

Ballyclare Secondary School



Candidate examination handbook

It is important that examination candidates read all the information in this booklet. These are JCQ regulations, for all students in the UK taking examinations.

Candidate examination handbook

Ballyclare Secondary 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.

This handbook is designed as a brief introduction to the procedures/arrangements for students taking external examinations in Years 11-14. Included in this guide are copies of several notices issued by the Joint Council for Qualifications (JCQ is the single voice of the awarding bodies offering the majority of the UK's qualifications) which every student should read.

Coursework/controlled assessments/non-examination assessments

Controlled assessment and non-examined assessments have replaced coursework in GCSE. There are various levels of control and supervision in the setting, completion and marking of the work so to ensure that all students nationally get an equal opportunity to demonstrate their own work. The supervision can vary from normal classroom working, for example in art and technology, to more formal exam conditions supervised by invigilators. Subject teachers will make students aware of when and where their assessments will take place and what the conditions are – this might include banning access to email, the internet and mobile phones at times. In some situations, the scheduled assessment cannot be repeated as it may involve the whole group, or may be difficult to rearrange without disrupting other subjects therefore please ensure that any absence from school during term time is avoided.

In some subjects, work is marked by the awarding body (e.g. language writing tasks) but usually it is marked and cross checked by teaching staff and then moderated by the awarding body.

Teachers give the work a raw mark and this is submitted to the awarding body. Teachers will let students know what this raw mark is and may give an opinion of what grade it is likely to be.

However, it is important to know that two things can happen to change the final grade:

- Samples of controlled assessments are moderated (checked) by an external examiner (moderator) from the awarding body and they may decide to adjust the marks (for the whole cohort) up or down if they do not agree with the original marking.
- The raw grade boundaries also change at each session for example a mark of 37/50 may be an A one year and a B the next.

Written exams

These exams are set by awarding bodies (exam boards) such as CCEA, AQA, OCR, Edexcel/Pearson and WJEC, and candidates can only take them on the days/time that they are scheduled. This is so everyone in the country who is sitting a particular written examination does so at the same time. It is important therefore that you do not make any arrangements to be absent from college during the examination periods.

As soon as all the exam entries have been made (February for summer exams), an individual timetable and statement of exam entries, listing all the exams you will be sitting during an examination period will be given to you. It will tell you which exam is on which day plus the length of the exam and if it is in the afternoon or morning.

Your personal details, including legal names and date of birth, are included on your exam timetable and statements of entries. These details will appear on your certificates. Please check them carefully and let the exams officer know immediately of any errors. You must check your timetable carefully to be sure you have been entered for the right exams. Ask your subject teacher if you are not sure.

On-screen tests

Some tests or assessments may be completed on a computer. The same examination rules and regulations apply to these as written exams or assessment.

What to do if you identify you have two or more exam papers timetabled at the same time (an exam clash)

If you are scheduled to sit two or more papers and the total time is more than three hours, it may be necessary to conduct an examination in a later or earlier session within the same day. You will need to be supervised to ensure the security of the exams is upheld and maintained between the sessions. During the supervision (isolation) you **must not** be in possession of an electronic communication/storage device, have access to the internet, a mobile phone or a watch. If the total of the two exams is three hours or less, then the two exams will be taken back-to-back without any revision between.

Where you will take your exams

On the day of your exam, check the exam board in the pupil entrance of the school. This will have on it the location of your examination. The majority of exams will take place in the Youth Centre, however, on days with larger numbers, the Gym will also be in use.

Supervision during your exams

All external exams are supervised (invigilated) by people who are specially employed for this job and who are not teachers at the school. They are responsible for making sure the exam is run according to JCQs rules and regulations, they have a key role in upholding the integrity of the external examination/assessment process. Listen carefully to their instructions and don't be afraid to ask if you are not sure about anything. The invigilators are there to ensure good behaviour from the candidates and to answer any queries you may have. If you need any additional materials during the exam raise your hand and an invigilator will come to assist you where possible. They are not allowed to help you with any part of the examination or tell you which questions to answer they can only read out the instructions on the front of the question paper.

Exam conditions

The invigilators will tell you when you can enter the room and once you are in it you are under examination conditions and must obey the rules. You should then find your desk, which will have your candidate number on it. Only material listed on the question paper is permitted in the examination room. You may not have on or near you any other material. If you are found to have any material with you which is not allowed, even if you had no intention of referring to it, this will be reported to the examination board. The normal practice in such circumstances is to disqualify the candidate from the paper or the subject.

For examinations with permitted books - Check that no notes or papers have accidentally been left inside any book which you are permitted to have in the examination room. You must write only in black ink or ball-point pen, except for drawings and rough notes. All rough work must be written in your answer book and neatly crossed through with a single line. Any mistakes should also be crossed through neatly with a single line. Correcting fluid or correcting pens must not be used. For computer marked multiple-choice papers rough work should be written on the question paper.

You may not communicate in any way with another candidate. You may not give assistance to any candidate or ask for assistance from another candidate. You should put up your hand if you need to attract the invigilators' attention.

What equipment you need to bring to your exams

You should bring with you the equipment you will need for that examination - such as pens, pencils, calculators etc. They should be placed in a clear see through bag. This is so the invigilator will be able to check that you have nothing else on your desk that could be used to help you. You must write in black ink, unless the instructions on the front of the question paper say otherwise. Gel pens should not be used in examinations.

What you should not bring into the exam room: mobile phones, watches or any other potential technological/web enabled devices

Mobile phones or any other device capable of storing information or connecting to the web which could potentially be used in an exam, should never be taken into exam rooms. We recommend they are left at home, or can be left in to the school office. You will be able to collect any items after the exam. Mobile phones in the exam hall is regarded as an attempt to cheat and candidates will always be penalised if they are reported to have one of these items on their person, even if it is switched off. The minimum penalty is to get zero marks for the exam.

Food and drink in exam rooms

You should not bring food into the exam room but you may bring a small clear plastic bottle of water with no labels.

What you should wear for your exams

As all examinations are taken during school time, you must wear your school uniform. You can be refused entry to the examination room if you are wearing your own clothes.

What to do if you are unwell on the day of an exam

It is vital that you telephone the school as soon as you think you may be too ill to sit an exam. Additionally, if there are reasons why you are unable to come in for an exam you must inform the exams office as soon as possible. You will be advised as to what you need to do depending upon the circumstances. You may need to get a letter from your doctor to confirm that you were too ill to attend, particularly if the exam you will miss is the final opportunity to sit it. Even if you are able to sit an exam but feel disadvantaged due to illness, or other circumstances on the day of the exam please let the exams officer, Miss Trimble, or your Head of Year know as we may be able to apply for special consideration or make some special arrangements for you.

Ballyclare Secondary School

Examinations during severe weather conditions and periods of disruption

Wherever possible the examinations should be conducted according to the centre's published timetable.

If conditions are so severe that the decision is made to close the school, or where a school remains open but some candidates are unable to reach it because of severe weather conditions, and no alternative arrangements can be made to take the examination at a different location, then the options are:

- Where candidates are entered for examinations but this is not their terminal (final) examination series, they may be entered again for the June series.
- Where candidates are sitting units as part of their terminal examination series, then an application for Special Consideration may be made. The candidate must meet the published criteria for Special Consideration as indicated in the JCQ publication, Access Arrangements, Reasonable Adjustments and Special Consideration.

If Ballyclare Secondary School is UNABLE to open as normal during the examination period

Recommended actions:

- School open for examinations and examination candidates only, if possible
- Candidates to use alternative venues (nearest Exams Centre. Please consult with BSS Examination Officer first)
- Centres may offer candidates an opportunity to sit any examinations missed at the next available series
- Centres to apply for Special Consideration

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|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
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Information for candidates
For written examinations – effective from 1 September 2019

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

| A Regulations – Make sure you understand the rules | |
|--|---|
| 1 | Be on time for all your exams. If you are late, your work might not be accepted. |
| 2 | Do not become involved in any unfair or dishonest practice during the exam. |
| 3 | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. |
| 4 | You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification. |
| 5 | If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk. |
| 6 | Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers. |
| 7 | Do not talk to or try to communicate with, or disturb other candidates once the exam has started. |
| 8 | You must not write inappropriate, obscene or offensive material. |
| 9 | If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return. |
| 10 | Do not borrow anything from another candidate during the exam. |
| B Information – Make sure you attend your exams and bring what you need | |
| 1 | Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam. |
| 2 | If you arrive late for an exam, report to the invigilator running the exam. |
| 3 | If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it. |
| 4 | Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam. |
| 5 | You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise. |
| C Calculators, Dictionaries and Computer Spell-checkers | |
| 1 | You may use a calculator unless you are told otherwise. |
| 2 | If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs. |
| 3 | Do not use a dictionary or computer spell checker unless you are told otherwise. |
| D Instructions during the exam | |
| 1 | Always listen to the invigilator. Follow their instructions at all times. |
| 2 | Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed. |
| 3 | Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. |
| 4 | When the invigilator tells you, 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 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. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. |
| 2 | Do not leave the exam room until told to do so by the invigilator. |
| 3 | Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam. |



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – 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.

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You 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 and 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. 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 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.

Plagiarism

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

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

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

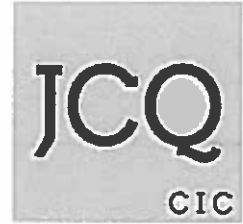
Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

Preparing your work – good practice

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

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

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

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

Do not be tempted to use 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, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using, or even marked the 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 component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

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|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
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Information for candidates
For on-screen tests – effective from 1 September 2019

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.

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| A Regulations – Make sure you understand the rules | |
| 1 | Be on time for your on-screen test(s). If you are late, your work might not be accepted. |
| 2 | Do not become involved in any unfair or dishonest practice during the on-screen test. |
| 3 | If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects. |
| 4 | Only take into the exam room the materials and equipment which are allowed. |
| 5 | You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification. |
| 6 | If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk. |
| 7 | Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started. |
| 8 | If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return. |
| 9 | Do not borrow anything from another candidate during the on-screen test. |
| B Information – Make sure you attend your on-screen test and bring what you need | |
| 1 | Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test. |
| 2 | If you arrive late for an on-screen test, report to the invigilator running the test. |
| 3 | If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it. |
| 4 | Your centre will inform you of any equipment which you may need for the on-screen test. |
| C Calculators, Dictionaries and Computer Spell-checkers | |
| 1 | You may use a calculator unless you are told otherwise. |
| 2 | If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs. |
| 3 | Do not use a dictionary or computer spell checker unless you are told otherwise. |
| D Instructions during the on-screen test | |
| 1 | Always listen to the invigilator. Follow their instructions at all times. |
| 2 | Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities. |
| 3 | You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. |
| E Advice and assistance | |
| 1 | If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator. |
| 2 | Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well. |
| 3 | You must not ask for, and will not be given, any explanation of the questions. |
| F At the end of the on-screen test | |
| 1 | Ensure that the software closes at the end of the on-screen test. |
| 2 | If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s). |
| 3 | Do not leave the exam room until told to do so by the invigilator. |
| 4 | Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test. |

Information for candidates Using social media and examinations/assessments



Image by Patrice Jova

This document has been written to help you stay within examination regulations. Please read it carefully.

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

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

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

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

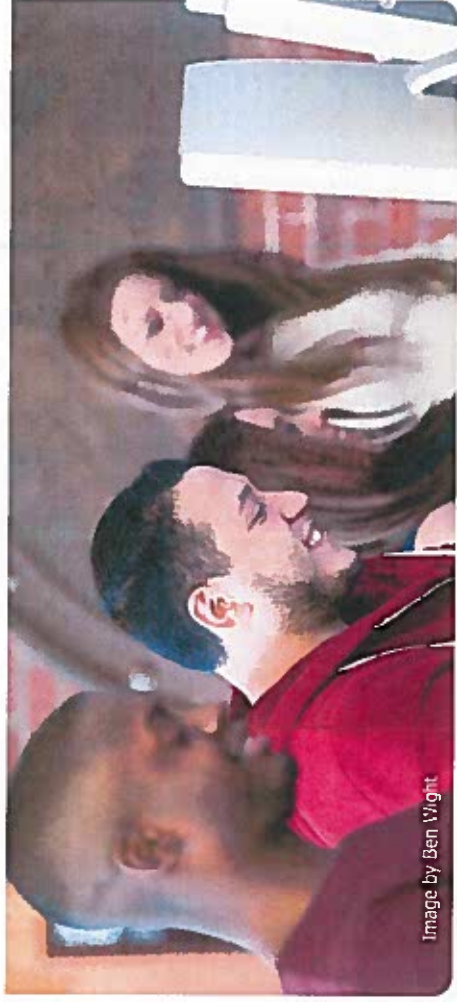


Image by Ben Wight

You should be aware that the following constitute malpractice:

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

Penalties that awarding bodies apply include:

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

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

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



Emergency Examination Procedures

In the event of the necessity to evacuate the examination room all candidates are to proceed to Assembly Point A located on the far side of the school hockey pitches.

Leave all examination scripts and question papers on your desk.

Leave all equipment etc. in the exam room.

Please remain at the Assembly Point under supervision until the emergency is over. **Do not communicate with each other.** You will then be escorted back to complete your examination.



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

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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

Effective from 1 September 2014



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

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
**from your examination and your overall
qualification.**

This poster must be displayed in a prominent place outside each examination room.

Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates



NOTE: In instances where the box is blank the penalty may be used.

| Type of offence | Warning (Penalty 1) | Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4) | Loss of aggregation or certification opportunity (Penalties 5 – 9) |
|---|---|--|---|
| Introduction of unauthorised material into the examination room, for example: | | | |
| Own blank paper | used for rough work | used for final answers | |
| Calculators, dictionaries (when prohibited) | not used | used or attempted to use | |
| Bringing into the exam room notes in the wrong format or prohibited annotations | notes/annotations go beyond what is permitted but do not give an advantage | notes/annotations are relevant and give an unfair advantage | notes/annotations introduced in a deliberate attempt to gain an advantage |
| Notes, study guides and personal organisers | notes irrelevant to subject | notes relevant to subject | notes relevant to subject and evidence of use |
| Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch) | not in the candidate's possession but makes a noise in the examination room | in the candidate's possession but no evidence of being used by the candidate | in the candidate's possession and evidence of it being used by the candidate |
| Breaches of examination conditions | | | |
| A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations | minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop | major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop | repeated non-compliance |
| Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations | leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations) | removing script from examination room but with no proof that the script is safe; taking home materials | deliberately breaking clash supervision; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired |

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|---|---|---|---|
| Disruptive behaviour in the examination room or assessment session (including the use of offensive language) | minor disruption lasting short time; calling out, causing noise, turning around | repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions | warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property |
| Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to): | | | |
| talking | isolated incidents of talking before start of exam or after papers have been collected | talking during exam about matters not related to exam; accepting exam related information | talking about exam related matters during the exam; whispering answers to questions |
| written communication | passing written communications (notes) which clearly have no bearing on the examination | accepting exam-related information | passing exam related notes to other candidates; helping one another; swapping scripts |
| social media | | accepting exam-related information without reporting it to the awarding body | passing or distributing exam-related information to others |
| Offences relating to the content of candidates' work | | | |
| The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios | isolated words or drawings, mildly offensive, inappropriate approaches or responses | frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff | offensive comments or obscenities aimed at a member of staff, examiner or religious group; racist, lewd or sexist remarks or drawings |
| Collusion: working collaboratively with other candidates beyond what is permitted | collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations | collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate | candidates' work reflects extensive similarities and identical passages, possibly due to a deliberate attempt to share work |

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|---|---|---|--|
| Plagiarism: unacknowledged copying from or reproduction of published sources (including the Internet); incomplete referencing | | plagiarism from published work listed in the bibliography or minor amount of plagiarism from a source not listed in the bibliography | plagiarism from published work not listed in the bibliography or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography |
| Making a false declaration of authenticity | | sections of work done by others, but most still the work of the candidate | most or all of the work is not that of the candidate |
| Copying from another candidate (including the misuse of technology) | lending work not knowing it would be copied | permitting examination script/work to be copied; showing other candidates the answers | copying from another candidate's script, controlled assessment, non- examination assessment borrowing work to copy |
| Undermining the integrity of examinations/assessments | | | |
| The deliberate destruction of work | | defacing scripts; destruction of candidate's own work | significant destruction of another candidate's work |
| The alteration or falsification of any results document, including certificates | | | falsification/forgery |
| Misuse of, or attempted misuse of, examination material and resources | | | misuse of examination material or exam related information, including: attempting to gain or gaining prior knowledge of examination information; improper disclosure (including electronic means [‡]); receipt of examination information or removal of secure information from the examination room |
| Theft (where the candidate's work is removed or stolen) | | | taking somebody else's work (e.g. project/coursework) to pass it off as one's own |
| Personation | | | deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated |

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|---|--|--|--|
| Behaving in a way as to undermine the integrity of the examination/assessment | | | for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently |
|---|--|--|--|

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| Standard penalties: | |
| 1 warning; 2 loss of marks gained for a section; 3 loss of all the marks gained for a component; 4 loss of all the marks gained for a unit; 5 disqualification from the unit; | 6 disqualification from all units in one or more qualifications taken in the series; 7 disqualification from the whole qualification; 8 disqualification from all qualifications taken in that series; 9 barred from entering for examinations for a set period of time. |