



# **Royal Alexandra & Albert School**

## **Public Examination Handbook 2018 – 19**

**Guidance for Pupils, Parents and Guardians**

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## Introduction

Public examinations can be a stressful time for you and your parents or guardians, so it is important that all those involved be as well informed as possible.

The Awarding Bodies set down criteria, which must be strictly adhered to for all examinations in all schools and colleges.

**You should therefore pay particular attention to the JCQ notices at the end of this handbook. Failure to do so can result in disqualification from some or all of your subjects.**

This handbook is intended to inform you about these rules and regulations and the specific examination processes and procedures followed at Royal Alexandra & Albert School.

**Please read it carefully and share it with your parents or guardians so that they too are aware of the examination rules, regulations and procedures.**

If there is anything that you do not understand, please ask. If you or your parents or guardians have any queries or need help or advice at any time before, during or after the examinations, please contact Miss Richardson our Exams Officer: [examsofficer@gatton-park.org.uk](mailto:examsofficer@gatton-park.org.uk)

### All Students Must:

- Read and fully understand the JCQ Notices to Candidates included in this booklet
- Check all the details on your Individual Candidate Timetable (issued prior to written exams) and report any errors to the Exams Office.
- Inform the school, via the Exams Officer, of any event for which special consideration might be sought from the Awarding Bodies (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam)
- Read the instructions of each exam paper very carefully
- Read and fully understand the NEA information for candidates and NEA appeals process

**If you break any of the examination rules or regulations, you could be disqualified from all subjects. The school must report any breach of regulations to the Awarding Bodies.**

## Before the Examinations

### Statement of Entry

At the beginning of February, you will receive a provisional Statement of Entry indicating the subjects you are being entered for and the level of entry, where applicable. Please check carefully that these are correct and speak to the Exams Officer if you have any queries.

It is particularly important that all personal details (date of birth, spelling of names) are correct as these will appear on certificates and may not be able to be changed once they have been awarded. Candidate's names should be their legal name as shown on their birth certificates and will be shown in the format of Legal Forename, Legal Surname e.g. Andrew Jones.

You will receive your final exam timetable in March.

## Candidate Number

Each candidate is issued with a four-digit candidate number in Year 10 for all school and public exams. This number appears next to their name on seating plans, individual timetables and the candidate cards on all the exams desks. This is the number that candidates write on the front of all exam papers.

## Unique Candidate Identifier (UCI)

In addition to a candidate number, each candidate will have a UCI number (12 digits and 1 letter) which is shown on the top of exam timetables and statements of results. This number will usually begin with the Centre Number (64235) unless the student has transferred from another school that has already issued their UCI. This number is used for administration purposes, candidates are not expected to remember it.

## Unique Learner Number (ULN)

In addition to a candidate number and a UCI number, each candidate has a ULN number (10 digits). This number is used to access the Personal Learning Record of anyone over the age of 14 partaking in UK education or training.

## Timetables

Prior to the start of the exam series candidates will receive an individual timetable detailing dates, times, duration, venue. This must be checked carefully and if a candidate has any queries, they should speak to the Exams Officer immediately. In addition to these timetabled exams, there may be practical elements / language speaking tests and Non Examination Assessments (NEAs) throughout the course. Details of these will be communicated separately by your subject teachers.

If a candidate has a clash where two subjects are timetabled at the same time, the School will make special timetable arrangements. If this is the case, the Exams Officer will contact you personally. If you think there is a clash on your timetable that has not been resolved, please see the Exams Officer immediately.

If one of your exams is rescheduled either earlier or later than the published time, you may need to be kept under quarantined supervision over lunchtime. An Invigilator will remain in the same room as you at all times and you must not be in possession of any electronic communication or storage device or have access to the internet.

**Candidates are reminded that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan.**

## Seating Plans

Individual seating plans for each day, exam venues and any additional exam information will be displayed along the windows of the corridor facing the cage.

## Equipment

Candidates are responsible for ensuring they have **all the equipment** required before each of their examinations and that they do not bring into the exam room anything that is restricted. Candidates must bring all their equipment into the exam hall in a clear pencil case or clear plastic bag.

It is recommended that all candidates should have the following as a minimum:

Two **black** biro pens

Two pencils and an eraser

Pencil sharpener

Ruler

Highlighter pen (may be used in questions, but never to be used in student's answers)

Calculator (students may use a calculator in an exam unless specifically stated on the question paper that they are prohibited)

Calculator covers must be removed and placed underneath your desk

Protractor and compasses

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations. Coloured pencils may be useful for subjects such as product design, geography etc.

**You must not use correcting pens, fluid or tape, blotting paper or gel pens and highlighters in your answers.**

### **Medication**

If you have any medication, it should be clearly named and handed into an invigilator before the start of every examination.

### **Food, Drink and Tissues**

No food (including sweets and chewing gum) is allowed in the examination room (with the exception of students with a medical condition – please see the Exams Officer).

Water may be taken in to the examination room. **Bottles must be clear plastic and free of any labels, branding or words of any description.** No other drinks are permitted.

Tissues are available from invigilators; students should not bring individual packets of tissues into the examination room.

### **Exams Notice Board / Website**

The exams notice board is located in the main school building by the staff room and displays a variety of information relating to internal and external exams.

**Please check the notice board regularly!**

Exams information is also sent electronically via InTouch to both students and parents or guardians throughout the year. You can also find useful information on the exams page of the School website.

### **Non-Examination Assessments (NEAs)**

Non Examination Assessments (NEAs) cover GCSE, A Level and Project qualifications. NEAs take place at various times during GCSE and A Level courses depending on the subject, and in September you will be sent notices from the JCQ regarding the regulations for Non Exam Assessments (NEAs) and the use of Social Media.

Royal Alexandra & Albert School is committed to ensuring that whenever it is staff mark candidate's work this is done fairly, consistently and in accordance with the Awarding Body's specification and subject-specific associated documents. Therefore, staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity will mark candidates work. Internal moderation and standardisation will ensure consistency of marking so that students can be confident that their work has been assessed accurately before marks are submitted to the relevant Awarding Body.

Candidates are informed of their centre-assessed marks before they are submitted to the relevant Awarding Body. In the rare event that a candidate wishes to request a review of the centre's marking (for example, if a candidate believes that a mark scheme has not been followed), any such request must be made in writing.

**Please note, any candidate who submits their NEA after the published submission deadline, will forfeit their right to request a Review of Marking.**

## Non- examination assessments appeals process (NEAs)

### GCE and GCSE non-examination assessments internal review procedures

1. Teachers ensure that candidates are informed of their centre-assessed marks and are made aware of the schools internal review process, so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. A flow chart diagram of our school NEA internal review process is available to all candidates, displayed on the examinations notice board in the main school corridor.
3. Candidates may request copies of their marked assessed work and assessment material within 48 hours of receiving their mark, to assist them in considering whether to request a review of the centre's marking.
4. Heads of Department having received a request for copies of materials from the candidate must provide the information within two working days.
5. On receipt of the materials, candidates have two days to review the information. The candidate must inform the Exams Officer by email if they wish to appeal the mark. Our Exams Officer is Miss Richardson: email: [examsofficer@gatton-park.org.uk](mailto:examsofficer@gatton-park.org.uk)
6. The Head of Department/Deputy Head Academic will arrange for a qualified practitioner to review the work and make any recommendations. The reviewer must have had no previous involvement in the teaching or assessment of that candidate as part of the course. In addition, the reviewer must have no personal interest in the outcome of the review.
7. The candidate will be informed in writing the outcome of the review within three working days by the Exams Officer.
8. There is no right to a further appeal by the candidate and the mark may go up or down.
9. The Head of Centre is advised of the outcome of the review of the centre's marking. A written record of the review will be kept by the Exams Officer and made available to the awarding body upon request.
10. **It is important to note that even after the internal review of marking, the moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.**

# Preparing for the Examinations

## Examination Regulations

A copy of the 'Information for Candidates', which is issued by JCQ on behalf of the Awarding Bodies, is printed at the end of this booklet and is on the school website. You must read this carefully and note that if you break any of the rules or regulations you could be disqualified from all subjects. The school must report any breach of regulations to the Awarding Body.

## Examination Attendance

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, appropriately dressed and with the correct equipment. Candidates are advised to arrive at the specified venue at least 15 minutes prior to the start time of the exam. Morning examinations start at 8.30 am and afternoon examinations start at 1.30 pm. Candidates should line up in the cage area and await instructions.

Candidates who arrive late may still be admitted, at the discretion of the Exams Officer, depending on the reason. Once the candidate has arrived and signed in at main school reception, the exams office will be advised. Candidates should wait there to be collected and taken to the exam hall.

If you arrive later than 1 hour after the published start time of an exam, or after the end of the exam if it is shorter than 1 hour, you will be considered "very late". You will be allowed to complete the exam in the normal exam time. However, the Exams officer will be required to send a full written report to the appropriate Awarding Body including a statement on whether security may have been broken due to your arriving late, including information about the extent to which you were under supervision from the actual starting time of the examination. It is possible that the Awarding Body may not accept your work.

Full school uniform must be worn by all students in Year 11 attending school for exams. Normal dress code applies for sixth form students.

**Candidates are not permitted any potential technological /web enabled sources of information such as a mobile phone, iPod, MP3/4 player or a watch which has a data storage device (for example, an iWatch or Fitbit). These devices, along with headphones must be left at home or in lockers or handed in to an invigilator before you enter the examination room. All phones must be switched off – not on silent or vibrate.**

If any of these devices are found on a candidate during the exam (even if it is switched off), it will be taken from them and a report will be made to the Awarding Body. It is likely to lead to disqualification. No exceptions can be made. Candidates are reminded that such items should not be brought in to school and that the school will not accept any responsibility for any loss or damage.

Candidates may bring a standard wristwatch into the exam room but it must be placed at the front of the exam desk, in full view of the invigilators.

**JCQ rules and regulations for examination conditions are in force from the moment you enter the examination room. Please do not communicate in any way with other students as this could lead to disqualification. If you have a problem, find your seat, raise your hand and speak to an invigilator.**

Candidates must not deface, destroy or write on the candidate name cards placed on each desk.

Candidates must not draw graffiti or write any offensive comments on examination papers, this could lead to disqualification from the exam.

Candidates must listen carefully to the instructions read out by the Invigilator. Occasionally, there may be amendments to the exam that need to be noted.

Candidates must check they have the correct question paper – check the day, date, subject, paper and tier of entry (if applicable) and notify an invigilator if anything is missing or incorrect.

Candidates must not write **anything** on the exam paper until told specifically to do so. Once instructed to do so, only personal details should be completed in the appropriate boxes. Nothing else should be written on the front page. Failure to follow this instruction counts as malpractice and could lead to disqualification.

All instructions on the front of the exam paper must be read carefully and answers numbered clearly where necessary.

If the answer booklet has a page boarder, do not write anything outside of the boarder as it will not be marked.

Do not write anything outside the designated space for each answer. If you need more space to complete your answer, check at the back of the answer booklet, often additional blank pages are available.

Should you need additional paper, raise your hand and ask an invigilator. You must ensure all of your details are clearly shown on any additional sheets used. At the end of the exam, the additional sheets are attached to your answer booklet.

Candidates must not ask for and will not be given any explanation of the questions.

No candidate will be allowed to leave the examination early. If they have completed the paper, they are advised to use any remaining time to check answers they have given and that all details have been filled in correctly.

At the end of the examination the Invigilator will ask all students to put down their pens, stop writing and close all their answer booklets. **This should be done immediately.** You are not permitted to finish a word or sentence. Failure to follow this instruction counts as malpractice and could lead to disqualification.

Any students who have not completed all the personal details on any additional answer booklets will be allowed to complete these under the supervision of the Invigilator collecting the papers, all work must be handed in. Any rough work should be neatly crossed through with a single line. All exam papers will be collected before candidates are allowed to leave the room. Absolute silence must be maintained during this time. Candidates are to remain seated in silence until dismissed, row by row, by the invigilator. Candidates may still be working in the room so silence must be maintained until outside the building.

Question papers, answer papers and additional paper **MUST NOT** be taken from the exam hall.

In the unlikely event of the fire alarm sounding during an exam, the Invigilators will instruct the candidates what to do. Please do not panic. If you have to evacuate the room, you will be asked to leave in silence and in the order in which you are sitting. Leave everything on your desk. You must not attempt to communicate with anyone during the evacuation. When you return to the exam room do not start writing until the Invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident. However should you talk to any other candidates during the incident you could be reported for malpractice and this could lead to a disqualification.

### **Absence from examinations**

If you have trouble during an exam or the examination period (e.g. illness, injury, personal problems), please inform the school at the earliest possible point so that we can help or advise you.

In exceptional circumstance, candidates are allowed special consideration for absence from an exam. It is essential that medical or other appropriate evidence is obtained and given to the exams office immediately in all cases where an application is to be made for special consideration.

Parents are reminded not to arrange family holidays when examinations are taking place. Please note that NEA's are carried out throughout the two-year course in some subjects for GCSE and A level.

## Invigilators

The school employs external Invigilators to conduct all exams. Invigilators are respected members of the community and are trained in the specific role. Candidates are expected to behave in a respectful manner towards all Invigilators and follow their instructions at all times. Invigilators are in the examination rooms to supervise the conduct of the exam in accordance with the regulations. Any questions should be directed to the Invigilators. Candidates are reminded to let the Invigilator know if any problems occur during the exam, for example, if a candidate feels unwell.

Please note the Invigilators cannot discuss the examination paper with candidates or explain the questions. If a candidate suspects an error on the paper they should advise the Invigilator who will contact the Examinations Officer. The candidate should then carry on with the rest of the paper whilst the Awarding Body is contacted.

## After the Examination

### Results Days

<b>AS and A Level</b>	<b>Thursday 15th August 2019</b>
<b>GCSE</b>	<b>Thursday 22nd August 2019</b>

If you are unable to collect your results in person, you can arrange for them to be collected by someone else if you give your written permission to the exams office prior to results day, or you can have your results posted. Further information about how to organise this will be sent out by the Exams Officer nearer the time. Exam results will also be sent out electronically to students via In Touch to your school email address i.e. [\\*\\*\\*@gatton-park.org.uk](mailto:***@gatton-park.org.uk)

Any uncollected results will be posted first class post at the end of the school day.

We strongly advise that results be collected by yourself, as there will be school staff available on the day to answer any questions you may have.

Any questions or queries about results during the school summer holidays should be communicated by e-mail to the exams office on [examsofficer@gatton-park.org.uk](mailto:examsofficer@gatton-park.org.uk)

### Post Results Services

Advice and Information on post results services will be available on results day. An information sheet will be included with your exam results detailing the services that are available.

If a student feels that their external examination results do not reflect their performance and are significantly different from what was expected, then they may make an enquiry requesting the mark be reviewed.

Teachers may also suggest applying for a review if a candidate's results are very close to a grade boundary. **As a result of a review, the candidate's mark may be confirmed, raised or lowered.** Therefore, careful thought and discussion with the subject teacher should take place before requesting a review of marking.

You may wish to have access to your script to help you determine whether to request a review of marking. The school may also request the return of a script to use as an exemplar with the student's permission. If a student needs to re-sit Maths or English Language GCSE, it may be useful to aid revision.

If a candidate wishes to proceed with any of the post result services, they will need to sign the relevant form (GCSE or A Level) to agree that they will accept the new mark/grade if it changes after a review of marking and return it to the exams office, with the relevant fee. (Preferably within 24 hours for priority services affecting higher education applications)

When the outcome is received, the exams officer will inform the student. If the grade goes up, the student will receive a refund.

All enquiries must be directed through School, as students are not permitted to contact the Awarding Bodies directly.

### **Certificates**

Year 11, 12 and 13 exam certificates arrive in school during October/November and will be available for collection from the exams office. You will receive further information once the certificates have been received.

Students are urged to collect their certificates promptly and keep them safe. They are important documents. These days most educational institutions and potential employers will ask to see original Certificates. **You cannot obtain replacements.**

If a student has not collected their certificates and the school no longer has them they will need to contact the Awarding Bodies who will supply a certified Statement of Results for a fee.

## **Frequently Asked Questions**

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

A. The school will re-schedule papers internally (on the same day) when there is a clash of subjects. Candidates will normally sit one paper and then sit the second paper straight after depending on the duration of the exams. Correct times should be on student's final timetable. Occasionally it may be necessary for a student to be supervised over lunchtime. If this is the case, they will be advised beforehand. If in doubt, please contact the Exams Officer.

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

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

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

A. Candidate numbers are printed on the candidate cards, which are placed on your desk for every exam.

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

A. The Centre Number is 64235. It is always clearly displayed in the Exam Room and is also on the candidate card on your desk.

### ***Q. What do I do if I am ill, injured or unable to attend on the day of the exam?***

A. Inform the Exams Officer immediately who will advise what you need to do.

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

A. Special Consideration is an adjustment to the marks or grades of a candidate who is eligible. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional circumstances). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for special consideration if they have been fully prepared and covered the whole course but performance

in the examination is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness (affecting performance on the day of the exam), accident or injury, bereavement or domestic crisis. The Exams Officer must be informed immediately, so that the necessary paperwork can be completed. The candidate will be asked to provide evidence to support such an application.

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

A. Put your hand up and an Invigilator will assist you. You should tell an Invigilator or the Exams officer if you feel ill before the exam.

***Q. If I miss an Exam can I take it on another day?***

A. No. Most exams are now taken at the end of a two year course so there will not be another opportunity to re-take, apart from Maths and English Language. You will be awarded zero marks for the paper you have missed.

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

A. Yes, normal school regulations apply to uniform, hair, jewellery, make-up, shoes etc. Normal Sixth Form dress code also applies.

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

A. The duration of each Exam is shown in minutes on student's individual timetables. Invigilators will tell you when to start and finish and will write the finish time on a board at the front of the Exam room.

***Q. Can I leave the Exam Early?***

A. No. It is school policy not to allow students to leave the exam early, as this is disruptive to other students. If students finish early they should use the time to check their answers and check that all their details are correctly filled in.

***Q. Can I go to the toilet during an Exam?***

A. Yes, if it is necessary. Raise your hand to attract the Invigilators attention and they will escort you, but never within the last half hour. You will not be allowed the time added on.

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

A. These are the details that will be printed on Certificates. If the name and date of birth on your Certificates does not match your birth certificate, it may cause you problems if you are asked to prove your qualification to an employer or college/university in the future. You should also check that you have been entered for all subjects that you are expecting to get a qualification in.

***Q. I am entitled to extra time, how will this affect the way I take my exams?***

A. Some students receive an allowance of up to 25% extra time for some of their examinations. Where possible these students will sit together to minimise disruption from the other candidates who finish earlier. The Invigilators are aware of students requiring extra time.

***Q. What do I do if I do not get the grades I need?***

A. Staff will be available on results day to offer advice. If your University place is at stake, speak to a member of the Sixth Form team or the Examinations Officer immediately, who can advise you about 'Priority Reviews'.

## Appendix 1: JCQ Warning to Candidates Poster - (Displayed outside all Exam Rooms)



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

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## Appendix 2: JCQ Information for candidates - written exams



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.

<b>A</b>	<b>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 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>B</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. 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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
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.
<b>D</b>	<b>Instructions during the exam</b>
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.
<b>E</b>	<b>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: 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.
<b>F</b>	<b>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.

## Appendix 3: JCQ Information for candidates - non-examination assessments



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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## Appendix 4:

### Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

RAA 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Royal Alexandra & Albert 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.

1. RAA 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. RAA School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. RAA School will, having received a request for copies of materials, promptly make them available to the candidate.
4. RAA School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. RAA School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. RAA School will allow sufficient time 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. RAA School will ensure that 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 carries out the review of marking.
8. RAA School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. RAA School will inform the candidate 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. A written record of the review will be kept and made available to the Awarding Body upon request. The moderation process carried out by the Awarding Bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the Awarding Body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## Appendix 5: JCQ Information for candidates - privacy notice



### Information for Candidates

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

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

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

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

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

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

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

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

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

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

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

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

### **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

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

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

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

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

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

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

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

### **Please note**

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

Appendix 6: J JCQ Information for candidates - no mobile phone/electronic devices

(Displayed outside all Exam Rooms)

This poster will be displayed outside each exam room. You **must** note that *“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.”*



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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.**

## Appendix 7:

### Procedure for Emergency Evacuation form an Examination

The invigilators must take the following action in an emergency – alarm bells will ring continuously

#### In Exam room

- Stop the candidates from writing and immediately record the time stopped.
- Collect the attendance register (in order to ensure all candidates are present)
- Advise candidates to remain clam, to leave all question papers and scripts in the examination room and that they are still under examination regulations and should leave the room in silence.
- Evacuate the examination room row by row in line with the instructions below\*.
- Invigilators should spread among the group with one at front and one at rear. Lone invigilators should bring up the rear.

#### Outside Exam room

- Take the register and report any missing candidates to the Exams Officer.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion.

#### After emergency, and return to room

- Restart the examination and adjust the finish time to allow the candidates the full working time set for the examination taking into account the length of the interruption.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- 

**Exams Officer;** Exams Officer to make a full report of the incident and of the action taken, and to complete Special Consideration form.

#### Physically Disabled (PD) Students (and Students with Temporary Mobility Problems)

- A list of PD candidates will be made available in each examination.
- PD students will always be seated in examination rooms located on the ground floor.
- If the student is unable to evacuate the room unaided an invigilator should phone the exams, office and give, location and student name and remain with the student. Students should remain in their wheelchair (if applicable).
- A member of the exams office staff will immediately go to a room where a sole invigilator has a PD student.

#### \*Procedures for evacuating an examination room

**Chapel;** Candidates will exit via emergency doors, in silence, and assemble on playing fields to the north of Chapel, supervised by invigilators. Registers will be passed to the appropriate secretary in case of whole-school evacuation.

**Sports Hall;** Candidates will exit via emergency doors, in silence, and assemble on playing fields to the north of Chapel, supervised by invigilators. Registers will be passed to the appropriate secretary in case of whole-school evacuation.

**Gatton Hall;** Candidates will exit via emergency doors, in silence, and assemble on lawn to rear of Gatton Hall. From Ballroom, straight out. From Colman Study or Connaught Library, through side door. Registers will be passed to the appropriate secretary in case of whole-school evacuation.

**In other cases;** Accompanied by invigilators/members of staff, follow quickest route, again to north side of Chapel, preferably avoiding others exiting the building. Registers will be passed to the appropriate secretary in case of whole-school evacuation.

**On-Screen tests,** centres should refer to any software specific instructions to safeguard:

- BS17.1a the security of assessment content and responses (for example by locking an assessment room which has been evacuated without closing down software)
- BS17.2.1 procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases, it may be preferable to provide a paper assessment.
- BS17.3 procedures for restarting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator:
  - controls the restart
  - re-sets the timing, where necessary
  - ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

## Appendix 8: JCQ Information for candidates - on screen tests



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.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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 <b>must not</b> 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 <b>must not</b> 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. <b>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.</b>
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>B</b>	<b>Information – Make sure you attend your on-screen test and bring what you need</b>
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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
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.
<b>D</b>	<b>Instructions during the on-screen test</b>
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.
<b>E</b>	<b>Advice and assistance</b>
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.
<b>F</b>	<b>At the end of the on-screen test</b>
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 9: JCQ Information for candidates - using social media and examinations/assessments



**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