



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*

EXAM REGULATIONS AND GUIDANCE FOR STUDENTS, PARENTS & CARERS 2018 - 2019



Mrs J Harrold
Examinations Manager
Mrs K Collier
Examinations Assistant

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Abbeyfield School

Introduction

It is the aim of Abbeyfield School to ensure that examination experience is stress free and successful for all candidates.

This booklet provides regulations, advice and guidance and will prove informative for you and your parents/guardians. There are separate regulations for examinations, coursework and non-examination assessments which will happen at different points during courses.

Please read the booklet carefully and discuss it with your parents/guardians so that you know the regulations and in the event of any problems occurring you know the procedures to follow.

The Awarding Bodies (also referred to as Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Abbeyfield School is required to follow them precisely. You should therefore pay particular attention to the regulations that are printed at the back of the booklet (see Appendices).

Some frequently asked questions are covered in this booklet; however if there is anything you do not understand or any question that has not been addressed, please ask.

If you or your parents/guardians have any queries or need help or advice at any time before, during or after the examinations, please contact:-

Examinations Manager:	Mrs Harrold
Examinations Assistant:	Mrs Collier
Assistant Principal (Progress KS4):	Mrs Parker
Assistant Principal (Progress KS5):	Mr Whitmore
Head of Post 16:	Mrs Dedman
School Telephone Number:	01604 763616

Good Luck



**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.

BEFORE THE EXAMINATIONS

EXAM TIMETABLE

- All candidates will receive an individual Exam timetable from school indicating the subjects they are being entered for and the levels of entry (where applicable). Some subjects have no tier of entry, some have Foundation or Higher tiers. The document also shows details of the date, time and duration of your exams. You must check everything on your timetable very carefully. If you have a problem please see Mrs Harrold or Mrs Collier in the Exams Office immediately.
- Check that all your personal details are correct (date of birth, spelling of names) as these will appear on certificates. The name on your certificates should be your legal name, not your preferred or 'known as' name.
- Some candidates may have an exam clash. This is where there are two or more exams timetabled on the same day and at the same time. You must inform the Exams Office immediately if you have an exam clash so that arrangements can be made for these exams to take place in accordance with JCQ regulations.
- Your documents also show your candidate number. This information will be required in each of your examinations/assessments at Abbeyfield School.

CANDIDATE NAME

- Candidates are entered under the name format of:

Forename (legal) + Middle initials + Surname (legal) eg. Angela B Jones

CANDIDATE NUMBER & CANDIDATE CARDS

- Each candidate has a four digit candidate number. This number appears on your exam timetable. It will be used in all examinations and assessments at Abbeyfield School.
- At the beginning of each exam you will be asked to write your name, candidate number and centre number on your question/answer book. It is vital that you complete this information clearly and in BOLD letters. Failure to do so may mean your exam paper cannot be identified as yours and therefore may not be marked.
- Abbeyfield School's centre number is **27228**. You will have a candidate identification card on your exam desk giving you the information you need. These cards must not be tampered with or removed from the Exam Room as they will be used for all your examinations. Please ensure that you complete all information required on your question/answer book as it appears on your candidate card (you must write your Legal Name).

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

- Make sure that you know exactly when your exams are, especially whether they are morning or afternoon. All dates and times can be found on your timetable.
- Ensure that you read, fully understand and follow **ALL** Examination Regulations and Procedures. They will be available on the school website and copies are included in this booklet. Candidates who break these regulations **will** be reported to the Awarding Bodies. The outcome to a breach in the regulations may result in disqualification from a particular paper, subject or Exam Board.
- You need to make sure that you bring **ALL** relevant equipment for each exam, e.g. a calculator for those subjects requiring one (Business, Geography, Maths and Science exams). No calculator lids are allowed so they must be removed before entering the exam room. Please make sure you also bring pens (**black ink or ball point pens**), pencils, eraser, ruler, compass, protractor and a sharpener in a **clear** pencil case or plastic bag. These items should be placed on your exam desk so that they are clearly visible at all times during the exam.

**YOU MUST NOT USE CORRECTING FLUID/PENS,
HIGHLIGHTERS OR GEL PENS IN YOUR ANSWERS.**

ATTENDANCE AT EXAMINATIONS

TIMINGS

Be outside your exam room at least 15 minutes before the start of the exam.

Morning exams:	8.45am	-	exams start promptly at 9.00am
Afternoon exams:	1.15pm	-	exams start promptly at 1.30pm

Exam Venues are displayed on the Exam Board outside the Conference Room

- Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, in full school uniform and fully equipped. Candidates must arrive at least 15 minutes before the start time of every examination and must wait quietly outside the exam room until they are invited to enter by the Examination Invigilators. Ensure you allow enough time to get to school so that if you are delayed for any reason e.g. missed bus, heavy traffic etc., you will still arrive in good time. *Remember that staff often run Breakfast Clubs or revision sessions prior to exams.*
- You may **NOT** be able to have the full time allowance if you arrive late for any of your exams. If you arrive more than 30 minutes after the start of an exam a decision will be made whether you will be able to sit it.
- You should line up outside the Exam Room/Sports Hall in a quiet and orderly manner. There may be more than one exam taking place at the same time in the Exam Room/Sports Hall and therefore your cooperation is necessary to ensure that seating

can be done efficiently within the shortest amount of time. It also ensures that you receive the correct exam paper.

- Copies of the seating plan will be posted outside the exam room. Check the seating plan and make sure you know where you are seated before you enter the exam room. Once inside the room JCQ Exam Regulations apply and you **MUST** be silent. If there is any communication between students it will be assumed that you are cheating and will be treated accordingly. You must not talk or communicate non verbally with other students until the exam has ended and you have left the exam room.
- **UNDER NO CIRCUMSTANCES** are you allowed to keep your bags/coats with you during an exam. You must leave them in the designated area before going into the exam room. If a student fails to comply with this rule they will be refused entry to the exam room.
- **MOBILE PHONES**



We cannot stress enough how important it is **NOT TO BRING MOBILE PHONES INTO THE EXAM ROOM.** Anyone caught with a mobile phone (whether switched off or not) will be severely reprimanded by the appropriate Exam Board. You may be disqualified from that exam and also any other exams. If you bring a mobile phone to an exam you **MUST** ensure it is switched off and hand it in to an invigilator outside the exam room for safe-keeping until the exam has finished.

THIS RULE APPLIES TO ALL MOBILE PHONES EVEN IF THE PHONE IS TURNED OFF.

- **OTHER ELECTRONIC DEVICES**
You must not take any electronic or radio communication device with any potential technological/web enabled sources of information or any other product with storage facilities into the exam room such as Smart watches, iPods/iPads, MP3/4 players, Electronic Tablets, CD Walkman, pager. Anyone found with unauthorised material will be severely reprimanded by the appropriate Exam Board. You may be disqualified from that exam and also any other exams.
- You are allowed to bring a clear bottle of **still water** into the exam room. **Labels must be removed from bottles before entering the exam room.** The bottle should be placed on the floor next to your desk. You are **NOT** allowed to bring the following items:-
 - Canned or cartons of drinks
 - Fizzy drinks
 - Chewing gum
 - Sweets or any other food

- You are not allowed to leave the exam room until the specified end time of the exam even if you have finished, so please do not ask! If you finish early use the time to re-check your answers, spelling, punctuation, grammar etc. You must remain silent and must not distract other students or attempt to communicate with any other students.
- **If you wear a wrist watch you MUST make sure that any alarms are turned off and the watch is placed on your desk so that it is visible to the invigilators.**
- Do not write on the examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on your examination papers – if you do, the examination board may refuse to accept your paper. Most examination papers are scanned by computers, so any graffiti or comments may stop your answers from being scanned properly and could affect the outcome of your results.
- Do not draw or write on yourself. This could be seen as an attempt to cheat and will be treated accordingly.
- Listen carefully to the instructions and notices read out by members of staff and 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 paper.
- Read all questions carefully and number your answers clearly.
- At the end of the examination all work must be handed in – remember to cross out any rough work you do not want to be marked with a single line. Remember to complete your name, candidate number and centre number on **all** additional answer sheets used and insert them into the front of the answer book.
- Invigilators will collect ALL 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 been dismissed and **left the room**.
- Question papers, answer booklets and additional paper must NOT be removed from the exam room.
- Remain seated in silence until told to leave the examination room. Please leave in silence and show consideration for other candidates who may still be working.

INVIGILATORS

- Abbeyfield School employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject specialist teachers may be present at the start of the examination

- Invigilators are in the exam rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, give out instructions relating to the exam, hand out extra writing paper if required and deal with any problems that occur during the examination, for example: if a candidate is feeling unwell.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators, the Exams Manager or members of the Senior Leadership Team.

ABSENCE FROM EXAMINATIONS

- If you experience difficulties during the examination period (eg; illness, injury, personal problems), please inform the Exam Office, your Form Tutor or Head of Year at the earliest opportunity so that we can help or advise you.
- If you miss an exam you will **NOT** be able to do it again. If you are ill and cannot take the exam, you **MUST** telephone the school immediately and leave details for the Exams Office. You **MUST** provide a sick note/letter from your doctor or self-certification form. A self-certification form can be obtained from the Exams Office. This must be countersigned by your doctor or nurse. Medical evidence must be provided within 3 days of the missed exam or we cannot take any action for you.

If you do not have a genuine reason for missing an exam you will be charged for that exam (see costs). Failure to pay for missed exams may lead to your results being withheld.

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

If you or your parents/guardians have any queries regarding your exams you must forward them to the Exams Office.

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AFTER THE EXAMS

RESULTS

- Students will be issued with a Statement of Results during normal school hours for exams taken in November.
- For exams taken in May/June, students are invited to come into School to collect their results on the relevant date in August (see Important Dates).
- **Results will only be issued to the student named on the Statement of Results.** If you are unable to collect your results, due to holidays etc., you must give the Exam Office a large envelope (C4 size) which should be self-addressed and stamped with sufficient postage to cover a large 1st class letter. This should be done by the end of June. Results documents will be posted at the end of the relevant results day. It is your responsibility to ensure that the correct postage is attached to the envelope.
- Exam Office staff **CANNOT** issue results by telephone, fax, email or text under any circumstances.

REVIEW OF MARKING

- If you are unsure or have any questions about your results, in the first instance you should speak with the relevant Director of Learning or Subject Leader who will be available on Results day.

After this, if you still have concerns about your results contact Mrs Harrold or Mrs Collier in the Exam Office. A decision will then be made whether to request a Review of Marking. This should be done as soon as possible in order to meet the result enquiry deadline (within 5 days of results day if a Higher Education place is at stake – GCE exams only). *You will be required to pay a fee for this service.*

Review of Marking deadlines will be issued with your Statement of Results in August.

CERTIFICATES

- **Certificates will only be issued to the student named on the Certificate.**
- We **DO NOT** post certificates to students as there is the potential for them to get lost or damaged. Replacement certificates cost approximately £45 each and have to be obtained from the relevant Exam Board.
- Certificates will be available for collection from school from 18th November 2019. You will need to bring proof of identification when collecting certificates. Please ring the school prior to your visit so that the certificates can be made available at school reception.
- Uncollected Certificates will be kept in school for 3 years.

INSTRUCTIONS FOR A FIRE ALARM DURING THE EXAMS

We hope that the fire alarms DO NOT go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

- Should the fire alarm go off, firstly do not panic.
- You will be asked to stop writing and close your question/answer papers. The time will be recorded.
- When asked to do so you must leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room. **YOU MUST STILL NOT COMMUNICATE WITH ANY OTHER STUDENTS IN ANY WAY.**
- When you leave the room you **MUST** be at least one metre away from the students in front and behind you.
- You will be taken to the designated assembly area. You will be kept separate from the rest of the school. **YOU MUST REMAIN SILENT AND NOT COMMUNICATE** with anyone as you are still under exam conditions.
- When you return to the exam room do not start writing until the invigilator tells you to do so.
- Any time lost during a fire alarm will be noted and added to the end of the exam to ensure you get the full time allowance for that exam.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC

IMPORTANT DATES

A Level Results Day: (results available 9.00am-11.00am)	Thursday 15th August 2019
GCSE Results Day: (results available 9.00am-11.00am)	Thursday 22nd August 2019
Certificates:	Collect from 18th November 2019

COSTS

Missing a GCSE Exam:	£40.00
Missing an A Level Exam:	£80.00
* GCSE Review of Marking:	£42.00
* A Level Unit Review of Marking:	£47.00
** Request for Photocopied Script (A Level only):	£15.00
** Request for Return of Original Script:	£12.00

Please note: All costs above are approximate per component/unit as they differ between Exam Boards. You will be advised of the exact cost to you.

* If you wish to query the marks you receive for any of your exams you must first complete a consent form (available from the Exam Office). The completed form should be returned to the Exams Office with the correct payment before the deadline as shown above. Please be aware that when requesting a review of marking for an exam paper your mark could go down as well as up or even stay the same.

** If you request the return of an Original Script you can **NOT** then request a review of marking.

All cheques are to be made payable to **Abbeyfield School**.

FREQUENTLY ASKED QUESTIONS

Q Why do I need to check the details on my Exam timetable?

A You should check that the subjects and tiers of entry are correct and that you have been entered for all subjects. The personal details on your timetable will be printed on your certificates. If your personal details do not match your Legal Identification documents (birth certificate, passport etc.) it could cause you problems in the future when applying for further education or employment.

Q What do I do if I have a query with my Exam timetable?

A Contact the Exams Office as soon as possible so that any issues can be resolved.

Q I think there's a clash on my timetable. What should I do?

A Contact the Exams Office as soon as possible. The school will need to make arrangements and possibly re-schedule the papers (on the same day) where there is a clash of exams. Candidates will normally sit one paper then have a short break, during which they are supervised, and then sit the second paper. Candidates **must not** communicate with anyone outside the supervision room between the exams (this includes no mobile phones or internet access). It may be necessary to bring a packed lunch if you have exams in the morning and afternoon as you must remain in isolation and under supervision until all clash exams are completed. You will receive a letter confirming the arrangements that have been made for any exam clash at least one week prior to the date of the clash.

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

A If you feel a bit unwell you should come in and sit the exam. Inform the school at the earliest opportunity so we can help and advise you. If you are seriously ill, you will need to obtain medical evidence (from your GP or hospital) so that we can send it to the Exam Board. In the case of an accident which means you are unable to write, it may be possible to provide you with a Scribe (a person who writes your answers for you in the exam), but we will need as much prior notice as possible and Medical Evidence for the Exam Board.

Q If I miss an exam can I take it on another day?

A No. Timetables are set and regulated by the Exam Boards and you must attend on the given date and time.

Q What equipment should I bring to my exams?

A For all exams you should bring at least 2 pens (**Black** ink or ball point pens only). You will also need a calculator for some exams (eg. Maths/Science/Business/Geography), a ruler (30 cm marked with cm and mm), pencil, sharpener, eraser, compasses and protractor. You may need coloured pencils for D & T/Media exams. You must keep the equipment in a clear pencil case (or plastic bag). You are responsible for bringing your own equipment to all exams. You **MUST NOT** attempt to borrow equipment from another candidate during the examination. All of the items listed above can be purchased from the school shop.

Q What items are not allowed into the examination room?

A Only materials that are listed on question papers (eg Anthology) are 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 and coats are not allowed in the exam room and must be stored in the allocated place. Do not bring valuables into school when attending exams.

NO food is allowed in the exam room. You may have a clear bottle of still water (label removed) which should be placed on the floor next to your exam table.

Mobile phones must not be kept on your person, even if they are switched off. You will be given the opportunity to hand in your phone for safe-keeping prior to the exam. You must ensure it is switched off.

Q Why can't I bring my mobile phone, smart watch or ear phones into the exam room?

A Being in possession of a mobile phone, smart watch or any other electronic communication device eg. iPod, earphones etc. is a serious breach of exam regulations (it is regarded as cheating) and is subject to severe penalties from the Awarding Bodies. If found in possession of any of these items it WILL be reported to the relevant Awarding Body and it is likely that you will be disqualified from that paper. Do not leave mobile phones in your bags or coats. Hand them in for safe-keeping.

Q Do I need to wear school uniform?

A Yes, normal school uniform regulations apply to exams. This includes students who may not have been attending school prior to the exams.

Q How do I know how long the exam is?

A 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 and they will write the times on a board at the front of the exam room. There will be clocks in all exam rooms.

Q What should I do if I think I have been given the wrong paper?

A Invigilators will ask you to check that you have the correct question 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?

A No. You are not allowed to leave the exam room early as this is disruptive to other candidates. If you finish your exam early you are advised to spend the time checking your answers, spelling, punctuation and grammar, trying all questions, units and working out shown.

Q What should I do if I make a mistake in an answer?

A You should put a single line through the incorrect answer and then write your correct answer next to it. If you do not have enough space for your new answer ask an invigilator for additional answer paper. You will need to make sure you put your candidate details and question number on any additional answer paper used.

Q What should I do if I feel ill during the exam?

A Put your hand up and an invigilator will assist you. You must not leave the exam room unaccompanied.

Q May I go to the toilet during an exam?

A Only if it is absolutely necessary. Put your hand up and an invigilator will escort you. You must not leave the exam room unaccompanied. Candidates must go to the toilet one at a time. You will not get extra time.

Q I am on holiday when my results are due. How can I get them?

A If you are unable to collect your results, due to holidays etc., you should leave a large stamped, self-addressed envelope with the Exam Office. This must be done by the end of June. Results will be posted at the end of the relevant results day. It is your responsibility to ensure that sufficient postage is attached to the envelope. Alternatively, you may collect your results in person from the school reception after results day (before the school term resumes in September).

Exam Office staff CANNOT issue results by telephone, text, fax or email under any circumstances.

Q Do I have to wear School Uniform when I collect my results?

A No. As results days fall outside of term time, you are not required to wear school uniform.

Q I took some exams at another centre. How do I get these results?

A Abbeyfield School ask all other centres to provide us with exam results for our students in time for us to issue them on results days. This normally happens so we are able to give you all your exam results at one time. Occasionally this does not happen. If this is the case you will need to go to the centre where you sat your exams to collect your results.

Q I think my results are wrong. What should I do?

A If you believe your results are wrong, you should speak with the teachers available on results day, for advice and guidance. If necessary, it is possible to request a Review of Marking with the exam board. The Exam Boards will write to us once they have completed their reviews and you will be notified of the outcome by letter.

If you believe the results are wrong for an exam you sat at another centre, you will need to contact the Exams Office at that centre to request a Review of Marking.

Your Results pack will contain details of the Review of Marking deadlines.

Q When will I get my certificates?

A You will be issued with a Statement of Results in August. This is NOT proof of the grades achieved. Certificates will be issued to centres in November after all Reviews of Marking have been processed. You will be able to collect your certificates from school from the middle of November during normal school hours. You will need to show identification when collecting certificates. We do not post certificates to students as there is a potential for them to get lost or damaged in the post and the replacement costs start at £45.00 per certificate.

Q I can't collect my certificates as I'm working/at college. How can I get them?

A Certificates will only be given to the person named on them unless written permission is received from the candidate. If you are unable to collect your certificates in person you may ask someone to collect them on your behalf (family member or friend). They will be required to show proof of their identity.

If you have questions or queries not covered in this booklet please contact one of the staff members listed below for assistance:-

- Mrs Harrold, Exams Manager**
- Mrs Collier, Exams Assistant**
- Mrs Parker, Assistant Principal (Progress KS4)**
- Mr Whitmore, Assistant Principal (Progress KS5)**
- Mrs Dedman, Head of Post 16**

Please use the space below to write down your questions and the answer given to them.

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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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2018

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 formulas; 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. Follow their instructions at all times.
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	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.
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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2018

This document has been written to help you. Read it carefully and follow the instructions.
 If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You must not take into the exam room: a) notes; b) 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 formulas; 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. Follow their instructions at all times.
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.

APPENDIX 4

JCQ
CIC

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 should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

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>



JCQ 2018 – Effective from 1 September 2018



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.

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 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 5 February 2019.

You must also include 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: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

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 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 do not 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.

The awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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 these regulations.

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

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, 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.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written 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 do not 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, 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. 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 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.**

Do not think you will not 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 or seen 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 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

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Abbeyfield School

Internal Assessments / Non-Exam Assessments Appeal Process

Abbeyfield 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.

Abbeyfield 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. Abbeyfield 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 this appeals procedure to consider whether to request a review of the centre's marking.

1. Abbeyfield School will 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. Abbeyfield School will inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Abbeyfield School will, having received a request for copies of materials, promptly make them available to the candidate within 3 school days.
4. Abbeyfield School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

5. Requests for reviews of marking **must** be made in writing within 3 school days of receiving copies of the requested materials by completing the **internal appeals form**.
6. Abbeyfield School will allow 3 school 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.
7. Abbeyfield School will 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.
8. Abbeyfield School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Abbeyfield School and is not covered by this procedure.

