



Exams policy

2016/17

This policy is reviewed annually to ensure compliance with current regulations

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Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- all aspects of the centre exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that

“... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute” [JCQ [General regulations for approved centres](#)¹]

- exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

Location:

Shared staff drive – Q – Admin – Exams – Policies

Shared staff drive – Q – Shared resources – Winstanley Policies

Staff Room Notice Board

Roles and responsibilities overview

“The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies.

The head of centre may not appoint themselves as the examinations officer.” [GR1]

Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [General regulations for approved centres](#) (GR)
 - [Instructions for conducting examinations](#) (ICE)
 - [Access Arrangements and Reasonable Adjustments](#) (AA)
 - [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
 - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting controlled assessment and coursework)
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration
- Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered

- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;”* [ICE 6]
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

Exam contingency plan

In the event of the absence of the exams officer or an unforeseen emergency, a robust exams contingency plan is written and in place. This document will minimise the risk to examination administration.

Location:

Shared staff drive – Q – Admin – Exams – Policies

Shared staff drive – Q – Shared resources – Winstanley Policies

- Ensures required internal appeals procedures are in place

Internal appeals procedures

Winstanley CC have a written internal appeals policy which is shared with candidates via their Exam Information Book (Appendix A) issued at the start of KS4.

All staff are made aware of this policy / procedure

Location:

Exam Notice Board

Website

Shared staff drive – Q – Admin – Exams – Policies

- Ensures a disability policy for exams showing the centre’s compliance with relevant legislation is in place

Disability policy (exams)

Winstanley CC have a Disability Policy for Exams and a College Disability Accessibility Plan.

Location:

Shared staff drive – Q – Admin – Exams – Policies

Shared staff drive – Q – Shared resources – Winstanley Policies

Website

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

Access arrangements policy

Winstanley CC follows JCQ guidance and the Additional Needs Manager who is the qualified assessor completes all the assessments.

“...with its obligations in respect of identifying the need for, requesting and implementing access arrangements.”

[GR 5.5]

“The centre agrees to... have a written process in place to not only check the qualification(s) of their specialist assessor(s) but that the assessment process is administered correctly;”

[GR 5.4]

- Ensures staff are only entered for qualifications through the centre where entry through another centre is not available
- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

*“The **examinations officer or quality assurance co-ordinator** is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”*

[GR 1]

Exams officer

- Understands the contents of annually updated JCQ publications including:
 - [General regulations for approved centres](#)
 - [Instructions for conducting examinations](#)
 - [Suspected Malpractice in Examinations and Assessments](#)
 - [Post-results services](#) (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required

Senior leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - [General regulations for approved centres](#)
 - [Instructions for conducting examinations](#)
 - [Access Arrangements and Reasonable Adjustments](#)
 - [Suspected Malpractice in Examinations and Assessments](#)
 - [Instructions for conducting non-examination assessments](#) (and the instructions for conducting controlled assessment and coursework)

Additional Needs Manager

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification

Head of department (HoD)

- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and Additional Needs Manager
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and Additional Needs Manager
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

- Attend training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception staff

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

Site staff

- Support the EO in relevant matters relating to exam rooms and resources

Candidates

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

The exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

Planning: roles and responsibilities

Information sharing

Head of centre

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#) (and the instructions for conducting controlled assessment and coursework)

Exams officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information gathering

Exams officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of internal exams are referred to in the centre]

Head of department

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of information
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

Access arrangements

Additional Needs Manager

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal **way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **data protection notices** from candidates where required
- Applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments

Word processor policy (exams)

Winstanley CC follows guidance in the JCQ Access and Arrangements and the Additional Needs Manager determines if using a word processor as a normal way of working is appropriate for candidates and therefore allowed in exams and C/A unless prohibited by the specification. Parents and candidates are kept informed.

The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs...

[[AA5.8](#)]

- Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Separate invigilation within the centre criteria appendix A

Candidates with access arrangements and who are identified with a specific need, in accordance with the JCQ regulations may take exams in a separate room. All exam rooms are operated and set up under the same JCQ rules and regulations.

[See [AA 5.16](#) plus centre-determined criteria]

Senior Leaders, Head of department, Teaching staff

- Support the Additional Needs Manager in identifying and implementing appropriate access arrangements

Internal assessment

Head of centre

- Ensures an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internally assessed marks (see Roles and responsibilities overview)

- Ensures a policy for the **management of controlled assessment** is in place for legacy GCSE qualifications, identifying staff responsibilities and examining potential risks

Controlled assessment policy

Winstanley CC follows the JCQ guidance for C/A [Instructions for conducting controlled assessments](#).

[See JCQ [Instructions for conducting controlled assessments](#)]

- Ensures a **non-examination assessment policy** is in place for new GCE and GCSE qualifications

Non-examination assessment policy

Winstanley CC follows the JCQ guidance for C/A [Instructions for conducting non-examination assessments](#).

The purpose of this policy, as defined by JCQ, is to

- *cover procedures for planning and managing non-examination assessments*
- *define staff roles and responsibilities with respect to non-examination assessments*
- *manage risks associated with non-examination assessments*

[NEA – *The basic principles*, page 4]

- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- Ensure appropriate internal moderation, standardisation and verification processes are in place

Head of department

- Ensures teaching staff delivering legacy GCSE qualifications follow JCQ [Instructions for conducting controlled assessments](#) and the specification provided by the awarding body
- Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and Entry Level or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- Ensures teaching staff delivering new GCE & GCSE specifications follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body

Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed

Exams officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment

Invigilation

Head of centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Determines if additional invigilators will be deployed in practical exams in addition to the subject teacher
- Provides safeguarding training to all invigilators

Exams officer

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Collects evaluation of training to inform future events

Entries: roles and responsibilities

Estimated entries

Exams officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

Estimated entries collection and submission procedure

EO collects all the information about the qualifications and estimated number of candidates to be entered from HoDs using a proforma by a given deadline.

EO submits this information to the awarding bodies

Head of department

- Provides information requested by the EO to the internal deadline
- Informs the EO immediately of any subsequent changes to information

Final entries

Exams officer

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies

Final entries collection and submission procedure

EO makes exam entries based on syllabus and set lists confirmed by HoDs.

EO submits entry lists to HoDs for confirmation using a proforma, within a given deadline.

EO submits statement of entries to candidates and requests confirmation (from candidates) regarding personal information and entries, within a given deadline.

EO submits entries to awarding bodies via A2C upon receipt of confirmation from HoDs

Head of department

- Provides information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - amendments to existing entries
 - withdrawals of existing entries
- Checks final entry submission information provided by the EO and confirms information is correct

Entry fees

Exam budget is managed by the Deputy Head of School

All exam entry fees will be charged to the exam budget.

Penalties are negotiated with the HoDs and SLT.

Late entries

Exams officer

- Has clear entry procedures in place to minimise the risk of late entries
- Informs SLT of any late or other penalty fees

Head of department

- Minimises the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time
 - meeting internal deadlines identified by the EO for making final entries

Candidate statements of entry

Exams officer

- Provides candidates with statements of entry for checking in the Spring Term
- Provides candidates with personal timetables and seating arrangements in the Summer Term

Teaching staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO within the given deadline

Candidates

- Confirm entry information is correct or notify the EO of any discrepancies including personal information

Pre-exams: roles and responsibilities

Access arrangements

Additional Needs Manager

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments

Briefing candidates

Exams officer

- Issues individual exam timetable information to candidates
- Issues relevant JCQ information for candidate's documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - when and how results will be issued and the staff that will be available
 - the post-results services and how the centre deals with requests from candidates
 - when and how certificates will be issued

Access to scripts, enquiries about results and appeals procedures

Winstanley CC has a written procedure for appeals and enquiries about results.

Candidates are notified about these procedures via their Exam Information Book (Appendix A)

Location:

Website

Exam Notice Board

Candidates are notified about access to scripts (for teaching purposes) as part of the confirmation of entries process and again upon receipt of their results.

Dispatch of exam scripts

Exams officer

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

Estimated grades

Head of department

- Ensures teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body)

Exams officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent

Internal assessment

Head of centre

- Ensures procedures are in place for candidates to appeal internally assessed marks or request a review of the centre's marking of an assessment (when a centre is required to make reviews available)

Additional Needs Manager

- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments

Teaching staff

- Support the Additional Needs Manager in implementing appropriate access arrangements for candidates undertaking internal assessments
- Ensure candidates are informed of internally assessed marks prior to marks being submitted to awarding bodies

Head of department

- Ensures teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline
- Ensures teaching staff authenticate candidates' work to the awarding body requirements
- Ensures teaching staff provide required samples of work for moderation to the EO to the internal deadline

Exams officer

- Submits marks and samples to awarding bodies/moderators to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated work returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams officer

- Provides an invigilation handbook or briefs invigilators accordingly
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to check the rooms where a candidate and invigilator are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms according to the required ratios
- Liaises with the Additional Needs Manager regarding the facilitation and invigilation of access arrangement candidates

Additional Needs Manager

- Liaises with the EO regarding facilitation and invigilation of access arrangement candidates

Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series

JCQ inspection visit

Exams officer or Senior leader

- Accompanies “the Inspector **throughout** the course of his or her centre visit, including inspection of the centre’s secure storage facility.” [[ICE](#) Introduction]

Seating and identifying candidates in exam rooms

Exams officer

- Ensures a procedure is in place to verify candidate identity including private candidates

Verifying candidate identity procedure

Each candidate has a name card on their desk.

Name cards include a photograph of the candidate, name and exam number.

- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

Security of exam materials

Exams officer

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Reception staff

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff

Teaching staff

- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

Exams officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam clashes
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the Additional Needs Manager regarding rooming of access arrangement candidates

Additional Needs Manager

- Liaises with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

Transferred candidate arrangements

Exams officer

- Liaises with the host or entering centre, as required
- Processes requests to the awarding body deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal exams Year 11

Exams officer

- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation

Additional Needs Manager

- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

Teaching staff

- Provide exam papers and materials to the EO
- Support the Additional Needs Manager in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

Access arrangements

Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency access arrangements as they arise at the time of exams
 - applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

Candidate absence policy

Invigilators inform the exams officer about any missing candidates asap.

Exams Officer /Attendance Officer contact parents to inform them about the missing candidates. Parents are instructed to ensure the candidates get to the centre asap.

Candidates are informed of the process via their Exam Information Book (Appendix A).

Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised materials* below.

Candidate late arrival

Exams officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- Warns candidates that their work may not be accepted by the awarding body
- Candidates are informed of this process via their Exam Information Book (Appendix A).

Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

Candidate late arrival policy

Winstanley CC follow the guidance in the JCQ ICE booklet for candidates who arrive late – Instructions for conducting examinations.

Candidates are informed of this process via their Exam Information Book (Appendix A).

Invigilators will inform the Exams Officer of any late arrivals and follow the procedure as outlined in their training.

The EO and SLT will then decide whether the candidate is given the full time etc, depending on how late the candidate is and if adequate supervision is available. If the candidate is very late, the **Form JCQ/VLA-Report** will be completed and sent with the exam script.

For persistent late arrivals the EO or the Head of Year will contact home to speak to parents, and a warning will be given to the candidate.

Conducting exams

Head of centre

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

Exams officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

Dispatch of exam scripts

Exams officer

- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch

Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in secure storage
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

Exam rooms

Head of centre

- Ensures only approved centre staff are present in exam rooms
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

Food and drink in exam rooms

Water in clear plastic bottles is provided to candidates. Labels have already been removed.
Hard boiled sweets (without wrappers) are permitted in the exam room for candidates to aid concentration.

Exams officer

- Ensures exam rooms are set up as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis
- Ensures sole invigilators have an appropriate means of summoning assistance
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Emergency evacuation policy

Winstanley CC have a written Emergency Policy. All college and exam staff are made aware of this policy.

Location

Shared staff drive – Q – Admin – Exams – Policies

Website

Emergency evacuation procedure (exams) is displayed in all the exam venues and a copy is in the exam room guide to invigilators folder.

Site staff

- Ensure exam rooms are available and set up as requested by the EO
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

Invigilators

- Conduct exams in every exam room as instructed in training/update events and briefing sessions

Candidates

- Are required to remain in the exam room for the full duration of the exam

Irregularities

Head of centre

- Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required

Managing behaviour

A member of the SLT has the authority to remove a candidate from the examination room if they are causing disruption.

A member of the SLT may be present in the exam venue to assist in behaviour management should this be necessary. They would not be included in the invigilation ratio.

Senior leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Exams officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

Malpractice

See *Irregularities* above.

Special consideration

Exams officer

- Processes appropriate requests for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

Special consideration policy

Winstanley CC follows JCQ guidance for Special Consideration and completes requests with evidence to support where applicable.

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2016-2017>.

Candidates

- Provide appropriate evidence to support special consideration requests, where required

Unauthorised materials

Arrangements for unauthorised materials taken into the exam room

All unauthorised materials / personal belongings are left at the front of the Hall / Room out of reach from the candidate.

Mobile phones, electronic devices are collected in by the invigilators.

Candidates are instructed to remove their watches and place them on their desks.

Invigilators

- Are informed of the arrangements through training

Internal exams

Exams officer

- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

Invigilators

- Conduct internal exams as briefed by the EO

Results and post-results: roles and responsibilities

Internal assessment

Head of department

- Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensures work is returned to candidates or disposed of according to the requirements

Managing results day(s)

Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensures senior members of staff are accessible to candidates after the publication of results

Site staff

- Ensure the centre is open and accessible to centre staff and candidates, as required

Accessing results

Exams officer

- Works with SLT to ensure procedures for managing the main summer results day(s) are in place
- Informs candidates in advance of when and how results will be released to them
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

Post-results services

Head of centre

- Ensures **internal appeals procedures** are available where candidates disagree with a centre decision
 - not to support an enquiry about results
 - not to appeal against the outcome of an enquiry about results

(Ofqual has announced a series of changes to reviews of marking and appeals which may affect the centre's internal appeals procedures during 2016/17)

Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and collect candidate informed consent and fees where relevant
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

Analysis of results

Exams Officer / Data Manager / Assistant Head of School

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

Issue of certificates procedure

Certificates are issued to candidates during a special KS4 presentation evening.

Remaining certificates are then kept in reception for candidates to collect.

Certificates need to be signed for on collection

If the certificate is being collected by anyone other than the candidate, they must have written authorisation from the candidate and this is kept on record.

Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

Retention of certificates policy

Receptionist keep a log and returns any unclaimed certificates to the EO at the end of the following academic year.

EO will store certificates as per the JCQ rules and regulations and dispose of them appropriately when necessary.

Review: roles and responsibilities

Exams officer

- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform review

Senior leaders

- Work with the EO to produce a plan to action any required improvements identified in the review

Retention of records: roles and responsibilities

Exams officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy
- Provides an exams archiving policy that identifies information held, retention period and method of disposal

Exams archiving policy

All the archived documents are kept in the secure exam storage room, located via the exam office. These files are kept for five years. After this time all the archived documents are sent for confidential shredding

Year 11

Exam Information

2016-2017

Surname/Forename:

Registration Group:

Candidate Number:



Winstanley Community College

Kingsway North, Leicester, LE3 3BD

Email: office@winstanley.leics.sch.uk

Reception: 0116 289 8688



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THIS BOOKLET CONTAINS ESSENTIAL INFORMATION.

PLEASE DO NOT LOSE IT!

Read all the following pages carefully You will find the examination rules and regulations, which you will need to know and obey.

This booklet also contains the following timetables:

- GCSE Mock examination timetable
- GCSE Main examination timetable
- GCSE Practical exams and speaking tests

The coming months are very important ones for you. If you are unsure of any of the details contained in this booklet - **PLEASE ASK!**

IMPORTANT

GCSE Main Exams

All morning examinations will start at 9-00 am. All afternoon examinations will start at 1:30 pm, unless otherwise stated. Candidates are requested to arrive 15 minutes before the exam and wait outside the exam room.

Arrangements will be made for an early lunch if necessary.

GCSE Mock & Practical Exams

Please refer to the timetable to check the time of these exams.

Make sure that you are well prepared and organised before every examination. We will ensure examinations run as smoothly as possible – you must do the same

GOOD LUCK

Miss E Tomblin
Head of Yr 11

Miss F Le Cras
Vice Principal

Mrs E Stevens
Examinations Officer

IMPORTANT INFORMATION

VENUES

Examinations will take place mainly in the Sports Hall, however seating arrangements are still being finalised. Each candidate will receive a personalised timetable which will include the seating arrangements. In addition, please check the Examinations notice board (located in the foyer) for up to date information. Seating plans will also be posted daily outside each venue for your assistance.

ABSENCE FROM EXAMINATIONS

If you are ill on the day of an exam, please contact the school immediately on 0116 2898688. Medical evidence will be required and must be produced to the Examinations Office within 2 days of the examination. Application to the Awarding Body can then be made for special consideration. The Awarding Body will only consider giving special consideration for missed examinations for bereavement, accident or illness, backed by a doctor's certificate.

Misreading the timetable will not be accepted as a satisfactory explanation for absence.

Examinations can only be taken at the time and on the day given on the timetable.

LATENESS

If you know you are going to be late, phone the school as soon as possible on 0116 2898688 after 8.15am. If you arrive late, you may be allowed into the exam, however any lateness must be reported to the Awarding Body and it is at their discretion whether they will mark the script. They will not accept excuses like 'the candidate slept in' or 'missed the bus'.

TIMETABLES

Please check the timetable carefully. Dates are given on the timetable(s) issued in this booklet. Check carefully to see if the examination is in the morning or afternoon, misreading the timetable will not be accepted as a satisfactory explanation for lateness or absence.

CLASHES (Main GCSE)

If you have an examination clash involving different subjects, a clash form will be enclosed in this booklet. Candidates in this position will follow an alternative timetable and have to be supervised between each session. Please read and follow the instructions detailed on the clash form. You will not be allowed your mobile phone during these sessions.

FOOD & DRINKS

You are allowed to bring into the examination room a small clear plastic bottle of water without any labels for your own personal use during your examination. Water will be provided if required. Food of any description is not allowed in the examination room.

UNIFORM

All candidates are required to wear school uniform when attending school during the exam period. Failure to do so may result in the candidate being refused entry to the examination.

GRAFFITI

Please do not mark or deface your desk or name card. At the end of each examination before you are discharged, each desk and name card will be checked by staff for graffiti. Any candidates found guilty of this offence will be punished.

APPEALS

Internal appeals against internal assessment of work and malpractice for external qualification (procedure)

Winstanley Community College is committed to ensuring that whenever its staff assesses candidate's work for external qualification that this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Winstanley Community College and is not covered by this procedure. If you have concerns about it, please ask the Exams Officer for a copy of the appeals procedure for the relevant awarding body.

If a candidate feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. **Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the centre for moderation by the awarding body.**

This procedure is available from the Exams Office.

In the event of a case of malpractice, or plagiarism being suspected

Candidates will be interviewed by the relevant subject teacher/head of department. Candidates will have the opportunity to explain how the work was completed.

Further information can be obtained from the Exams Office.

Enquiries about Examination Results

Enquiries about results may be requested by teaching staff or candidates if there are reasonable grounds for believing there may have been an error in marking.

Further information can be obtained from the Exams Office.

RULES AND REGULATIONS

EXAMINATION REGULATIONS

It is the candidates' responsibility to familiarise themselves with the enclosed copies of the Awarding Bodies' regulations:

Warning to Candidates

Information for candidates – mobile phones

Information for candidates – written exams

Information for candidates – social media

Information for candidates – Privacy Notice

Information for candidates – non- examination assessments

Information for candidates – controlled assessment

CONDUCT IN THE EXAMINATION ROOM

Candidates must be quiet at all times when entering and whilst in the examination room. Should you require any assistance, please raise your hand clearly and wait for the invigilator to attend to you. Once a candidate has entered an examination room, they are not allowed to leave unescorted until the conclusion of the examination. Please do not write on the desks or deface your name card. Checks will be made after the examination and offenders will be punished.

No candidate is allowed to leave the examination room without the permission of the invigilator.

END OF THE EXAMINATION

Absolute silence must be maintained until you are outside. Other examinations may be continuing whilst you leave. Question papers, answer booklets, additional paper and all rough work must not be taken from the examination room.

WARNING

All the Awarding Bodies make it clear that:-

Their official examination sessions must be run under strictly fair conditions, with no form of deception – this rule severely excludes any form of communication between candidates during an examination as well as any other practice that could be seen as an attempt to deceive.

NO COMMUNICATION IS ALLOWED BETWEEN CANDIDATES DURING THE EXAM.

You may take into the examination room only the materials and equipment which are allowed.

You must not take into the examination room any unauthorised materials or equipment (For example: calculator cases/instruction leaflets, bags, pencil cases and electronic devices as listed below). Bags may be left at allocated spaces in the venue. Please do not bring valuables with you when you have examinations, the school accepts no liability for items of value (eg. money, mobile phones) which are left in bags.

MOBILE PHONES / ELECTRONIC DEVICES

Under no circumstances whatsoever is a candidate allowed to have any unauthorised items (**even if it is switched off**) in their possession during an examination.

No mobile phones – iPods - MP3/4 players – smartwatches or any potential technological/web enabled sources of information are permitted. The penalty for having any of these devices on one's person, **OR** having a mobile ring during an examination is severe and could result in disqualification from all your subjects.

If you have a digital watch, **DO NOT SET THE ALARM OR HOUR CHIME** to go off during, or at the end of any examination. There are clocks visible to all candidates in all exam rooms, and any alarms are both unnecessary and distracting to other candidates.

CHEATING

Candidates caught cheating in examinations, including using unauthorised aids, copying from and communicating with other candidates, will be reported to the Awarding Bodies. Penalties include disqualification from all examinations.

EQUIPMENT

Candidates will be provided with a pencil case containing a pen, pencil, ruler and eraser. If you bring your own equipment only transparent / see through pencil cases are allowed. **YOU MUST WRITE IN BLACK INK**. Do **not** use Tipp-ex or any other correcting fluid. A neat crossing out is perfectly acceptable if an error has been made.

Calculators – will be provided when necessary.

Rough work - Rough paper is not provided; any rough work should be done **ON ANSWER PAPER THEN NEATLY CROSSED OUT (THOUGH NOT OBLITERATED.)**

SEATING ARRANGEMENTS - Candidates will be allocated a desk for each exam. Check the seating plan displayed on the examinations notice board or outside the examination room. Under no circumstances what so ever are candidates allowed to change their seating arrangements without the permission of the Exams Officer.

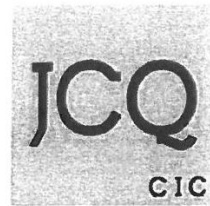
Read the "Warning to Candidates" that will be posted outside the examinations room and also included in this pack.

PROCEDURE IN THE EVENT OF A FIRE ALARM

In the event of a Fire Alarm candidates **should remain seated** and continue working whilst staff check whether or not it is a false alarm.

If the alarm is legitimate and the venue has to be evacuated, candidates must close their answer booklets and place face down on the desk. Candidates will be informed to evacuate immediately to the specified area, leaving everything on the desk. Candidates will remain under exam conditions i.e. candidates must not talk to any other candidates inside or outside of the building.

A decision will be made by the Principal/Exams Officer as to whether or not the examination should be recommenced following such a disturbance.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

Effective from 1 September 2014

©2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

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

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

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

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

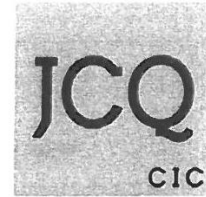
©2016 – Effective from 1 September 2016

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates
For written examinations – effective from 1 September 2016**

**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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • you think 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: <ul style="list-style-type: none"> • 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 supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates **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^{CIC} (JCQ^{CIC}) 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:

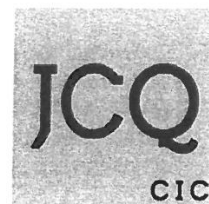
- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

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^{CIC} 2014



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2016

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.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

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.learningrecordsservice.org.uk/>

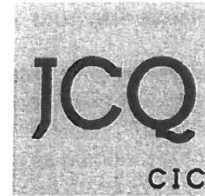
7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

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

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

The regulations state that:

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

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

When producing a piece of written 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.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 piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

If you copy the words or ideas of others and 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 or seen the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

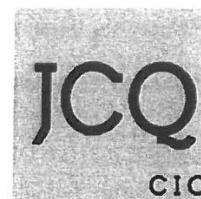
If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

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

Your awarding body will decide which penalty is appropriate.

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

©2016 – Effective from 1 September 2016



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE 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 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, 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.

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

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- 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

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GCSE EXAM TIMETABLE

2016/17

Date	Day	Board	Code	Subject	Period	Duration
06/02/2017	Monday	WJEC	4732	Hospitality & Catering	am	Reg - P3
09/02/2017	Thursday	OCR		Drama Concept & Creation (mock)	all day	all day
10/02/2017	Friday	OCR		Drama Concept & Creation (mock)	all day	all day
7/3/17 14/3/17 21/3/17 tbc	Friday	OCR	A581	Drama	all day	all day
08/03/2017	Wednesday	Edexcel	5FR02	French Speaking	P5	P5
09/03/2017	Thursday	Edexcel	5FR02	French Speaking	P2 - P3	P2 - P3
24/03/2017	Friday	Edexcel	5PE02	Physical Education confirmed	all day	all day
29/03/2017	Wednesday	Edexcel	5FR02	French Speaking	P2 - P3	P2 - P3
30/03/2017	Thursday	Edexcel	5FR02	French Speaking	P4	P4
24/04/2017	Monday	AQA	42020	Art	all day	all day
25/04/2017	Tuesday	AQA	42020	Art	all day	all day
27/04/2017	Thursday	AQA	42020	Art	all day	all day
28/04/2017	Friday	AQA	42020	Art	all day	all day
15/05/2017	Monday	AQA	41901	Sociology	PM	1h 30m
16/05/2017	Tuesday	Pearson	5FR01 1F	French Listening & Understanding F & H	AM	0h 25m
16/05/2017	Tuesday	Pearson	5FR03 3F	French Reading & Understanding F & H	AM	0h 35m
16/05/2017	Tuesday	Pearson	5B11F 01	Science Core Biology F & H	PM	1h 00m
17/05/2017	Wednesday	OCR	R001/01	ICT	AM	1h 00m
18/05/2017	Thursday	Pearson	5CH1F 01	Science Core Chemistry F & H	AM	1h 00m
18/05/2017	Thursday	AQA	41902	Sociology	PM	1h 30m
19/05/2017	Friday	Pearson	5PE01 01	Physical Education	PM	1h 30m
22/05/2017	Monday	AQA	8702/1	English Literature paper 1	AM	1h 45m
22/05/2017	Monday	AQA	90301H	Geography F & H paper 1	PM	1h 30m
23/05/2017	Tuesday	AQA	48101	Media Studies	AM	1h 30m
24/05/2017	Wednesday	Pearson	5BS01 01	Business Studies	AM	0h 45m
24/05/2017	Wednesday	Pearson	5PH1F 01	Science Core Physics F & H	PM	1h 00m
25/05/2017	Thursday	Pearson	1MA1 1	Mathematics non calculator F & H paper 1	AM	1h 30m
26/05/2017	Friday	AQA	8702/2	English Literature paper 2	AM	2h 15m

GCSE EXAM TIMETABLE

2016/17

Date	Day	Board	Code	Subject	Period	Duration
HALF TERM BREAK						
05/06/2017	Monday	Pearson	5HB01 1B	History paper 1	AM	1h 15m
06/06/2017	Tuesday	AQA	8700/1	English Language	AM	1h 45m
06/06/2017	Tuesday	AQA	90302F	Geography F & H paper 2	PM	1h 30m
07/06/2017	Wednesday	OCR	A451/01	Computing	AM	1h 30m
08/06/2017	Thursday	Pearson	1MA1 2	Mathematics Calculator F & H paper 2	AM	1h 30m
09/06/2017	Friday	Pearson	5BI2F 01	Science Additional Biology F & H	AM	1h 00m
09/06/2017	Friday	AQA	42701	Music	PM	1h 00m
09/06/2017	Friday	Pearson	5BS03 01	Business Studies	PM	1h 30m
12/06/2017	Monday	AQA	8700/2	English Language	AM	1h 45m
12/06/2017	Monday	AQA	48201	Health and Social Care Single & Double	PM	1h 15m
13/06/2017	Tuesday	Pearson	1MA1 2	Mathematics Calculator F & H paper 3	AM	1h 30m
13/06/2017	Tuesday	WJEC	473201	Hospitality and Catering	PM	1h 15m
14/06/2017	Wednesday	Pearson	5CH2F 01	Science Additional Chemistry F & H	AM	1h 00m
14/06/2017	Wednesday	Pearson	5HB02 2B	History paper 2	PM	1h 15m
16/06/2017	Friday	Pearson	5PH2F 01	Science Additional Physics F & H	AM	1h 00m
16/06/2017	Friday	AQA	45601	Design and Technology: Resistant Materials	PM	2h 00m
19/06/2017	Monday	Pearson	5BI3F 01	Science Biology H	AM	1h 00m
20/06/2017	Tuesday	Pearson	5HB03 3B	History paper 3	AM	1h 15m
21/06/2017	Wednesday	Pearson	5CH3F 01	Science Chemistry H	AM	1h 00m
21/06/2017	Wednesday	AQA	48203	(Health and Social Care)	PM	1h 15m
23/06/2017	Friday	Pearson	5PH3F 01	Science Physics H	AM	1h 00m

Final timetable and seating information will be issued in the Summer term

Revision Guide & Tips

MUSIC

<http://www.bbc.co.uk/education/subjects/zpf3cdm>

MATHS

Exam board: Edexcel Maths A 2010.

Edexcel official website; Past Papers; GCSE;

Mathematics; Mathematics A 2010. You can then pick any past paper and it's a mark scheme to complete and mark your work against the expected answers.

MyMaths: Log into your account and redo previous home learning. This is your chance to remind yourself of how to do topics and go through the lesson when you forget. See your teacher if you have forgotten your login!

Youtube: Open clips such as 'HegartyMaths' and 'UKmathsteacher' that show you how to complete examples. Helpful for visual learners.

mrbartonmaths.com: Pupils/GCSE revision page use all available past papers and support tabs.

corbettmaths.com: help yourself to '5 a day' in the maths corridor as well as on the website. Use the practice questions and videos to support your revision.

mathswebsite.com: use the link to 'youtube' or register for free to see great video clips to help revise topics which you struggle with.

m4ths.com: use GCSE page for worksheets and support videos

studyMaths.co.uk: look at revision notes, worksheets and formula you should know!

revisionmaths.com: GCSE maths, work through past papers, topics and useful exam tips.

BBC bitesize—GCSE maths (pre 2015): work through topics and practice the tests.

Educationquizzes.com: supportive games and quizzes with immediate answers.

ADT

In ADT we have set up a website where we can add revision help sheets, PowerPoint's, Youtube links ect and this will be on-going throughout the year. The website link is

www.winstanleyADT.wordpress.com,

SCIENCE

Science Andy Darvill's Science Site – <http://www.darvill.clara.net/index.htm> Home Learning

ALL SUBJECTS

<https://www.samlearning.com>

Use your own login and password to access home learning set by teachers and general revision lessons.

EXAM BOARDS

AQA – www.aqa.org.uk


Edexcel – <https://qualifications.pearson.com>

OCR – www.ocr.org.uk

WJEC – www.wjec.co.uk Joint Council for Qualifications – www.jcq.org.uk

Revision classes will be held during the Easter holidays.
More information to follow.

Stress Management



Get to the exam early

Top 10 Tips on Stress Management

1. **Learn to relax.** Take “mini-breaks” throughout the day. Work at relaxation techniques, such as five slow deep breaths.
2. **Get organised.** Have a realistic schedule of daily activities, including time for work, sleep, relationships and recreation.
3. **Exercise.** Physical activity always provides relief from stress. Half an hour of sport or even a short walk will do the trick.
4. **Recognise that you can only do so much in a given time.** Try to pace, not race.
5. **Talk to friends.** Talking and meeting with friends and occasionally sharing deep feelings and thoughts can be helpful in reducing stress.
6. **Make a list of things that are worrying you and the possible things that could happen – then your brain will stop bringing them forward all the time.**
7. **Make sure you are in a calm, positive mood before you start studying.**
8. **Don’t become overtired by forcing yourself to work late.** Your ideal sleep time is about 8 hours a night.
9. **Watch you habits.** Make sure you eat sensibly and have a balanced diet.
10. **Talk positively to yourself.** Don’t pay attention to that internal voice saying you can’t do it; tell yourself you can do it and you will do it.

Take bottled water into the exam to keep hydrated.

Time Management

Managing your time will help you become more effective and successful in the way you run your life.

It's a good idea to get in the habit of listing all your tasks on a daily and weekly basis – both what you have to do and also what you want to do. Some will be in your control and some won't.



Top 10 Tips on Time Management

1. Make your timetable well in advance and be realistic, particularly as to how long tasks will take.
2. Mixing difficult tasks with easier ones will help you to keep to your timetable. Place difficult tasks in the 'best' slots.
3. Have deadlines and stick to them. Don't set deadlines you cannot meet.
4. When you start a piece of work, try and finish it at the time. Otherwise you will waste time when you restart, trying to work out where you were and what you were going to do next.
5. Don't put off tasks that you don't want to do.
6. Do not put off dealing with things that are unimportant.
7. If possible, share tasks or use the expertise of others who can help.
8. Analyse the interruptions you experience during the day and learn to say 'no' without feeling guilty.
9. Break down your work into manageable chunks.
10. Review your "free time", e.g., if you travel by bus or train, could you use this time to read notes...

Imagine walking calmly into the exam hall and successfully completing the exam. If you see it, believe it, it's likely to happen.

Exam Success - Student Checklist

The more statements you can circle 'yes', the more successful your revision & exam performance will be:-

- ✓ Do you have a list of subjects that you have exams in? **Yes/No**
- ✓ Do you know how many papers each subject will have? **Yes/No**
- ✓ Do you know how long each paper will last? **Yes/No**
- ✓ Have you put an exam timetable up on a wall at home? **Yes/No**
- ✓ Have you highlighted each exam in a colour for each subject? **Yes/No**
- ✓ Do you have a week by week plan for revision? **Yes/No**
- ✓ Have you checked what you already know in each subject, so that you only revise the areas you are weak in? **Yes/No**
- ✓ Have you prioritized the areas/topics you find most difficult? **Yes/No**
- ✓ Have you asked teachers for advice on how to revise, what internet sites to visit, what texts to refer to? **Yes/No**
- ✓ Have you planned specifically-timed slots on your timetable for each of your exam subjects? **Yes/No**
- ✓ Have you organized all you need to revise effectively – ie all notes and information for each subject boxed together, cue cards, coloured paper, A3 paper, highlighters, coloured pens, Post- It notes? **Yes/No**
- ✓ Have you considered downloading revision notes onto your iPod/mp3 player, to listen to as you walk about? **Yes/No**
- ✓ Have you written yourself cue cards to learn key information, or language, for specific topics? **Yes/No**
- ✓ Have you found lyric-less music to revise to specific subjects to? It will improve your memory. **Yes/No**
- ✓ Are you making sure that you are having at least 8 hours sleep per night? **Yes/No**
- ✓ Are you drinking up to 8 glasses of water a day? **Yes/No**
- ✓ Are you eating foods to boost your memory and concentration? **Yes/No**
- ✓ Are you having plenty of exercise and not sitting for long periods of time? **Yes/No**

If you have circled 'no' for many of these questions, then please see a teacher for help with getting organized – it will be worth it, as you will see on results day.

EXAM RESULTS

Mock Exams

Results for your gcse mock exams will be available in January 2017. All candidates will receive their results individually.

Main GCSE Exams

Your examination results will be available in school on:

THURSDAY 24th AUGUST 2017

Thursday 24th August 2017 falls during the school summer holiday. Examination results will be handed out in the foyer/hall areas and the rest of the school will be closed on this day.

Results should be available for personal collection between 10:00 am and 12:00 noon. They must be collected personally, or by someone with **a note of authorisation from you**. Please do not come to school for them any earlier. After this day the results will only be available when the school reopens for the Autumn Term.

If you would prefer to have the results slip posted to you, please leave a small stamped addressed envelope (1st class stamp) with the Exams Officer before the end of the Summer Term.

WE ARE UNABLE TO GIVE OUT EXAMINATION RESULTS OVER THE PHONE.

Appeals

Should you have any queries regarding your examination results you must contact your Head of Department immediately.

CERTIFICATES.

Examination certificates normally arrive in school during October. Winstanley Community College will be holding a KS4 celebration evening where candidates and parents will be invited to join us for an evening of celebration where they will receive their GCSE certificates and any other well-earned rewards. More information to follow.

If you wish to have your certificate sent by post, please leave a large A4 envelope (again stamped and addressed and marked 'Cert' in the bottom left hand corner) with the Exams Officer **before** the end of the Summer Term.

YOUR CERTIFICATES ARE THE EVIDENCE OF YOUR ACHIEVEMENTS AND IT IS MOST IMPORTANT THAT YOU REMEMBER TO COLLECT THEM.

Beyond the scope of this policy

The following required policies are considered beyond the scope of the exams policy.

Child protection policy

Model Policy and Procedures on Safeguarding / Child Protection for Schools

Location

Shared staff drive – Q – Shared Resources – Winstanley Policies

Website

Data protection policy

Location

Shared staff drive – Q – Shared Resources – Winstanley Policies

Upon request to the school

DBS policy

Reference to DBS can be found in the Model Policy and Procedures on Safeguarding / Child Protection for Schools – Section 8 – Recruitment and Selection of Staff.

Location

Shared staff drive – Q – Shared Resources – Winstanley Policies

Website