EXTERNAL AND INTERNAL EXAMINATIONS

Information for Parents and Students
January 2016
Contents

Introduction 2
Who is responsible for the examinations? 3
Who is entered for external examinations? 3
Can students take holidays during term times? 3
Coursework and controlled assessment deadlines 3
What information will students receive about their examination entries? 4
BTEC External Assessments 4
Where will the examinations be held? 4
How do students know what dates the examinations take place? 5
At what times do the examinations begin? 5
What happens if a student has more than one examination at the same time? 5
How are students supervised? 6
What happens if a student is late for an examination? 6
What should students bring to the examinations? 6-7
What are prohibited items in the examination room? 7
What about a drink? 7
Regulations governing the use of calculators 7-8
What are the regulations about mobile phones and other electronic items? 8
What is meant by “malpractice”? 8
What happens if a student does not turn up for an examination? 9
What standards of behaviour are expected during examinations? 9
What must students wear for examinations? 9
What happens if a student is unwell at the time of one or more of the examinations? 10
What do students do who finish early? 10
What can be done if a student has problems which may affect his or her performance in an examination? 10
How can parents help their son/daughter during the examination period? 11
How does a student return books and equipment to the school after the examinations are over? 11
When and how are the results distributed? 11
What can a student do if a result is substantially different from what was expected? 11
How can a student get a copy of their marked examination script? 12
Can students have their coursework/controlled assignments back? 12
When do students receive their examination certificates? 12
How are internal examinations conducted? 12
Appendices 13
Appendix 1 - Internal Appeals Procedure for External Qualifications 15
Appendix 2 - Information for Candidates - Controlled Assessments 20
Appendix 3 - Information for Candidates – Coursework Assessments: GCE, ELC and Project Qualifications 22
Appendix 4 - Information for Candidates – Non-examination Assessments 24
Appendix 5 - Information for Candidates for Written Examinations 26
Appendix 6 - Information for Candidates for On-Screen Tests 27
Appendix 7 - Information for Candidates – Guidelines when referring to examinations/assessments through the Internet 28
Appendix 8 - Beauchamps High School – Privacy Notice 29
Appendix 9 - Information for Candidates – Privacy Notice 30
Introduction

Examinations, both internal and external, can be a stressful time for both students and their parents and it is important to be as well informed as possible. The rules and regulations of the school and the Examination Boards (also called the Awarding Bodies) are designed to ensure fairness and to minimise possible disruption in the examination rooms. The school runs both internal examinations and external public examinations using the same rules and procedures to allow all students within the school to become familiar with the process.

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations. In addition, we ensure that the administrative arrangements run smoothly, and that examinations are conducted in a way that will cause as little stress as possible and so help students to achieve their best.

This booklet is intended to give information about examination procedures, to answer some of the most frequently asked questions and to help guide and support students and parents through the examination process.

If you have any other questions about external examination administration please ask the Examinations Officer. However, subject specific matters and questions about internal examinations must be addressed to Subject Leaders or the Senior Leadership Team.

You can contact the Examinations Office by

telephone on 01268 735466
E-mail to lhampton@beauchamps.essex.sch.uk

The websites of the 5 main Awarding Bodies that the school use to run GCSE and GCE examinations give valuable information:

www.aqa.org.uk
www.edexcel.com
www.ocr.org.uk
www.wjec.org.uk
www.cityandguilds.com

Other Awarding Bodies also have websites with information about courses.

Any questions on examination days should be directed to the main School Office, who will pass on messages to the Exams Office, as the main priority will be starting the examinations on time and running the examinations efficiently. A member of the Exams Office will respond to any messages as soon as they are able.
Who is responsible for the examinations?

The school’s Examinations Officer is responsible for administering all external examinations as directed by the Head of Centre who is the Headteacher. Subject teachers are responsible for deciding which examination boards will be used and which students are to be entered for particular examinations. There is a team of external invigilators who are present during most of the internal and all of the external examinations and who are supervised by the Examinations Officer. The Awarding Bodies set out strict criteria for the conduct of examinations, and the school is required to follow them precisely. Regular inspections are carried out by the Awarding Bodies to ensure that the school is adhering to all rules and regulations.

Who is entered for external examinations?

It is the school’s policy to enter every student who is on role, for the most appropriate level of examination.

Can students take holidays during term time?

Dates for most external examinations are fixed by the Awarding Bodies and the Examinations Officer cannot give out the actual examination dates until they have been published by the Awarding Bodies. The final dates are often not available until a few months before the examinations take place and the dates for practical and oral assessments are not finalised until a few weeks beforehand. Parents are reminded that the Headteacher can only grant a leave of absence during term time (including examination periods) for exceptional circumstances and that they book holidays during term time at their own risk. If a student misses an examination because they are on holiday a bill for the amount that it has cost the school to enter the student for that examination will be sent home.

Coursework/Controlled Assessment deadlines

Some subjects include coursework, controlled assessment or other types of internal assessment; this is usually marked by the subject teachers and the marks and work sent to the Examination Boards before the formal examination sessions take place. The school sets deadlines that allow time for this process to take place and also to meet the Board deadlines. These cannot be changed. Students who do not submit coursework, controlled assessments etc. in time will not be allocated a mark for this part of the examination and their overall grade will suffer. They may also not be eligible for Special Consideration for the formal exams should they be ill as they will not have completed the minimum amount of the course (usually 50% for GCE/GCSE examinations).
What information will students receive about their examination entries?

When the entries for the external examinations have been made on the school’s computer system, students will receive a statement of entry and an individual examinations timetable detailing the subjects and tiers for which they have been entered. This should be checked carefully and parents and students are asked to inform the school if they believe there are any errors or problems. (Students must use their legal forename and surname for all examination entries).

The statement of entry serves two purposes:

- to check that all entries have been made and are correct,
- to inform parents that they agree to pay the entry fees should their son/daughter fail to take the examination without good reason.

BTEC External Assessments

The new BTEC qualifications have an external assessment unit which is either internally timetabled or at a specified session by the Awarding Body, candidates will be notified in advance when their external assessment will take place. On the advice of their subject teacher students may have the opportunity to retake the external assessment unit if it is available.

Where will the examinations be held?

The main locations for examinations are the Sports Hall, West Hall, Admin Meeting Room, Launchpad rooms, B & E Conference Room and PC7 but other rooms are occasionally used. Candidates are asked to be there for GCE 10 minutes and GCSE 20 minutes before the advertised start time to enable seating procedures to be carried out efficiently. Candidates are asked to wait quietly outside the room until told to enter. Where a candidate sits will be determined by their candidate number, which appears on students timetables and in many cases this also shows the candidate’s seat reference. The candidate will sit at the desk bearing a card with their candidate number and name. This arrangement follows Examination Board rules and the school cannot change it. A few students with particular needs will take their examinations in separate rooms.
How do students know what dates the examinations take place?

The main period for external exams is from mid-May until the end of June but orals and practical examinations will take place earlier. All candidates will receive an individual timetable produced by the school. The individual timetable will provide the candidate with specific information regarding the date, session/time and room including seat number for each sit down examination. It is helpful if parents make sure a copy of this timetable is available for everyone to refer to at home and students take a photo of the timetable on their phones.

EXTERNAL EXAMINATION DATES CANNOT BE CHANGED BY THE SCHOOL

At what times do the examinations begin?

The Examination Boards dictate the start times for exams. Candidates’ timetables will show the start time of their examination and candidates are asked to report no later than 20 minutes before this time for GCSE and 10 minutes before GCE examinations. The length of examination papers varies and sometimes the exam will not finish until after school ends. Students and parents should be aware of this and make appropriate arrangements for getting home. (Some students may receive an allowance of extra time for the examinations and so their finishing times will be even later). Timings for some papers may deviate from this pattern and the candidates will be made aware of this. It is the candidate’s responsibility to be aware of the start time of each exam. Please ensure that your son/daughter checks his/her examination commitments for each day on the previous evening.

What happens if a student has more than one examination at the same time?

When a candidate is timetabled to sit two or more exams at the same time this is known as a “clash.” If these are for the same subject this is intentional on the part of the Board and the examinations are meant to run one after another. If not, then this should be picked up during the checking process and the student must see the Examinations Officer immediately so that permission can be granted for one of the papers to be taken at a different time on the same day if specific exam board regulations allow. The candidate will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an examination is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink, as they will not be allowed to go anywhere unaccompanied by an invigilator. Even attempting to communicate with another candidate may result in the loss of all those examinations marks for all of the candidates involved.
How are students supervised?

External invigilators will supervise students under the direct management of the Examinations Officer. Once candidates enter the examination room they must remain silent and follow the invigilator’s instructions at all times. The invigilators are experienced in examinations procedures and subject to strict regulations. They usually work in teams and can contact the Examinations Officer to resolve any issues.

A teacher will call candidates in by candidate number or subject group and they should find the desk with their candidate number card on it. All bags, coats and other possessions must be left at the back or front of the examination room as instructed by the invigilators. In some sessions, papers have already been placed on examination desks; these must not be opened until candidates are advised to do so.

What happens if a student is late for an examination?

If parents are aware that their son/daughter will miss the start time, they should telephone the school immediately and seek guidance from the Examinations Officer. Depending on how long the examination has been in progress, it may be possible for the candidate to be admitted. However, we are bound by the Awarding Body regulations on this matter. Normally candidates with a genuine reason who are brought straight to the school may be admitted within the first 60 minutes of the published start time for examinations which are more than one hour in duration, after this time the board will decide whether to accept any paper sat. Candidates who arrive more than one hour after the official start time or after the end of the examination will not normally be admitted. For examinations that are less than one hour in duration the candidate only has 30 minutes from the published start time to be admitted.

What equipment should candidates bring to the examination?

Candidates should bring writing equipment etc. in a transparent plastic bag or pencil case. Non-transparent pencil cases will not be permitted on the examination desk.

For every examination students should bring:
- 2 pens – black not gel or erasable pens
- 2 HB pencils
- Ruler
- Pencil sharpener
- Eraser

For certain exams students will also need the following:
- A pair of compasses
- Protractor
- Calculator
- Coloured pencils
- Pre-prepared work as advised by subject teachers

Candidates must do all rough work in the answer booklet provided and cross out anything that they do not wish to be marked.
Candidates are responsible for ensuring that they bring everything they need to the examination – they cannot share or borrow items from other students. This includes ensuring that their calculator is in a working condition and has a suitable power supply.

What are prohibited items in the examination room?

Some items are strictly banned and candidates should NOT bring them into the examination room under any circumstances.

- Mobile phones, I-watches, I-pods, personal CD players and similar electronic or wireless devices (These items can be handed to Student Reception before the start of an exam)
- Correction pens or correction fluid (Candidates should cross through work they do not wish to be marked)
- Notes, papers and text books unless authorised by the Awarding Body
- Lucky mascots etc.
- Food items, chewing gum or drinks
- Calculator cases, instruction leaflets, instructions and formulae printed on calculator lids or covers or similar materials

The Awarding Bodies treat mere possession of these items as an infringement.

Highlighters cannot be used on answer papers, but may be used on the question paper if the candidate wishes. Highlighters must not be used as part of any answer as the exam board scanning equipment will not be able to read the work in question.

What about a drink?

Only students who have previously obtained permission from the Examinations Officer, for medical reasons, are allowed drinks in the examination room. If it is particularly hot weather or if a student is obviously unwell the school will make water available for any student who requests a drink.

Regulations governing the use of calculators

Some subject papers, especially in Maths, explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these examinations.

When calculators are permitted they must be of a size suitable for use on a desk, be battery or solar powered, free of lids, cases and covers which have printed instructions or formulas and not:

- Be designed or adapted to offer any of the following: 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 on them including databanks, dictionaries, mathematics formulae, text.

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted if information and/or programs stored in the calculator’s memory are cleared before the examination and if they meet the restrictions shown above unless the calculators are prohibited in the subject syllabus. Retrieval of information and/or programs during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or program before the examination.

**What are the regulations regarding mobile phones and other electronic items?**

The regulations state that mobile phones and other electronic devices including I-watches are not allowed in the examination rooms under any circumstances. This applies to all external and internal examinations. Mobile phones cause disturbance to other candidates if they ring and electronic devices can allow opportunities for malpractice. Any student found to have a phone or electronic device in the examination room will always be reported to the appropriate Awarding Body. Should this happen the student may be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that the phone or electronic device should not be brought to school at all. We cannot take responsibility for the security of items brought to school. Any item brought into school should be handed into Student Reception before entering the examination room.

**What is meant by “malpractice”?**

Malpractice is the term that the Awarding Bodies use for any irregularity, or breach of the regulations. The Examinations Officer is required to, and will, report all infringements to the appropriate body and they will decide what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide within limits and some infringements carry automatic loss of marks as a minimum penalty. The Awarding Bodies and the school take the integrity of exams very seriously and it is important that candidates heed the invigilator’s instructions carefully.
What happens if a student does not turn up for an examination?

A student who is absent from any examination without producing a doctor’s note within seven days of the date of the examination or providing a satisfactory reason for their absence, will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the centre will seek to recover examination fees if a student does not turn up for an examination without an acceptable reason.

Each missed examination carries a £25 charge.

What standards of behaviour are expected during examinations?

All candidates for external exams are required to have a copy of the ‘Information for Candidates’ notice produced by the Awarding Bodies which gives general guidelines for conduct and must be observed. A copy of this notice has been included in this booklet and can be found in the Appendices. The school and the Awarding Bodies take breaches of examination regulations very seriously. Any activities that may disturb or upset other candidates will not be tolerated. The Head of Centre and his representatives have the power to remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Invigilators are not allowed to give students any help at all with the question/answer paper including advice on what sections or questions to answer, where to answer the questions etc. This information is on the front of the question and/or answer paper and invigilators are not allowed to interpret anything for the students. Subject teachers will have prepared students on how to answer the question papers.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and the circumstances will be reported to the Awarding Body. This may result in the candidate not receiving a grade for the whole of that examination.

What should students wear for examinations?

Examinations are a school activity and students must wear normal uniform (sixth formers must wear their usual school attire). We ask for the co-operation of parents in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out when they are not correctly dressed. All students know the uniform rules and it is their responsibility to ensure they observe them. Candidates should bring as little as possible in the way of coats and baggage into the examination room. Hats, gloves and scarves are not permitted.

What happens if a student is unwell at the time of one or more of the examinations?
If your son/daughter is unwell you should visit your doctor who will advise whether or not your son/daughter is fit to sit the examination. The Exams Office cannot give advice about whether or not a student is fit to attend an examination. If the candidate sits the paper, your doctor should give you a letter, which the school can forward to the Awarding Body asking for Special Consideration on the grounds of illness. If the candidate is unable through illness to sit a paper the board may, after examining the doctor’s letter and any evidence of performance on other papers, decide to award a grade. It is unlikely that an AS grade will be awarded if an AS unit is missed as the candidate will be expected to re-take it at a future session. If you require any clarification about this please contact the Examinations Office. Retrospective information is not accepted by the Awarding Bodies and any doctor’s letters must be sent or given to the Examinations Officer within 3 days of the examination missed. Please telephone the school if your son/daughter will not be attending an examination or if he/she will be present but is unwell. It is often helpful for the invigilator to be aware that a candidate is not feeling well.

There is a standard JCQ form (JCQ/ME Form 14) available from the Examinations Officer for self-certification of missed exams, which can be countersigned by your doctor/nurse or surgery receptionist.

What do students do who finish early?

Students should use all of the available time on their exams and spend any time at the end checking their answers. Students are not permitted to leave before the end of the exam. They must sit quietly at their desk and not disturb other candidates.

What can be done if a student has problems which may affect his or her performance in an examination?

Some candidates are eligible for special examination arrangements; these are normally identified by the school and appropriate applications made to the Awarding Bodies, supported by an educational psychologist’s report. Suitable up to date evidence is required before such arrangements can be made. The Special Needs Department will make arrangements for providing some types of special assistance and will inform the candidates of any special rooming arrangements. Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Examinations Officer so that an application for Special Consideration can be made to the Boards. Parents and candidates should be aware that any adjustment is likely to be small and that no feedback is ever provided.

How can parents help their son/daughter during the examination period?

Examinations are inevitably a stressful time for some candidates and support from both school and parents can be helpful. The school will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing
knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and it is useful to give plenty of encouragement. Students should get adequate sleep and some opportunities for relaxation.

How does a student return books and equipment to the school after the examinations are over?

Students will have been informed by the school of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to the school.

When and how are the results distributed?

GCE results arrive in school on Thursday August 18 and GCSE results on Thursday 25 August 2016. Students will be advised of the actual time on these days in the summer term. Students can leave an A4 stamped self-addressed envelope with the Examinations Officer if they would like their results posted to them. Students who want a relative or friend to collect their results must send a signed letter of authorisation with the collector who will also need to provide ID. Results will not be given over the telephone or by e-mail.

What can a student do if a result is substantially different from what was expected?

Examinations can only measure performance on the day, and candidates can do better or worse than anticipated for a variety of reasons. If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate Board. Details of the procedures and the fees involved are available from the Examinations Officer and the process should be started immediately after consultation with the Subject Teacher/Subject Leader concerned and no later than 20 September. If a GCE candidate’s university place is affected by the results a priority enquiry may be requested through the Examinations Officer; this must be initiated within 7 days of the issue of results. The Boards charge for all such enquiries and grades can go down as well as up. There are very strict deadlines for any enquiries about results so it must be done very soon after the results are published. If the results have serious implications for the student’s future plans then advice should be sought from the National Careers Service or the school adviser Jane Mills.

How can a student get a copy of their marked examination script?

It is currently possible to have access to marked scripts for most AS/A2 units and some GCSE papers. Students will need to complete a form from the school and pay a fee for each subject/paper. There are strict deadlines for this so you must see the Examinations Officer within 4 weeks of the issue of results if you want this service.

Can students have their coursework/controlled assessments back?

The Awarding Bodies return most of the coursework/controlled assessments to the school after the results are published but it must remain secure at school until all enquiries about results have taken place. Students can arrange with subject leaders to collect their work concerned from November following the summer series that they have sat their
examinations. Occasionally the Awarding Bodies keep some pieces of work as examples; this will never be returned. Subject leaders are aware of which pieces of work this applies to.

**When do students receive their examination certificates?**

The Awarding Bodies issue certificates well after the examinations have taken place. The school distributes the certificates for the previous year 11 and year 13 students at the centre’s Presentation Evening in January each year. Students are required to collect them in person however a friend or family member may collect them but only if they produce a letter of request signed by the candidate and some form of ID. If a student requires their certificates before Presentation Evening they should apply to the Examinations Office after November 1\textsuperscript{st}.

Certificates not collected after one year are destroyed by the Centre as instructed by the Awarding Bodies; they can only be replaced by direct application to the Awarding Body by the candidate; the Awarding Body will require proof of identity and a substantial fee.

**How are internal examinations conducted?**

All internal examinations are conducted using the same rules and regulations as set out by the Awarding Bodies. Students will receive an individual examinations timetable before the examinations take place which will inform them of the date, time and location of each examination. Any student that misses an internal examination will need to speak to their subject teacher to arrange a convenient time to sit the examination.
## Appendices

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 1</td>
<td>Internal Appeals Procedure for External Qualifications</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>Information for Candidates – Controlled Assessments</td>
</tr>
<tr>
<td>Appendix 3</td>
<td>Information for Candidates – Coursework Assessments: GCE, ELC and Project Qualifications</td>
</tr>
<tr>
<td>Appendix 4</td>
<td>Information for Candidates – Non-examination Assessments</td>
</tr>
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<td>Information for Candidates for On-Screen Tests</td>
</tr>
<tr>
<td>Appendix 7</td>
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</tr>
<tr>
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<td>Beauchamps High School – Privacy Notice</td>
</tr>
<tr>
<td>Appendix 9</td>
<td>Information for Candidates – Privacy Notice</td>
</tr>
</tbody>
</table>
The School’s Policy on Appeals is in two parts:

1. **Policy on Internal Assessments for External Qualifications**

2. **Policy on External Assessments for External Qualifications (Enquiries about Results)**

1. **Policy on Internal Assessments for External Qualifications**

   In accordance with the Code of Practice for the conduct of external qualifications produced by the regulatory bodies, Beauchamps High School is committed to ensuring that:

   - Internal assessments are conducted by staff that have the appropriate knowledge, understanding, and skills.
   - Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
   - The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
   - Staff responsible for internal standardisation and/or assessment attends any compulsory training sessions.

   **Responsibilities:**

   The Head of Centre (the Headteacher Mr R Hodges) has nominated the Deputy Headteacher Mr A Liddell to be the senior member of staff who manages any such appeals; he is responsible for disseminating information to all candidates and their carer/s about the appeals procedure and for informing the Head of Centre about the existence and outcome of these appeals.
Principles:

- All candidates, members of the teaching staff and the Head of Centre to be made aware of this procedure
- Full details of an appeal must be made available to the Awarding Body on request.
- The decision of the Appeals Committee is final and binding.

Note to Students:

If at any stage during your examination courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. controlled assessments/coursework/portfolio/projects) you should see the Examinations Officer, as soon as possible.

The regulations for GCE coursework and GCSE controlled assessments 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 copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject a candidate’s internally assessed work on the grounds of malpractice.

Written Appeals Procedure:

Appeals may be made to the school regarding the procedures used in internal assessment, but not regarding the actual marks or grades submitted by the school for moderation by the Awarding Body.

A candidate or their carer/s wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal must be received by the School at least two weeks before the date of the last external examination in the subject or before the second week in June.
for syllabuses without external examinations. The written appeal must state the details of the complaint and the reasons for the appeal. All internal appeals will be considered and resolved by the date of the last externally assessed paper of the series e.g. by the end of June for the summer series. If there are difficulties in meeting this deadline then the Examination Officer will contact the relevant Awarding Body.

On receipt of a written appeal, an Appeals Committee will be convened composed of: a member of the SLT, the Examinations Officer, and a Subject Leader. These must not have been involved in the internal assessment decision concerned. The enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The teacher/s concerned in making the assessment which is the subject of the appeal must be given a copy of the appeal and must be given an opportunity to respond to this in writing with a copy of this response being sent to the candidate involved. This must be completed within one working day of the initial meeting of the Appeals Committee.

The appellant and the teacher concerned will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

If the candidate bringing the appeal is not happy with the written response they have received they will be given the opportunity to have a personal hearing before the Appeals Committee. They will be given three working days’ notice of such a meeting and they can be accompanied by one carer/friend if they are presenting their own case; in addition they will have sight of all relevant documents in advance of the hearing. All candidates should be able to gain access to:

- All marks awarded to them by the centre for internal assessment
- All comments recorded by the centre relating to the internal assessed work
- Any correspondence between the centre and the Awarding Body
- Information, if available at the time of the appeal, as to whether their work was sampled by the Awarding Body
- The moderated mark given to the work by the Awarding Body, if known
- Relevant Awarding Body procedures for the conduct of internal assessment

The teacher and the candidate will be given the opportunity to hear each other’s submission to the panel at the hearing. A member of the administrative staff will keep a record of the meeting. The centre will keep a written record of the appeal which will include the outcome of the appeal and the reasons for that outcome. A copy of this record will be sent to the candidate and their carer/s within five working days of the hearing. All parties involved in the Appeals meeting should be given at least 3 working days’ notice of the meeting.
The school will inform the Awarding Body of any change to internally assessed marks as the result of such an appeal. However, it must be remembered that Awarding Bodies cannot change the dates on which they print and issue certificates, so all dates for such appeals must take into account the results dates for the relevant examination series.

2. Policy on External Assessments for External Qualifications
   [Enquiries about Results - EARs]

Enquiries initiated by the School

The Subject Leaders will be responsible for discussing with the Senior Leadership Team if they need any EAR services. Once authorisation from Senior Leadership Team has been obtained, the Subject Leader will then liaise with the Examinations Officer to complete the relevant documentation. The candidate/s involved must be contacted by the teacher concerned to inform them of the details and to obtain the necessary permissions. Payment of any charges for these services must be negotiated with the Senior Leadership Team. The Examinations Officer will notify all those involved of the results of any enquiries.

Requests for original scripts must be authorised by the Senior Leadership Team and will be actioned by the Examinations Officer.

Enquiries initiated by the student

Any enquiries must be made through the School, in writing, and accompanied by the necessary payment and permission from the candidate to undertake such an enquiry.

Any student who would like to query a mark/grade awarded by an awarding body upon issue of results should follow the following procedure:

- Contact the Examinations Officer and the subject teacher as soon as possible (but at least 5 working days before the published deadline for EARs) in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.

- Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.

- The subject teacher will review the student’s marks/grades and discuss with the Subject Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student’s predicted grades where possible.

If the Department agrees to support the EAR:
The request, together with the student’s consent form, should be made to the Examinations Officer before the published deadline for EARs. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer before the published deadline for EARs. An administrative fee of £10 per separate application will be included in the cost. If the enquiry is successful the cost of the EAR minus the £10 administrative fee will be refunded to the student.

Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

Please note there is no further appeal to this Review.
This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates - controlled assessments

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

When you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

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

The regulations state that:

“the work which you submit for assessment must be your own”;
“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml), downloaded 5 February 2016.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.
Preparing your work – good practice

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

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

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

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

Don’t be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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

©2015
This notice has been produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

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

The regulations state that:

“the work which you submit for assessment must be your own”;
“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml), downloaded 5 February 2016.

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

If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.
Preventing plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT’S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK
Appendix 4

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 any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

Non-examination assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

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

The regulations state that:
"the work which you submit for assessment must be your own”;
"you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml), downloaded 5 February 2017.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.
Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, 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. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don’t need.

Don’t be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

- the piece of work will be awarded zero marks;
- you will be disqualified from that 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.

Your awarding body will decide which penalty is appropriate.

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

©2015
Information for candidates
For written examinations – effective from 1 September 2015
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:
   - notes;
   - potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a
     MP3/4 player 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 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7 You must not write inappropriate, obscene or offensive material.
8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9 Do not borrow anything from another candidate during the exam.

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

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

D Instructions during the exam
1 Always listen to the invigilator. Follow their instructions at all times.
2 Tell the invigilator at once if:
   - you have not been given the right question paper or all of the materials listed on the front of the paper;
   - the question paper is incomplete or badly printed.
3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4 Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
   Make sure you fill these details in on any additional answer sheets that you use.
5 Remember to write your answers within the designated sections of the answer booklet.
6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
   Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance
1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2 Put up your hand during the exam if:
   - you have a problem and are in doubt about what you should do;
   - you do not feel well;
   - 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 loose sheets of paper, place them in the correct order.
   Remember to fasten them together with a treasury tag before you leave.
   Make sure you add your candidate details to any additional answer sheets that you use.
2 Do not leave the exam room until told to do so by the invigilator.
3 Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough
   work or any other materials provided for the exam.
## Information for candidates

**For on-screen tests – effective from 1 September 2015**

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.

<table>
<thead>
<tr>
<th>A</th>
<th>Regulations – Make sure you understand the rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Be on time for your on-screen test(s). If you are late, your work might not be accepted.</td>
</tr>
<tr>
<td>2</td>
<td>Do not become involved in any unfair or dishonest practice during the on-screen test.</td>
</tr>
<tr>
<td>3</td>
<td>If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.</td>
</tr>
<tr>
<td>4</td>
<td>Only take into the exam room the materials and equipment which are allowed.</td>
</tr>
<tr>
<td>5</td>
<td><strong>You must not</strong> take into the exam room:</td>
</tr>
<tr>
<td></td>
<td>• notes;</td>
</tr>
<tr>
<td></td>
<td>• potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device.</td>
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<td></td>
<td>Unless you are told otherwise, you <strong>must not</strong> have access to:</td>
</tr>
<tr>
<td></td>
<td>• the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</td>
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<tr>
<td></td>
<td>• pre-prepared templates.</td>
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<tr>
<td></td>
<td><strong>Remember:</strong> 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.</td>
</tr>
<tr>
<td>6</td>
<td>Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.</td>
</tr>
<tr>
<td>7</td>
<td>If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.</td>
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<tr>
<td>8</td>
<td>Do not borrow anything from another candidate during the on-screen test.</td>
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</table>

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<thead>
<tr>
<th>B</th>
<th>Information – Make sure you attend your on-screen test and bring what you need</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Know the date and time of your on-screen test(s).</td>
</tr>
<tr>
<td>2</td>
<td>Arrive at least ten minutes before the start of your on-screen test.</td>
</tr>
<tr>
<td>3</td>
<td>If you arrive late for an on-screen test, report to the invigilator running the test.</td>
</tr>
<tr>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>5</td>
<td>Your centre will inform you of any equipment which you may need for the on-screen test.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>C</th>
<th>Calculators, Dictionaries and Computer Spell-checkers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>You may use a calculator unless you are told otherwise.</td>
</tr>
<tr>
<td>2</td>
<td>If you use a calculator:</td>
</tr>
<tr>
<td></td>
<td>• make sure it works properly; check that the batteries are working properly;</td>
</tr>
<tr>
<td></td>
<td>• clear anything stored in it;</td>
</tr>
<tr>
<td></td>
<td>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</td>
</tr>
<tr>
<td></td>
<td>• do not bring into the examination room any operating instructions or prepared programs.</td>
</tr>
<tr>
<td>3</td>
<td>Do not use a dictionary or computer spell checker unless you are told otherwise.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>D</th>
<th>Instructions during the on-screen test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Always listen to the invigilator. Follow their instructions at all times.</td>
</tr>
<tr>
<td>2</td>
<td>Tell the invigilator at once if:</td>
</tr>
<tr>
<td></td>
<td>• you have been entered for the wrong on-screen test;</td>
</tr>
<tr>
<td></td>
<td>• the on-screen test is in another candidate’s name;</td>
</tr>
<tr>
<td></td>
<td>• you experience system delays or any other IT irregularities.</td>
</tr>
<tr>
<td>3</td>
<td>You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>E</th>
<th>Advice and assistance</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Put up your hand during the on-screen test if:</td>
</tr>
<tr>
<td></td>
<td>• you have a problem with your computer and are in doubt about what you should do;</td>
</tr>
<tr>
<td></td>
<td>• you do not feel well.</td>
</tr>
<tr>
<td>3</td>
<td>You must not ask for, and will not be given, any explanation of the questions.</td>
</tr>
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</table>

<table>
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<tr>
<th>F</th>
<th>At the end of the on-screen test</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ensure that the software closes at the end of the on-screen test.</td>
</tr>
<tr>
<td>2</td>
<td>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).</td>
</tr>
<tr>
<td>3</td>
<td>Do not leave the exam room until told to do so by the invigilator.</td>
</tr>
<tr>
<td>4</td>
<td>Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.</td>
</tr>
</tbody>
</table>
Appendix 7

| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |

Information for candidates
Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications® (JCQ®) on behalf of all the awarding bodies and can be found at: http://www.jcq.org.uk/exams-office/malpractice

Examples of statements or activities that will lead to a malpractice investigation include:

- 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 material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

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

You must familiarise yourself with the rules:
http://www.jcq.org.uk/exams-office/information-for-candidates-documents

Take care to avoid possible malpractice and the application of a penalty.

JCQ® 2014
PRIVACY NOTICE – DATA PROTECTION ACT 1988

Under Government regulations Beauchamps High School is a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well the School as a whole is doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number and may also give us details about your learning or qualifications.

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services’ role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parents/guardians can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell Mrs L Pearson if you wish to opt out of this arrangement. For more information about young people’s services, please go to the National Careers Service page at:

https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education (DfE).

If you want to receive a copy of the information about you that we hold or share, please contact Mrs L Pearson.

If you need more information about how the LA and DfE store and use your information, then please go to the following website:

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data
Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the qualification regulators of England, Wales and Northern Ireland.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates’ personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.

2. A candidate’s personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.

3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.

4. Personal data within candidates’ work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.
5. Awarding bodies may be required to provide a candidate’s personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates’ personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate’s Unique Learner Number (ULN) and update/check a candidate’s Personal Learning Record.

The Skills Funding Agency may share a candidate’s ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate’s school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: http://www.learningrecordservice.org.uk/

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data are to/may be disclosed, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body’s data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all ‘data controllers’ under the Data Protection Act 1998 in that they determine the purpose(s) for which ‘personal data’ (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.