



**ANSFORD ACADEMY**

LEARNING TOGETHER TO LEAD OUR LIVES

**A Student Guide  
to  
Assessment and Examinations  
at  
Ansford Academy  
2022/23**

**Information for Year 10  
Students**



We are committed to ensuring that you as a candidate are fully briefed on the examination and assessment process in place at Ansford Academy and are made aware of the required Joint Council for Qualifications (JCQ)/awarding body instructions and information for candidates.

This booklet has been put together to provide you, as a Year 10 student, important information, as well as to help you with some of the more practical aspects of taking non-examination assessments, coursework and examinations at Ansford Academy.

The information provided is **not** subject specific, but covers a range of do's and don'ts which, if followed, should make your experience of taking non-examination/coursework assessments and examinations at Ansford Academy as stress free as possible.

Once you reach your GCSE examinations, you will be familiar with what to expect and feel more comfortable with the knowledge and experience the information within this guide brings.

You will also be expected to follow these rules and regulations during any Trial Examinations during Years 10 and 11.

Please take time to read through the items included and if you have any further questions about examination arrangements at Ansford Academy the members of the Examinations Office will be happy to help.

*Joanna Dyal*  
*Examinations Officer*

The Examinations Office is located along the corridor near reception, and can be contacted by request with the Academy Receptionist. There is also an examinations noticeboard along this corridor.

## **Your personal data**

In order to be able to provide examinations and assessments, the awarding bodies need to collect and use information about you. We provide this information to them in order for us to administer the examinations on their behalf. To understand what information is collected and how it is used, please read the *Information for candidates – Privacy Notice* overleaf.

## **Copyright**

The copyright of any form of work created by you that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to you. By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

## **Your work**

Work belonging to you that the Examinations Office or subject staff hold may include Non-examination assessment work, coursework or other assessment pieces (including materials stored electronically). If your work forms part of a moderation sample, this is sent to the awarding body for moderation purposes and returned to the Academy at the end of the moderation period.

All work held by the Academy is stored safely and securely, and is available for you to claim once the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later (for the exam series).

You should let us know in advance if you intend to collect your work (this includes portfolios, practical work pieces, or other assignments). If you do not inform us of your intention to retain any of your work, this will be disposed of confidentially in the November following your exam season.



## Information for Candidates

### Information About You and How We Use It

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

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

### Who we are and how to contact us

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

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

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

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

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

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

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

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

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

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

## **Your rights**

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

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

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

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

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

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

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

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

### **Please note**

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

## Non-examination assessments

Non-examination assessments are an element of extended work which contribute to your GCSE course. Not all GCSE courses have non-examination assessment elements.

When taking a non-examination assessment your subject teacher will explain to you the expectations and the rules which apply to this element of the course. The examination boards have some very specific national rules by which you must abide. These are included on the next page for you to read. You must ensure that you comply with these rules and that you sign an authentication statement provided by your subject teacher declaring that you have complied with these.

Non-examination assessments may have internally and/or externally assessed components. You will be informed by your subject teacher about these assessments, when they will take place and the deadlines for submission. We are committed to ensuring that whenever staff mark internally assessed work; this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Internal moderation and standardisation ensures consistency of marking.

On being informed of your centre assessed marks, you may make use of our internal appeals procedure to consider whether to request a review of the centre's marking, before your marks are submitted to the awarding body. **If you have any concerns about any aspect of the administration of your non-examination assessment, it is important that you highlight these to the Examinations Officer immediately.** Our Internal Appeals procedure is available on our website.

If you are unsure about any elements of your non-examination assessment please speak with your subject teacher.

For courses with non-examination assessments in current Year 10, please see overleaf.



Courses with non-examination assessments:

<b>Subject</b>	<b>Type of non-examination assessment</b>
Art & Design (includes Art, Craft & Design, Graphic Communications, Photography and Textiles)	Non-examined portfolio Externally set assignment
Design Technology	Non-examined assessment
Drama	Non-examined assessments
English Language	English language endorsement
Food Preparation and Nutrition	Non-examined practical assessment
Music	Non-examined assessments
Physical Education	Non-examined assessments
Spanish	Internally conducted speaking assessments



Joint Council for  
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## Information for candidates

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



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

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

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

## Preparing your work — good practice

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

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

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

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

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

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

## Research and using references

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

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

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

## Plagiarism

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

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

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

## Penalties for breaking the regulations

If 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**

## Coursework

Some students may be taking OCR Cambridge Nationals, or other Level 1 or Level 2 qualifications. These courses often use coursework components to assess candidates' skills, knowledge and understanding, that may not readily be assessed by timed written papers.

Coursework will take many different forms. When taking your coursework units, your subject teacher will explain to you the expectations and the rules which apply to this element of the course. The examination boards have some very specific national rules by which you must abide. These are included on the next page for you to read. You must ensure that you comply with these rules and that you sign an authentication statement provided by your subject teacher declaring that you have complied with these.

Coursework assessments may have internally and/or externally assessed components. You will be informed by your subject teacher about these assessments, when they will take place and the deadlines for submission. We are committed to ensuring that whenever staff mark internally assessed work; this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Internal moderation and standardisation ensures consistency of marking.

On being informed of your centre assessed marks, you may make use of our internal appeals procedure to consider whether to request a review of the centre's marking, before your marks are submitted to the awarding body. **If you have any concerns about any aspect of the administration of your coursework, it is important that you highlight these to the Examinations Officer immediately.** Our Internal Appeals procedure is available on our website.

If you are unsure about any elements of your coursework assessment please speak with your subject teacher.

Courses with coursework assessments in current Year 10:

Subject	Type of assessment
Child Development (Cambridge National)	Centre assessed tasks
Creative iMedia (Cambridge National)	Centre assessed tasks
Sports Studies (Cambridge National)	Centre assessed tasks
Hospitality & Catering (vocational qualification)	Centre assessed tasks



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## Information for candidates

Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

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

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

## Preparing your coursework – good practice

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

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

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

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

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

## **On-screen examinations**

Some vocational courses conduct their examinations in the form of an on-screen test. These examinations are timetabled in the same way that a written examination is timetabled, in the exam season for which you are entered.

On-screen tests are conducted in line with the rules and regulations of written examinations, but in addition, the examination boards have some very specific national rules by which you must abide. These are included on the next page for you to read. You must ensure that you comply with these, and follow the instructions of the Examinations Officer or invigilator carefully.

In preparation for your on-screen test, your subject teacher will explain to you the expectations and the rules which apply to this element of the course.

If you are unsure about any elements of your on-screen assessment please speak with your subject teacher.

Courses with on-screen examinations in current Year 10:

<b>Subject</b>	<b>Method of assessment</b>
Hospitality & Catering (vocational qualification)	On-screen



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## Information for candidates

On-screen tests

With effect from 1 September 2022

Produced on behalf of:



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**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.

## **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) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

**Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**

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

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

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



## C. Calculators, dictionaries and computer spell-checkers

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

## D. Instructions during the on-screen test

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

## E. Advice and assistance

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

## F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

## **Written timetabled examinations**

Written timetabled examinations for the summer series generally run during May and June.

### **'Statement of Entry'**

Candidate Statements of Entry are issued to you during February of the year you take your examinations. This shows what examinations you have been entered for, along with the tier, if appropriate.

You should carefully check this to ensure your personal details and examination entries are correct. If you have any queries, go to the Examinations Office. If you have any questions about the tier you have been entered for, you should discuss this with your subject teacher.

### **Examination timetables**

Examination timetables are issued to you before the Easter holidays of the year you take your examinations, these provide you with your personal examination timetable. This provides the times and dates of all of your examinations. Again, please check this carefully, and go to the Examinations Office if you have any queries or concerns.

## Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of:



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

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

## **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

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

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

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



## C. Calculators, dictionaries and computer spell-checkers

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

## D. Instructions during the exam

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

## E. Advice and assistance

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

## F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## **Examination regulations**

There are many regulations regarding the sitting of examinations and one of our jobs in the Examinations Office is to make sure that these rules are followed.

There are certain rules where it is down to you to make sure that you do not break them. You may feel that some of these rules are petty, but *they are the rules* and there are strict penalties imposed by the examination boards if they are broken.

Each time you are entered for an examination series you will be issued with a copy of these nationally set rules.

Copies of the national rules (information for candidate's documents) are provided as necessary throughout this booklet, please make sure you read these carefully.

Please read the following Warning to Candidates, and the rules on using social media during your examinations/assessments. All of the documents are provided to help you comply with examination regulations.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

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

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

## Information for candidates Using social media and examinations/assessments



Image by Pearce Jones

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

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

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 Wolt

### **You need to know that the following would be malpractice:**

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

### **Penalties that awarding bodies apply include:**

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

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

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



## Contingency days

### **IMPORTANT**

The awarding bodies designate some days during and a day at the end of the examinations calendar as 'contingency days' for examinations.

This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of 'contingency days' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

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

**We must therefore remind you that you must remain available until the last contingency day should an awarding body need to invoke its contingency plan.**



## Examination timetable clashes

Two or three units in the same subject with the same date and start time (with a total examination time of 3 hours or less) **do not** constitute a clash; in such cases papers will be held one after the other, each paper receiving its full time allowance.

Units in different subjects with the same date and start time **are** considered to be a clash. If the total duration of those examinations is 3 hours or less, papers will be held one after the other **within the timetabled session**, each paper receiving its full time allowance. This will be managed under formal examination conditions within the examination room with a supervised break of no more than 20 minutes.

If the total duration of those examinations is more than 3 hours, one of the examinations may be conducted in an earlier or later session on the same day. In these cases it will be necessary for you to be supervised over the lunchtime. This means you will be held under supervised conditions from the start of your first examination until the end of your last examination. If you have a lunchtime supervision you will need to bring with you a packed lunch and everything that you need for that day. During the period of lunchtime supervision you will be permitted to revise for your forthcoming examination.

There may be circumstances where overnight supervision arrangements have to be applied, this arrangement would only be applied as a last resort and once all other options have been exhausted.

A separate note of any alternative arrangements made for you will be included with your timetable and statement of entry.

If you think you have a clash on your timetable but have not received a clash notification please report this to the Examinations Office **immediately**.

**Important Please Note:** If you have several examinations in an afternoon session this may mean that your examination finishing time is later than the end of the normal school day and, if you use the school bus, you may therefore need to make alternative travel arrangements to get home.

## Attendance

Every examination will have a published start time, this is generally 9.15am for morning examinations and 1.30pm for afternoon examinations.

This is the time that the examination will start – you should arrange to arrive at the examination room at least 15 minutes before the stated time, to allow everyone to be seated and attendance checked before the examination starts.

In the summer series (May/June) most but not all of the examinations will take place in the Sports Hall.

All candidates are required to stay for the full length of their examination. You may not leave an examination room until the invigilator gives you permission to.

If you leave an examination room unsupervised before the end of the examination, for any reason, you will not be allowed to return.



## Regulation

*Candidates must stay under supervision until at least one hour after the published start time for each examination.*

## **Invigilators**

Invigilators are the people who are in charge of the examination rooms; there will be at least one invigilator in every examination room.

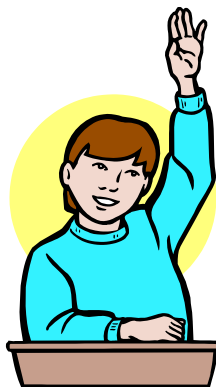
Invigilators are there to make sure that everything runs smoothly and follow strict rules and regulations when conducting examinations, as directed by JCQ awarding bodies. They are also there to make sure that everything is OK for you.

The invigilator will tell you when you may start your examination and will tell you when you must finish. The invigilator will also help with any queries during the examination, for example, if you need more writing paper.

The one thing the invigilator cannot and will not do is help you with the questions!

## **Leaving the room temporarily**

If at any time during an examination you need to go to the toilet or you feel unwell, just put up your hand and attract the attention of an invigilator. You will be fully supervised for the duration of time you spend outside of the examination room. You may be allowed extra time for your temporary absence at the end of the examination.



## Examination room conditions

You should wait quietly outside of the examination room until you are asked to enter. You are under formal examination conditions from the moment you enter the examination room, until after the examination and you have left the examination room, having been given permission to leave.

You must listen to and follow the instructions of the invigilator at all times in the examination room, and must not communicate in any way with other candidates.

All information you need for the examination will be displayed in the room, or in instructions given to you by the Examinations Officer/Invigilator. You will be instructed to complete the front of your answer book (legal first name and surname that matches your entry information, candidate number etc.), **this must not be completed until instructed to do so**. YOU MUST NOT DOODLE ANYWHERE ON YOUR EXAMINATION PAPER, nor write anywhere on the paper other than the spaces provided for your answers.

You will be told when the examination formally commences and how long the examination will last. You must not open the question paper until the examination begins.

Should you require additional answer sheets/answer books during the examination you should raise your hand and the invigilator will assist. Ensure you complete your details on these additional sheets fully, to ensure that if they become separated from your answer booklet, they can be identified as yours.

When you have left the examination room, please be considerate of the fact that often there may be some of your peers still inside the room working. Conversations by students standing outside of the room can be heard clearly inside, so please leave the vicinity of the examination room promptly, so you do not disturb anyone still working.

## **Confirmation of your identity**

Whilst on most occasions, the Examinations Officer will be present to ascertain your identity to sit your examinations, there may be occasions when an invigilator will check the photograph on your desk card, to identify you and ensure you are sitting in the correct seat. If your desk card does not contain a photograph, your identity will need to be ascertained by the Examinations Officer or other staff member.

## **Examinations notice boards**

There is an Examinations Notice Board, along the corridor of the Examinations Office which is used to publish timetables, seating plans and other relevant examinations information, please ensure that you look at this regularly, especially during examinations sessions.

## **Seating plans**

At school because of the large number of students taking examinations your seat number will most likely change with each examination.

Full examination seating plans are shown on the notice board outside the Examinations Office. Please Note: Due to space restrictions, seating plans may only be displayed 24 hours in advance.

If you are due to take an examination this is where you should look to find out which room you will be in to take your examination.

Students are sat in candidate number order.

Any last minute changes to rooms will be posted on the Examinations Office notice board – so please make sure you **check this regularly** during examination periods.

A copy of the seating plan is also available outside of the examination room for you to refer to before you enter.

## **Desk cards**

Your allocated seat will be assigned within the room by your desk card. Please leave this on the desk when leaving the examination room, and DO NOT de-face your desk card, these will be used for the duration of the examination season.

## **Items you need to take to every examination**

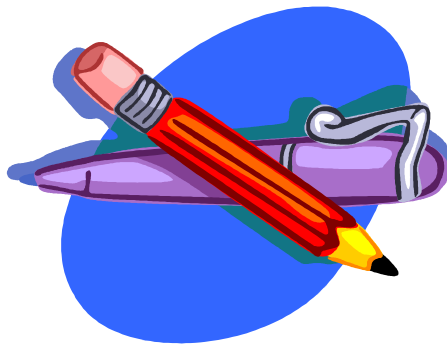
**All writing equipment and equipment required for your examination** i.e.: pens (black ink only), pencils, eraser, ruler, calculator, mathematical equipment, colouring pencils, highlighters, etc.

YOU ARE RESPONSIBLE FOR BRINGING ANY MATERIALS YOU NEED FOR YOUR EXAMINATION, *the Examinations Office does not hold supplies of these items to give out in the examination room.*

Resources allowed are generally set out in the instructions on the question paper. Taking a resource that is not shown on the question paper or stationery list may be considered as malpractice in the same way as having any other unauthorised items.

Pencil cases, if used, must be of the see-through variety.

**IMPORTANT: All examinations must be completed in black ink**



## Using calculators

The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.

PLEASE NOTE; Calculator covers/lids are not permitted in the room with you. Also, you MUST clear any memory in the calculator storage facility prior to the examination.

Regulations on the use of calculators:

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulae.

Calculators must not:

- be designed or adapted to offer any of these facilities:
- language translators;
- symbolic algebra manipulation;
- symbolic differentiation or integration;
- communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them. This includes:
- databanks;
- dictionaries;
- mathematical formulae;
- text.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.



**Items you must NOT bring to examinations**

You are not permitted to have the following items with you during an examination.

Please find somewhere safe to leave them for the duration of your examination.

Any electronic device such as Mobile phones/iPods/digital image capture devices, this includes earphones/phone chargers



ANY TYPE of watch; whether Analogue or Mobile-enabled/Smart Watches



Handbags, rucksacks etc.



Books, notes, study guides, papers, own blank paper, calculator covers/lids or instructions



Correcting fluid, correcting tape or pens





**Please note:**

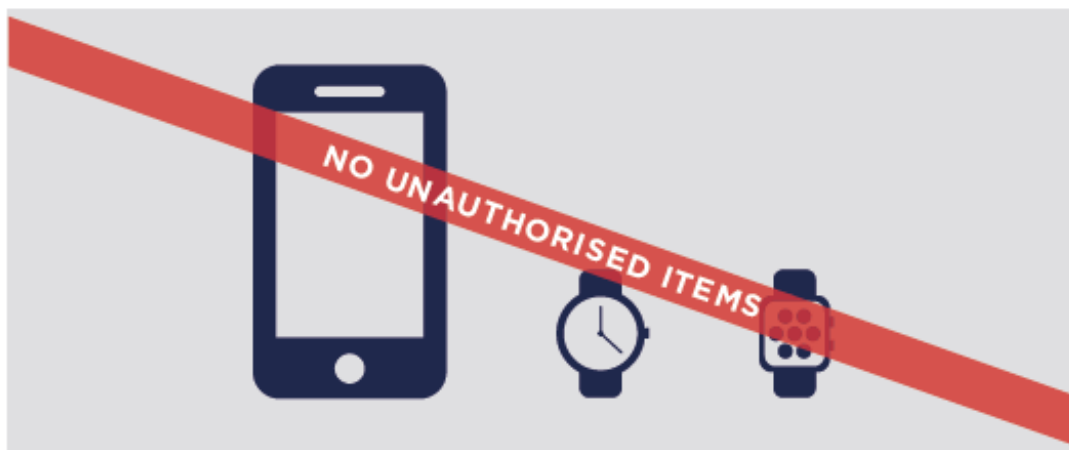
The Examinations Office does not have safe storage facilities for students' personal property.

It is therefore the responsibility of every student to make alternative arrangements for the safe keeping of all personal property not permitted in the examination room.

No responsibility will be taken by the Academy for items stolen from inside or outside any examination room.

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



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

# DISQUALIFICATION

from your examination and your overall qualification.

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

## **Food and drink**

**Drinks – Water** bottles are allowed in the examination room. These should be clear bottles with a spill-proof cap. There should be **no label** on the bottle. Drinks cans and other containers will not be permitted.

**Food** - food is not permitted in the examination room unless it is required for medical reasons only.



## **What you should wear for your examinations**

Full school uniform should be worn for all of your examinations, remember a jumper in case of a variation in temperature.

You will be asked to remove coats and items that are not school uniform before you enter the examination room.

### **If you arrive late**

If you arrive late for any of your examinations, you should report to the Examinations Office upon arrival into school.

Students who arrive very late after the published start time must be reported to the Examination Board concerned.

Students should note that the Examination Board has the right to refuse to mark the work of any student arriving very late after the published start time.

### **Illness during or absence from examinations**

If you are ill on the day of an examination, or are unable to take an examination for any reason please notify the Examinations Office straight away.

We will discuss your situation and give you appropriate advice.

If you do not let us know we may struggle to help you to secure a good outcome for yourself.

If you are unwell but manage to attend an examination, notify the invigilator or the Examinations Officer as soon as you are able to let them know your circumstances. It would be helpful to know this before the examination commences.

If you are unwell during an examination, raise your hand and inform the invigilator, who will summon the assistance of the Examinations Officer and First Aider, should this be required.

**In the event of an emergency**

Should there be an emergency or requirement for lockdown having an impact on the Examination room, the invigilators are trained to manage such events, and will give you clear instructions on what action should be taken. For the safety of all students, please ensure you follow these instructions.

The evacuation and lockdown procedures are detailed overleaf.



## EMERGENCY PROCEDURES IN THE EXAMINATION ROOM

Action for candidates in an emergency such as a fire alarm

**REMEMBER – HEALTH AND SAFETY IS PARAMOUNT**

1. Remain calm and follow the instructions of the Exams Officer/Invigilator.
2. You will be asked to stop writing, place your pens on the desk and close your exam script.
3. You must not discuss the exam paper with any other candidates and you must leave all your question papers and exam scripts in the examination room.
4. You must leave the examination room in silence, line by line in an orderly fashion. In the Sports Hall, leave the hall via the far (right-hand) fire exit. In PA2/GEN1/GEN2/Music area follow the fire procedure route as defined in the room (blue sign on a wall by a door) and assemble in the 'exam holding area' (staff car park for PA2/Music area and grass area outside of GEN1/GEN2) until all other students have exited the building, then proceed to the assembly point.
5. The evacuation point for all exam candidates is at the far end of the tennis courts, next to staff, away from other student lines. Candidates must line up in tutor lines.
6. Upon dismissal from the evacuation point, you will be allowed to leave the evacuation point BEFORE all other students, supervised by invigilators, and will be asked to line up outside, to re-enter the examination room line by line in an orderly fashion.
7. You will restart the examination and be allowed the full working time for the examination.
8. After the examination is concluded, a full report of the incident and of the action taken will be sent to the appropriate awarding body.

## LOCKDOWN PROCEDURES DURING EXAMINATIONS

Action for candidates in an emergency lockdown situation

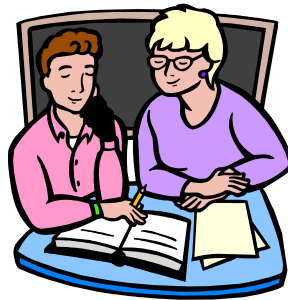
**REMEMBER – THE WELFARE AND SAFETY OF CANDIDATES AND STAFF IS PARAMOUNT**

1. Remain calm and follow the instructions of the Examinations Officer/Invigilator.
2. You will be asked to stop writing, place your pens on the desk and close your examination script.
3. You must not discuss the examination paper with any other candidates and you must remain silent.
4. Leave all your examination materials on the desk and hide under your desk or sit against a wall/around a corner but not near the door. All doors and windows will be locked, curtains/blinds closed and lights switched off. Tables, chairs and other furniture may be used to barricade the entrance to the examination room. If the threat is chemical/toxic, you will be instructed to cover your mouth and nose.
5. Once the lockdown is ended, where applicable and advised to do so by the Principal, and following national guidelines, the examination may be restarted, if there is sufficient time remaining. After the examination is concluded, a full report of the incident and of the action taken will be sent to the appropriate awarding body.
6. If a lockdown is required as you are entering/waiting to enter the examination room, you will be instructed to enter the examination room and follow the above procedure.
7. If a lockdown is required after the examination/as you are leaving the examination room, the invigilator will stop dismissing candidates and you will be instructed to re-enter the examination room and follow the above procedure.

## Access arrangements

Some students are entitled to receive extra help with their examinations. These are usually students who have a specific learning difficulty such as dyslexia or who have a medical condition which means that a regular examination set up is not appropriate for them.

Extra help in examinations can be anything from additional time to assistance from a member of staff acting as a reader or a scribe, or sometimes the use of a word processor.



Some students with access arrangements will need to be timetabled into a separate examination room so that they are not disturbed and in turn do not disturb other candidates. If you are timetabled into a different room this will be shown on your personal seating list.

PA2 will generally be the main room used for students with access to a scribe, reader or prompt.

Students with the use of a word processor are usually accommodated in IT1.

Other rooms may be used for specific arrangements.

**YOU WILL KNOW BEFORE YOUR EXAMINATIONS IN THE SUMMER, WHETHER YOU ARE ELIGIBLE FOR ANY FORM OF ACCESS ARRANGEMENT. IT IS IMPORTANT THAT YOU SPEAK WITH THE SENCO OR EXAMINATIONS OFFICER IF YOU FEEL YOU REQUIRE ANY ASSISTANCE OR ARE UNSURE WHAT ARRANGEMENTS ARE IN PLACE FOR YOU.**

**IT MAY NOT BE POSSIBLE TO PUT ARRANGEMENTS INTO PLACE AT THE LAST MINUTE IF YOU FAIL TO ALERT US TO ANY DIFFICULTIES IN GOOD TIME.**



## Special considerations

Special consideration is a post-examination adjustment that compensates candidates who were suffering from a temporary illness or condition, or who were otherwise disadvantaged at the time of an examination. This can also be considered for non-examination assessments or coursework.

Students may be disadvantaged in a number of ways, including;

- terminal illness, terminal illness of a parent/carer, or bereavement
- illness, surgery, or disease
- flare-up of congenital, medical or psychological conditions
- bodily injury, broken bones
- crisis or incident, traumatic experience or witnessing a distressing event
- extreme distress (not simply exam stress)

This list is not exhaustive and full details can be found in the JCQ '*A guide to the special consideration process - General and Vocational qualifications*' document.

Examinations Officers may apply for special consideration on a candidate's behalf, and will require students' permission before doing so.

**IT IS IMPORTANT THAT YOU SPEAK WITH THE EXAMINATIONS OFFICER IF YOU ARE EXPERIENCING ANY DIFFICULTIES OR ILLNESS THAT MAY IMPACT ON YOUR PERFORMANCE DURING ASSESSMENTS OR EXAMINATIONS. THIS COULD BE LEADING UP TO OR DURING ASSESSMENTS OR EXAMINATIONS.**

**IT MAY NOT BE POSSIBLE TO APPLY FOR SPECIAL CONSIDERATIONS AT THE LAST MINUTE IF YOU FAIL TO ALERT US TO ANY DIFFICULTIES IN GOOD TIME.**

## Malpractice

We must ensure that the strict regulations in place to ensure the integrity of qualifications are followed. Any act or practice which is in breach of the regulations constitutes malpractice. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies. This is to protect the integrity of the qualification and to be fair to the centre and all candidates.

Examples of candidate malpractice can include;

- introduction of unauthorised material into the examination room (whether or not you intend to use it)
- breaches of examination conditions
- exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- failing to report to the centre or awarding body having unauthorised access to assessment related information or sharing unauthorised assessment related information on-line
- offences relating to the content of candidates' work
- undermining the integrity of examinations/assessments
- a breach of the instructions or advice of an invigilator
- disruptive behaviour in the examination room or during an assessment session

A more comprehensive list can be found in the 'Table of offences and ranges of penalties (Indicative sanctions against candidates)' (Appendix 6, of the JCQ *Suspected Malpractice: Policies and Procedures 2022-2023* document).

You need to know that the following would be malpractice:

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

You should also be aware of the *JCQ Information for candidates – social media document* (Effective from September 2022), contained within this document.

The awarding body may decide to penalise a candidate proven guilty of malpractice, which could include disqualification.

The levels of sanction or penalty that may be applied are also found in the above document.

## **Examination results**

Examination results are available at the end of August. You will be informed of when and how results can be collected towards the end of Year 11.

If you are unable to collect your results yourself, you should provide authorisation to the Examinations Office, prior to results day, for someone to collect your results on your behalf.

This authorisation must be in writing and must name the person collecting your results. The person specified will have to provide proof of identification to us on the day, for us to release your results to them.

If results are not collected, they are put into the postal system at midday on Results Day.

## **Certificates**

Certificates are generally released from the awarding bodies in early November. We give these out during a Year 12 Certificate Collection afternoon, and invite anyone unable to attend during this time to collect their certificates following the event, during school office hours. Again, you will have to provide written notification as above, to allow another person to collect your certificates on your behalf.

Any certificates not collected from the Academy will be returned to the relevant awarding bodies, and students will be required to arrange collection from them directly.

## **Appeals (Post-Results Services)**

There are a number of services available within the post-results services including reviews of results and appeals, and access to scripts. If you would like to make an appeal for one or more of your examinations please speak with your subject teacher to discuss this in the first instance. If you decide that you would like to make an appeal please speak with the Examinations Officer who will give you the appropriate forms and details of the costings involved.

There will be staff available to have these discussions during and after the issuing of results.

There are details of Post Results Services on our website. Full details of Post Results Services will also be provided to you in your Exam Results Day pack.

## **Internal appeals and complaints and appeals procedures**

In accordance with our Internal Appeals and Complaints and Appeals Policies, if a candidate has a general concern or complaint about our delivery or administration of a qualification, we encourage them to try to resolve this informally in the first instance by making contact with our Examinations Officer. If a complaint fails to be resolved informally the candidate is at liberty to make a formal complaint.

Our Internal Appeals and Complaints and Appeals Procedures are available on our website.

## Helping you prepare

JCQ have produced a useful infographic to help you prepare to sit your examinations:



# On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

### Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

### What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



### What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



### Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

## **Other useful information**

The Examinations Office is located along the corridor near to reception.

Examinations Office

- Tel: 01963 350895
- Email: [exams@ansford.net](mailto:exams@ansford.net)

Ansford School Examinations Centre Number is 63407

PLEASE NOTE: We cannot give out early notice of examination dates to individual students to enable them to book holidays etc. – so please do not ask! Examination dates and times are set by the awarding bodies and cannot be moved.

All references to our website in this document, are found within our 'Exam Information for Students' pages on our website at:  
[http://www.ansford.org.uk/learning\\_at\\_ansford/exam\\_guide\\_for\\_students](http://www.ansford.org.uk/learning_at_ansford/exam_guide_for_students).

**If you have any queries about your examinations which have not been covered by this booklet please ask immediately.**

**If we have plenty of notice we can sort out most problems – but not if you do not tell us until the day you should be taking your examination.**

## Examination check list for students



Aim to arrive at school and be at your examination room 15 minutes prior to an examination **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



When taking examinations, bags, handbags and personal belongings may not always be brought into the room. Because of this, there are some things to be considered – money, keys, valuables etc.



Phones – **Students must not have mobiles phones in their possession** (either on or off). They can be handed in to the invigilator for safe keeping during the examination if necessary. This is very important – if a phone is found in your possession, there is a good chance that your whole examination will be disqualified. If you do have your phone in your bag or handed in you must make sure it is switched off.



ANY TYPE of watch - students must not have a watch; whether analogue, or mobile-enabled/smart watches, in their possession. They can be handed into the invigilator for safe keeping during the examination if necessary.



You should not have any pieces of paper, notes, pagers, MP3/4 players or any other technological/web enabled source of information, or an image capture device etc. in your possession. **YOU SHOULD ALSO NOT HAVE ANY WRITING ON YOUR HANDS OR ANYWHERE ON YOUR BODY, NOR SHOULD YOU WRITE ON YOUR HANDS DURING THE EXAMINATION.**



You should bring a black pen, pencil, rubber and any other writing equipment needed for your examinations. Only clear pencil cases are allowed on your desk, any others should be left in your bag. **Gel pens are not permitted** – this is because many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan well.



In an examination where you have the use of a calculator, you should not have a calculator cover/lid or instructions in the room with you, it is also your responsibility to clear the stored memory before the examination.

**Sssh!**

There is absolutely no talking or communication between students once you enter the examination room. If you have any questions, you should raise your hand once seated and an invigilator will come to you.



School uniform is to be worn for all examinations. The temperature can vary in the Sports Hall so remember a jumper.



No food is allowed in the examination room (if you have a special requirement – please see the Examinations Officer before the examinations)



**Water** bottles are allowed in the examination room. These should be clear bottles with a spill-proof cap. There should be **no label** on the bottle.









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