exceptional circumstances are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the student/parent and given to the Examinations Office 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 Office which can be countersigned by your doctor or nurse.
- **Parents and students are reminded that Governors will seek to recoup the cost of exam entry fees (approximately £35.00 per subject) should a candidate fail to attend an examination without good reason and without informing the school. PLEASE NOTE THAT MISREADING THE TIMETABLE WILL NOT BE ACCEPTED AS A SATISFACTORY EXPLANATION OF ABSENCE, AND NEITHER WILL OVERSLEEPING!**

# AFTER THE EXAMINATIONS

## RESULTS DAY

- Results will be available for collection from school on **Thursday, 24<sup>th</sup> August 2017 between 8.30 – 11:00 a.m.**
- On Results Day you will receive a Statement of Results – this is not your Certificate (see below).
- If you are unable to come into school on Results Day you can either allow another person (including a family member or friend) to collect your results on your behalf, but you **MUST** give your written authorisation to the Examinations Office before school closes for the summer, or give a letter to the person who will collect your results on the day. They must 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 a **stamped addressed envelope** to the Examinations Office **before** the end of the summer term. **Results will not be posted home** without the provision of a stamped addressed envelope.
- **Results will not be given out by telephone under any circumstances.**

## POST-RESULTS ENQUIRIES

- There will be information regarding post-results enquiries provided in your results envelope. If you need further advice, please speak to the Examinations Officer.

## RECEIVING YOUR CERTIFICATES

- A Presentation Evening will take place in November when you will be issued with your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- Students who are unable to attend Presentation Evening will be able to collect their certificates from the Examinations Office after this event. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- LSA Technology & Performing Arts College is only obliged to keep uncollected certificates for a period of **one year** after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate Exam Board. This will require proof of identity (such as a birth certificate) and a substantial fee charged per Exam Board. You are, therefore, urged to collect your certificates at the Presentation Evening or as soon as possible thereafter and to keep them safe.

# APPEALS POLICIES

## **EXTERNALLY ASSESSED PAPERS / WRITTEN EXAMS PAPERS**

- When you receive your exam results, it is possible to request a review of marking for exam papers written under examination conditions, immediately following the issue of provisional results.
- This facility is provided by the Awarding Bodies for students who feel their papers have not been marked correctly. The Awarding Bodies make a charge of approximately £45.00 per subject to carry out this request, however, should your grade increase the fee will be reimbursed.
- Further information regarding this service will be made available on Results Day.

## **CONTROLLED ASSESSMENT / NON-EXAM ASSESSMENT**

- An appeal can be made to the school via the Examinations Officer concerning the procedures undertaken for the internal assessment element 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 controlled assessment, 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.
- The Awarding Bodies will also accept a request for a review of moderation following the issue of results. However, this service is not available to an individual candidate and can only be applied for via the Head of the Subject in question.

# **MALPRACTICE**

Malpractice means any act or practice which is in breach of the exam regulations issued by the Joint Council for Qualifications and given at the end of this booklet, 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 or is found on your person during the course of the exam, 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 Controlled Assessment/Non-exam 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 work 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 work from this section of the assessment.

## **FREQUENTLY ASKED QUESTIONS**

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

- The details on your Statement of Entry 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 tiers of entry are correct and that no subjects are missing.

### **Q. What do I do if there's an exam time clash on my Statement of Entry/Timetable?**

- The Examinations Office 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 contact the Examinations Office.

### **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 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. Do I have to wear school uniform when sitting exams?**

- **YES**. Normal school regulations apply to uniform, footwear, jewellery, make-up, etc. You may be asked to remove any inappropriate jewellery, in particular if you wear multiple bracelets or electronic watches.

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

- The length of the examination is shown 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. What equipment should I bring for my exams?**

- For most exams you should bring at least 2 black pens.
- For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens).
- 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.

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

- Mobile phones/smartwatches/MP3 players/iPods, or any other electrical or data storage device, must not be taken into the exam room.
- Do not have any notes in your pockets.
- 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 exam or the subject concerned.**
- Bags, coats and any other items not permitted under examination regulations must be left at the front or side of the room, as directed by the Invigilators. Do not bring any valuables into school with you when you attend for an examination.
- No food is allowed in the exam room.

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

- Being in possession of a mobile phone (or any other electronic communication or storage device) 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** (including in your bag) the Exam Board must be informed and you **may be disqualified from all papers for the subject.**

**Q. What do I do if I think I have been given 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. Can I leave the exam early if I have finished?**

- **NO.** It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates and you should use the full time given to check your work if you think you have finished.

**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 describing your condition to the Examinations Office before the exam season starts.

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

- The 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. If I have more than one exam on a day in June (when study leave has started) can I get lunch at school?**

- Students who have examinations 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 have an accident or am ill before the exam?**

- Inform the Examinations 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 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. 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 Examination 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. If I'm late can I still sit the examination?**

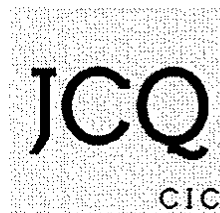
- Provided you are not more than 30 minutes late, it **may** still be possible for you to sit the examination. If you are late, you should get to school as quickly as possible and either go straight to your designated exam room or go to the Examinations Office as soon as you have arrived in school. You **must not enter** an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.
- If you are over 30 minutes late, the school 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 school 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, your parent / guardian will receive either a text message or a phone call 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.





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

**AQA, CCEA, OCR, Pearson and WJEC**

**Information for candidates – GCSE controlled assessments**

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

**When you submit any work 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.

Controlled assessment will provide you with 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".**

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 5 February 2017.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer 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: 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 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, 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 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 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 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.

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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**Information for candidates**  
**For written examinations – effective from 1 September 2016**

**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, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p><b>Any pencil cases taken into the exam room must be see-through.</b></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 clearly and in black ink.<br>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 if: <ul style="list-style-type: none"> <li>• 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>• 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 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.  |

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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.**