



Netherhall School

Candidate

Exam Handbook

GCSE and A Level

2022/23

This handbook is reviewed and updated annually in September

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Introduction

Netherhall School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

Written Exam Timetable

- Candidate Timetable – your timetable will be available in the Exams section on Edulink 2-3 weeks prior to the exams starting. Please contact the Exams Officer (EO) if you are unable to view your timetable.
- If you feel that any of the information on your timetable is incorrect contact the EO immediately.

Exam Clashes

If you have an exam clash the EO will let you know prior to the exam how that clash will be resolved.

Your clash will either be a:

“Back to Back” clash (3 hours or less in total), where you take one exam straight after the other with a 20 minute supervised break in the exam room, revision is not allowed.

“Proper” clash (more than 3 hours in total) where you will take one exam in the morning and one in the afternoon, revision is allowed from student notes only.

If you have a clash of any kind the EO will consult with you prior to the examination day:

- you will be kept under supervision at all times between your two exams.
- during this time you cannot have any internet access or use any electronic devices.
- during this time you cannot have contact with other people, except those pupils who are being supervised in the same room as you.
- you must bring any snacks, lunch and drinks as you will not be allowed to go to the shop or the canteen.
- you will be collected from your morning exam venue by a member of staff and returned to your afternoon venue by a member of staff.

Exam Venues

Exam venue information will be posted on your year group noticeboard prior to the start of the exam session. It is important that you check carefully where your exam is taking place.

This year the main exam venues will be McCarron Hall, and room 100.

Exam Invigilation

- Exams are supervised by a team of experienced external invigilators.
- Our invigilators must follow strict rules laid down by JCQ for the conduct of examinations.

Exam Start Times

The **start** times for exams at Netherhall School are:

- 8.50am for morning exams.
- 1.15pm for afternoon exams.

(The exam board published start times for Public Exams are 9am for morning exams and 1.30pm for afternoon exams).

- You should arrive at the venue **at least 15 minutes** before the **start time** of your exam.
- Lining up correctly ensures a speedy and organised entry to the exam venue.
- You must remain seated in the room until the end of the official finish time and are told you can exit by the invigilator.
- If you are entitled to optional extra time you will be allowed to leave the room at the end of the official finish time if you wish.

Exam conditions

An exam briefing for all candidates will be given by a Senior Invigilator in the exam venue before the exam begins. **Candidates must not enter the exam room until directed to do so by the EO or the Senior Invigilator.**

Dress code

It is a requirement that full school uniform must be worn for all exams.

Personal belongings

Any personal belongings must be left at the designated area of the exam venue.

Make sure that any alarms or reminders on electric devices are also switched off.

What you should **NOT** bring into the exam room:

Unauthorised items/material into the exam room include:

- Mobile Phones
- MP3 Players
- iPad
- Smartwatches / analogue watches
- Any internet enabled device
- Revision notes

You will be reminded about this whilst lining up and during the exam briefing, the Senior Invigilator will carry out spot-checks before every exam to check for these items. Please ensure electronic devices are **switched off and in your bag, and all alarms and reminders are disabled**. If you are found to be in possession of any of the above devices once you have started the exam, or if an alarm sounds from a device in your bag, we will be obliged to report this to the exam board and you may be disqualified from the examination.

Food and drink

Clear plastic water bottles are allowed in the exam room without any labels.

No other drinks or food are allowed in the exam room unless there is a medical need. If this is the case please speak to the EO, your Head of Year or Special Educational Needs Coordinator as early as possible before the start of the exam season so that we can ensure we have everything in place for you.

Where you will sit in the exam room

- A candidate ID card with your name, candidate number and photograph will be on your desk. Candidates will be seated in candidate number order – try to find your desk as quickly and quietly as possible and sit down. The ID card will be used for all exams in this academic year please do not deface, bend or tear your ID card.
- If you cannot see your card speak to an invigilator.
- The exam desks are used for all students, please do not write on the desks. Any student writing on the desks will be held in detention and clean ALL the exam room desks.

Equipment

- Only authorised material can be brought into the exam room.
- Remember that you need to write in **black ink** – any answers not in black pen will not be marked.
- Your pencil case must be **clear plastic** and all contents must be visible.

Do **not** use any of the following:

- Correcting pens, fluid or tape
- Erasable pens
- Highlighters (can be used to highlight questions but **NOT** answers)
- Gel Pens

You may use coloured pens or inks for diagrams, maps, charts etc. if your exam allows them. The instructions at the front of your paper will tell you if these are/not allowed.

Remember:

- You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator.
- You must listen to and follow the instructions of the invigilators at all times in the exam room.
- Once you enter the exam room you must not communicate with other candidates.
- You should write clearly and legibly in **black pen**.
- The centre name and number (42219), the exam title, start and finish times will be displayed at the front of the room.
- Ensure you sign your exam paper in the box provided on the front page (where applicable).
- Raise your hand if you wish to speak to the invigilator.
- Face the front at all times.

Using calculators

You must be aware of awarding body instructions regarding the use of calculators in your exams which state:

Candidates may use a calculator in an examination unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations

<p>Calculators must be:</p> <ul style="list-style-type: none">• of a size suitable for use on the desk;• either battery or solar powered;• free of lids, cases and covers which have printed instructions or formulas.	<p>Calculators must not:</p> <ul style="list-style-type: none">▪ be designed or adapted to offer any of these facilities:<ul style="list-style-type: none">▪ language translators;▪ symbolic algebra manipulation;▪ symbolic differentiation or integration;▪ communication with other machines or the internet;▪ be borrowed from another candidate during an examination for any reason;▪ have retrievable information stored in them – this includes:<ul style="list-style-type: none">▪ databanks;▪ dictionaries;▪ mathematical formulae;▪ text.
<p>The candidates is responsible for the following:</p> <ul style="list-style-type: none">• The calculator's power supply;• The calculator's working condition;• Clearing anything stored in the calculator.	

REMEMBER YOUR CALCULATOR - Invigilators are **NOT** allowed to issue students with calculators they are only able to replace a calculator which breaks during the exam.

At the end of the exam

An invigilator may let you know when you have 5 minutes remaining, and when your time is up.

- Candidate will NOT be allowed to leave the room until the end of the official finish time.
- If you are entitled to extra time you will be allowed to leave the room at the end of the official finish time if you wish to.
- Candidates must remain seated until all papers have been collected and the Senior Invigilator instructs you to leave.
- When you leave the exam venue you should walk out in complete silence, collect your bag, and refrain from talking until you are well away from the room so that you do not disturb your fellow-students who are still working.

If you arrive late for an exam

It sounds obvious, but ensure that you know which date your exams are taking place and whether they are morning or afternoon exams. Check your Edulink exam timetable regularly.

A register is taken at the start of each exam to check that all candidates are present - **if you are running late for your exam, you or your parents must call the School Office on 01900 813434 and say that you urgently need to speak to the Exams Officer, Head of Year or Attendance Officer** so that we are aware of what is happening.

When you arrive at school you should report to Main Reception and a member of staff will escort you to the exam venue.

If you arrive for your exam within 30 minutes of the EXAM BOARD PUBLISHED START TIMES you will be allowed to take your seat and begin your exam, you will be given the full amount of time for that exam. This means before 9.30am for a morning exam and before 2pm for an afternoon exam.

If you are going to be “VERY LATE” for an exam – i.e. more than 30 minutes after the exam board published start times – you must call us as early as possible. Even though we will allow you to sit the exam, and give you the full time for that exam, you should be aware that the exam board may not accept your paper. You will need to prove that you have not had access to the internet whilst making your way into school. The best way to do this is :

- avoid public transport.
- ask your parent/guardian to drive you to school and ensure you give them **all internet enabled devices** you may be carrying e.g. mobile phone, smartwatch.
- you and your parent/guardian will be asked to sign a letter confirming that you have not had internet access and from the time of the examination starting.
- you and your parent/guardian will be asked to make a written statement giving the details of your movements until you arrived for the exam.
- the decision about whether to accept your script is at the discretion of the exam board.

If you are unwell on the day of an exam

- You or your parent/guardian should call ahead to the school office and let us know so that we can help you as best we can when you arrive.
- Once you are here, speak to your Head of Year, the EO or the Senior Invigilator before your exam and update them on how you are feeling.
- We will do what we can to help you – for example seat you close to an exit in case you need to leave the room or place a sick bucket next to your desk.

If you feel unwell during an exam:

- Raise your hand and let the invigilators know as soon as possible what is wrong so that they can take any measures possible to assist you.

In the event of an emergency in the exam room

In the event of an emergency bell sounding the following will happen:

- the invigilator will ask you to stop writing, close your answer booklet and put your pen down.
- the invigilator will evacuate the room if there is clear danger.
- if there is no clear danger to candidates the invigilator will await instructions from the EO or Head of Centre.

If an evacuation is necessary:

- The invigilator will ask you to line up in complete silence and leave the exam venue without speaking to your fellow candidates, or to any other pupil you may see during the evacuation.
- You will be evacuated to the same area as the rest of the school but kept apart from other students.
- During the whole evacuation time you cannot speak to any other pupil as this may compromise exam security and will mean that the exam may have to be abandoned.
- Once you have returned to the exam room your new finish time will be calculated and you will be given time to compose yourself before the exam is re-started.

In the event of a false alarm:

- The exam will be re-started once the alarm bell has stopped ringing.
- You will be given a few minutes to compose yourself and get ready to start again.
- The amount of time lost will be added on to your exam time so that you do not lose out.

Exam dates 2022

A Level and GCSE examinations for Summer 2023 will take place 8th May to 28th June inclusive. At the time of publication these dates are PROVISIONAL.

Results

A Level Results Wednesday 16th August 2023, 08.30 – 11.00 from 6th Form Study Room.

If you are unable to collect your results in person you must leave a stamped addressed envelope with the EO before you leave/complete your final exam, alternatively leave a letter of authorisation for someone else to collect them on your behalf.

Examination results can not be issued over the phone, text message or any other electronic device.

If you don't achieve the required grades for your chosen university, you must seek advice immediately. Swift action can often enable you to obtain a place through UCAS Clearing. Increasingly it is possible to secure excellent places through Clearing and Adjustment, and further guidance will be provided by the Head of 6th Form for those students who wish to make use of these services. Here, as elsewhere, we will be doing everything we can to obtain the best possible outcome for all pupils. It is essential that you maintain and update your personal details on UCAS so that you are contactable throughout this period.

It is a legal requirement by the DfE that the School record the destination of all their students after their education here is completed, please notify the Head of the 6th Form when you collect your results.

GCSE results Wednesday 24th August 2023, 08.30 – 11.30 from Ellen Theatre.

We strongly advise students to attend with their parents/guardians to collect results and discuss Sixth Form options if necessary.

If you are unable to collect your results in person you must leave a stamped addressed envelope with the EO before you leave/complete your final exam, alternatively leave a letter of authorisation for someone else to collect them on your behalf.

Examination results can not be issued over the phone, email, text message or any other electronic device.

It is a legal requirement by the DfE that students remain in education until the age of 18 and that schools record the destinations of all their students at the end of their Year 11, this information must be given when you collect your results.

Post-results services

Once you have received your results you will need to discuss these further with the Head of Sixth Form and the relevant Head of Department if you have not achieved the grades you need for university or entry into the Sixth Form, or if you feel you have not achieved the grade you expected.

The Heads of Department and senior staff will be here to advise you on Post Results Services and tell you what the next step is. **Post results service fees and costs are the responsibility of the student and should not be applied for without first speaking to the Head of Department or a senior member of staff, such as your Head of Year, because remarks can result in grades going down as well as up.** Senior staff and Heads of Department are very experienced in advising students in these matters.

- *The post-results services available to you include "Enquiries About Results" (also referred to as "EARs" or "Remarks") and Access to Scripts (in other words you may request a copy of your exam script if you wish to).*
- *All requests for post-results services must be made through school – the exam boards will not deal directly with candidates.*
- ***EAR Request Forms will be made available to you when you collect your results. Please note: You will have to pay the fees and charges for these services.***
- *Generally remarks are only advisable for those students who are 1 or 2 marks away from the next grade up.*
- *It is extremely important that Sixth Form students whose university places may depend on a grade increase act swiftly on results day **in consultation with senior teaching staff.***

- **We will only apply for a remark once you have paid the invoice for the remark and completed the permission documentation This must be concluded within the deadline, as advised on results day.**

Certificates

- Exam Certificates will be available for collection, usually the third week in November.
- Certificates will need to be signed for on collection.
- Certificates for students still at Netherhall will be available to collect from Reception and must be signed for. Your form tutor will let you know when you can collect them.
- These are the only certificates that will be issued free of charge by the exam boards. Prospective employers will want to see the original document, look after them and make a copy.

Contingency Planning

Designated contingency day At the time of publication, a date had not been confirmed. This will be advised as soon as it is available.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be re-scheduled.

Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption.

Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the re-scheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements.

Non examination assessments / Coursework

Netherhall 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. Teachers 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.
- 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.
- having received a request for copies of materials, make them available to the candidate.
- provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
- 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.

Further information and guidelines available from the EO and exams section of the school website.

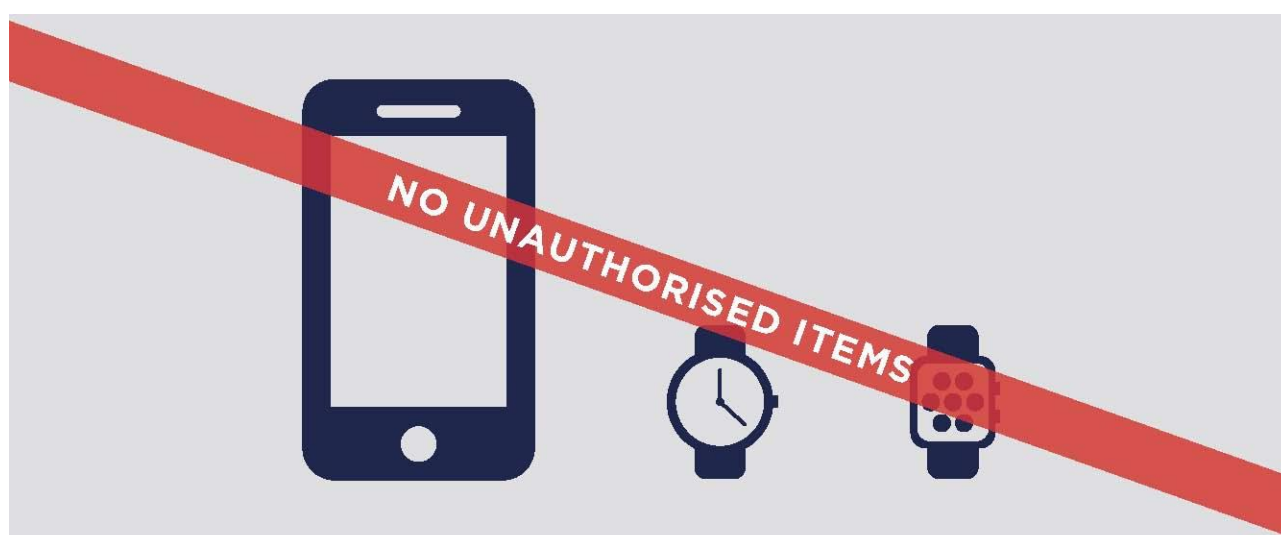
JCQ and Exam Board Guidelines

At Netherhall we enter pupils for exams with several different exam boards (AQA, WJEC, Edexcel and OCR) depending on the subject. If you are taking an exam with AQA, WJEC, Edexcel or OCR, your exams are regulated by a body called the **Joint Council for Qualifications (JCQ)** and we are obliged to follow their examination rules and regulations when we run Public Exams. On the next few pages you will find documents for candidates which you should read carefully, some regulations are adapted to fit with Netherhall School policies.

Examination Policies and Procedures

Netherhall exam policies and procedures are available from the exams office and on the school website.

NO MOBILE PHONES NO WATCHES
**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch,
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.

Information for candidates

Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here:

<https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

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

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

What happens to the information about you

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

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information

about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

Information for candidates

Written examinations

With effect from 1 September 2022

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) an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch.Any pencil cases 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 have a watch the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive **at least ten minutes** before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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.
- 7 Make sure you add your candidate details to any additional answer sheets that you use including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
- 2 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.
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates

On-screen tests

With effect from 1 September 2022

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you don't 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 you need.
- 5 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a watch

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 have a watch the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive **at least ten minutes** before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are instructed that the exam has begun.

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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

Information for candidates

Coursework assessments

Effective from 1 September 2022

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.

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 coursework is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work

The regulations state that:

'the work which you submit for assessment must be your own';

'you must not copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

http://www.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm.downloaded 5 February 2023.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

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

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

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

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

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

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

You **must not** write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Information for candidates

Non-examination assessments

Effective from 1 September 2022

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

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

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

Preparing your work — good practice

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

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

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

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

Do not be tempted to use pre-prepared on-line solutions this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though you **cannot** copy it and claim it as your own work.

The regulations state that:

'the work which you submit for assessment must be your own';

'you must not copy from someone else or allow another candidate to copy from you'.

When producing a piece of work, if you use the same wording as a published source you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: .

http://www.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm.downloaded 5 February 2023

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating

Plagiarism

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

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

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** - even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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

1

What is advance information?

Advance information is new for 2022. It's part of the package of support available for your summer exams this year, in recognition of the disruption to your education caused by the pandemic.

The aim of advance information is to help guide and prioritise your revision. It will give you information on the focus of the content of exams in summer 2022 for most subjects. You can access the advance information when it is published by exam boards on their websites on 7 February 2022.

3

Will advance information be available for all my subjects?

Advance information will be available for most subjects. For a small number of subjects, there are other adaptations in place to support you and so advance information will not be provided.

Advance information will not be provided for GCSE, AS and A Levels in Art & Design as these courses do not have written exams and are graded through Non-Exam Assessments (NEA) instead. This year, these subjects will be graded on your portfolio of work only.

- Advance information will also not be provided in GCSE English Literature, History, Ancient History and Geography where flexibility in what is taught has already been introduced for 2022.
- Advance information may look different across the subjects and specifications. For instance, advance information for topic-based practical subjects such as Science will differ from that for subjects with set texts such as Drama.

Different exam boards will also have variations in the advance information between specifications for the same subject. This is because the specification and assessment designs are different. Therefore, the advance information which your exam board will provide will be specifically relevant to you and your specification.

If you have any questions on whether your subject will have advance information, please ask your teacher.

6

What do I have to do now?

For now, continue as normal with your studies and revision. Exam boards will make their advance information available on their websites on 7 February 2022. If you do have any questions, please speak to your teachers, or directly contact the relevant exam board.

2

How do I use it?

Advance information can help guide and prioritise your revision. For example, advance information for some subjects may let you know that one part of the assessment will focus on a reduced range of specification content. You may then wish to prioritise that content in your revision.

To support your progression and best possible performance in the examinations, your revision plans should take account of everything you have been taught. Advance information will not necessarily cover all aspects of specification content that will be assessed in the 2022 examinations, so to make the best use of past papers you should revise a broad range of content.

This will always be the best preparation for success in an exam, particularly in questions which ask you to draw on information, skills and examples from across the specification content (these are known as 'synoptic questions'). Using full past papers can also help you to familiarise yourself with the style of exam questions as part of your exam preparation.

One final note - generally, the topics in advance information will be listed in the order they appear in your specification, not the order they may be in the exam papers.

4

Where can I find advance information and when?

You can find the relevant advance information for your exams through your exam boards or [via the JCO website](#). They will make their advance information publicly available on their websites by the end of the day on 7 February 2022. Your teachers are also aware that advance information will be available for your subjects, and they will advise you on how to use this to guide your revision.

5

Will I be able to take advance information into my exams?

No. While intended to help you with your revision, advance information is not something you will be allowed to take into the exams with you. As in any year, your exam papers will clearly set out the questions you need to answer.

ALL Examinations

EVERYTHING COUNTS

BE PREPARED for 2023

Mocks are important

Complete your homework

Be on time for lessons

Ask questions

Revise regularly

Attend booster lessons

BE POSITIVE