



Northampton School for Boys

An Independent Academy for the Town and County



HTS/ JWE

December 2018

Please take home to Parents / Carers / Guardians

Year 13 A-level Examinations 2019

This letter contains important information about examination and non-examination assessments. Please read it carefully and keep it for future reference.

Please find enclosed with this letter the following documents:

- January 2019 trial examination timetable
- Individual Summer 2019 A-level examination timetable
- Joint Council for Qualifications (JCQ) Information for Candidates for
 - written exams
 - non-examination assessments
 - coursework assessments
 - privacy notice
 - warning to candidates
 - social media warning

Please ensure that your son or daughter:

- Revises thoroughly before the exams. We recommend that they start their revision as soon as possible. You can help by providing a quiet place for study at home.
- Check their timetable every day to make sure they do not miss an exam.

ACCESS ARRANGEMENTS

Some students are entitled to extra help, known as *Access Arrangements*.

The most common form of *Access Arrangements* is extra time. This is normally granted to students whose reading and/or writing speeds are assessed to be well below average. There are, however, a range of other *Access Arrangements* available. Students with a visual impairment may have enlarged scripts or scripts in braille. Students assessed with having difficulty with concentration may have a prompter. Students with medical problems may be entitled to rest breaks. Students who are unable to write may be able to use a word processor or, if they cannot type, they may be able to use a scribe.

Most *Access Arrangements* need to be approved by examination boards several months in advance and must be supported by evidence such as an assessment by an Educational Psychologist. In general, examination boards are reluctant to approve arrangements which differ from the candidate's

Headmaster Mr R Bernard MA

Billing Road Northampton NN1 5RT T 01604 230240 F 01604 258659

E nsb@nsb.northants.sch.uk www.nsb.northants.sch.uk

Company registered in England and Wales No. 07333885

1 | Page



normal way of working. For example, if a student with writing difficulties has had this formally assessed and has been using a word processor throughout the course, then an examination board is very likely to approve the use of a word processor during exams. If, on the other hand, an application for the use of a word processor is made but the student has produced hand-written work throughout the course, then the examination board will be unlikely to approve the request.

It is very important that you contact Mrs Dickenson in the Additional Intervention Team as soon as possible if you think your son or daughter may be entitled to *Access Arrangements* and is not already being given extra help. If s/he is very slow at reading or writing, has significant difficulties maintaining concentration, or has any other problems that mean s/he may be entitled to *Access Arrangements* these are only likely to be approved where we have formally assessed your child's needs and arranged for appropriate help during the course. *Emergency Access Arrangements* would be made if a significant change in the way your son/daughter worked immediately before the exam. This covers eventualities such as breaking an arm.

SPECIAL CONSIDERATION

Special consideration can be granted where some problem occurs **just before or during** an examination which prevents a candidate from performing to their full potential, or in exceptional circumstances from taking an exam. Special consideration is intended to compensate candidates who are unable to fully demonstrate their knowledge and skills. It is not intended to compensate candidates who have been unable to acquire the necessary knowledge and skills and therefore is not appropriate for students suffering from long term problems.

Special consideration should not be confused with *Access Arrangements*. If you are aware of a problem well before the exam, then you should contact Mrs Dickenson as soon as possible to see if *Access Arrangements* are appropriate.

If a problem occurs **just before or during** an exam, then you should contact the exams office immediately after the examination as we need to make a special consideration application. This must be actioned within seven days of the final examination in that subject. You will need to provide us with any supporting documentary evidence that you may have. Examination boards will only accept requests for special consideration submitted by the School's Examinations Officer.

INTERNAL ASSESSMENT APPEALS PROCEDURE

If you wish to appeal against the assessment process used for your son or daughter's non-examination assessment, then please contact Mrs Weller, the Exams Secretary who will provide you with a copy of our Appeals Procedure.

JANUARY 2019 TRIAL EXAMINATIONS

Year 13 Trial Examinations will take place in the first week of Term 3 from 3rd January 2019 to 11th January 2019. Students are off-timetable for these six days and do not attend normal lessons. Lessons resume on Monday 14th January 2019 for all Year 13 students.

SUMMER 2019 A-LEVEL EXAMINATIONS

Public A-level examinations will start in mid May 2019 and continue until the end of June 2019.

Your son or daughter's individual summer examination timetable is enclosed with this letter. It is very important that s/he checks this timetable carefully for errors and to see if s/he is scheduled to take two (or more) exams at the same time. If your son or daughter spots an error or an examination clash on their timetable they must see Mrs Weller, the Exams Secretary in the Exams Office as soon as possible.

Please do not book any family holidays until the examination period is over. The last scheduled day for public examinations is 26th June 2019.

CONDUCT DURING EXAMINATIONS

Students will not be allowed to take an examination unless they are dressed in office dress in accordance with normal school rules. Mobile phones, smart watches and any devices capable of storing data or receiving messages are not allowed in the examination assessment room. Any such devices capable of storing data or receiving messages are not allowed in the examination assessment room. Any such devices must be handed in to Student Services before the examinations starts.

Please note that possession of a mobile phone or other prohibited device during examinations, even if switched off with no evidence of any attempt to use it, must be reported to the examination board. In such cases, the usual outcome is for the student to receive zero marks for that particular paper. Possession of a mobile phone during January Trial Exams will be regarded as a serious breach of school rules and dealt with accordingly.

Students are encouraged to bring water but it must be in a small clear plastic bottle with labels removed. No other food or drink is allowed except by prior arrangement (for example if a candidate had diabetes). Pencil cases must be transparent; a clear plastic bag is acceptable.

Candidates must bring essential equipment such as a black pen, a pencil and ruler. Where necessary they must also bring their own maths equipment such as a pair of compasses and an approved calculator.

Examinations are supervised by external invigilators. We expect all students to conduct themselves appropriately before, during and after their examinations. Any inappropriate behaviour will be reported to a senior member of staff and appropriate action will be taken.

PLAGIARISM – Non-Examined Assessments

The Information to Candidates 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”.

Teachers will issue guidance to students on the nature of plagiarised work and how to avoid copying and cheating.

If plagiarised work is discovered penalties as detailed in the attached JCQ notice will be applied to the work.

PUNCTUALITY

Students should arrive 15 minutes before the scheduled start examination. This allows for all candidates to be seated, for instructions to be given out, for candidates to read the instructions on the front of the paper and for them to write their names and other details on the answer booklet or examination paper before the schedules start.

LEAVING EARLY

Pupils are not allowed to leave before the end of an exam. Candidates with extra time do not have to take the extra time, but are encouraged to do so.

EXAM RESULTS

A-level results will be issued to students on Thursday 15th August 2019. Students are advised to come in on results day, where in addition to the pleasure of sharing their success with friends and teachers, there will be staff available to offer advice as necessary.

A-level results are the property of the student and as such cannot be given to family or friends without the student's permission. If a student is unable to collect their results in person, they can:

1. Give a large addressed envelope with a large stamp to Reception before 9th August 2019. The results will be put in the post during the afternoon of 15th August.
2. Nominate another person to collect the results. The student should write a letter giving permission and *the name of the person collecting* their results. Please hand this letter in to Reception before 9th August. The person collecting the results must bring identification with them such as a drivers licence, or passport.

REQUESTS FOR REVIEW OF MARKING

If a student underperforms in an A Level examination and there is reason to believe an error was made in the marking of examinations script, then the student can apply for a review of marking for one or more scripts. There is a fee for this service per paper/unit requested, but if the review is recommended by the School then such fees are usually waived.

The student will have to sign a consent form stating that they understand that their grade could be reduced following a re-mark.

There will be a letter enclosed with the A Level examination results explaining this procedure.

Mrs H Topping Shaw

Assistant Head Teacher (Examinations)

December 2018

To: Parents / Carers / Guardians of all students taking examinations

IMPORTANT NOTICE – MOBILE PHONES AND EXAMINATIONS

Examination Board Regulations

The Joint Council for General Qualifications rules from their “Information to Candidates” publication that govern the administration of public examinations state that:

“You must not take into the examination room: potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device”

This is irrespective of whether these devices are switched on or off. If a candidate is found in possession of any such devices (including inside their bag) we are obliged to report this to the awarding body. The candidate may then be disqualified from the current examination and the overall qualification.

Northampton School for Boys Arrangements

To comply with this regulation, we insist that all mobile phones (or other prohibited devices) are handed in to Student Services before **every** examination.

Mrs H Topping Shaw

Assistant Head Teacher (Examinations)

TRIAL EXAMINATION TIMETABLE from Thursday 3rd January 2019

Venue

- Examinations take place in the Sports Hall except where stated otherwise. Students with Access Arrangements may take examinations elsewhere. Individuals will be informed.
- Expressive Arts Assessments take place in classrooms.
- **Mobile phones and 'Smart' watches are not allowed in the examination or assessment room.** Students **must** hand these in to Student Services before going to registration.

Start Times

Morning exams start after registration at 09:05am. Afternoon exams start at 2:00pm and there will be no afternoon registration. Students should arrive at examination room 15 minutes before the start.

Year 11

- When Year 11 students are not taking assessments they attend lessons as per their normal timetable.
- Where students are expected to take two (or more) examinations at the same time they should see Mrs Weller in the Exams Office by Monday 17th December to make alternative arrangements.

Year 12

Year 12 attend lessons as normal as they do not have any trial examinations. The only exception to this is students taking Further Mathematics A-Level. They may revise at home on the morning of Monday 7th January if they wish, before taking their second paper in the afternoon.

Year 13

- When Year 13 students are not in examinations they should revise at home.
- Where students are scheduled to take two (or more) examinations at the same time they should see Mrs Weller in the Exams Office by Monday 17th December to make alternative arrangements.

Please turn over for the timetable.

January 2019 Trial Exam Timetable

Thursday 3rd January 2019

Start time	Year and subject	Duration	Student numbers
09:05	Y13 Computer Science - paper 1	2 hours 30 minutes	19
	Y13 History	2 hours 15 minutes	61
	Y13 RE - paper 1	2 hours	15
	Y11 Geography - paper 1	1 hour 30 minutes	113
	Y11 History	2 hours	103
2:00 PM	Y13 PE - paper 1	1 hour	25
	Y13 Physics	1 hour 30 minutes	60
	Y12 Further Maths - Pure Maths	1 hour 30 minutes	24
	Y11 Maths - paper 1	1 hour 30 minutes	216

Friday 4th January 2019

Start time	Year and subject	Duration	Student numbers
9:05 AM	Y13 Psychology	2 hours	60
	Y13 Maths - Pure	2 hours	98
	Y13 Music Tech - paper 1	2 hours in room C6	8
	Y13 Art	Periods 1 to 7 in rooms C1 & C2	16
	Y13 French - paper 1 (listening, reading & writing)	2 hours 30 minutes - in room C23	9
	Y11 RE	2 hours	29
	Y11 RE Additional Class	2 hours	12
	Y11 Music	Periods 1 and 2 in room C5	
	Y11 Drama	1 hour 45 minutes	21
	Y11 PE - paper 1	1 hour 15 minutes	50
	Y11 Art	Periods 1 to 5 in room C3	23
	Y11 Photography	Periods 1 to 5 in room C28	24
2:00 PM	Y13 Further Maths - S1	1 hour 30 minutes	13
	Y13 Mathematical Studies - paper 1	1 hour 30 minutes	8
	Y11 Science 1 (double and triple)	1 hour 30 minutes	216

Monday 7th January 2019

Start time	Year and subject	Duration	Student numbers
9:05 AM	Y13 Gov and Politics	2 hours	20
	Y13 English Literature	3 hours	34
	Y13 DT - paper 1	2 hours 30 minutes	9
	Y13 Photography	Periods 1 to 7 in room C28	11
	Y11 English Language	1 hour 45 minutes	216
11:30 AM	Y11 Further Maths - paper 1	1 hour 30 minutes	29
2:00 PM	Y13 PE - paper 2	1 hour	25
	Y13 Chemistry	1 hour 30 minutes	60
	Y12 Further Maths - Stats & Mechanics	1 hour 30 minutes	24
	Y11 Computer Science - paper 1	1 hour 30 minutes	43
	Y11 Dance	1 hour 30 minutes	16
	Y11 PE - paper 2	1 hour 15 minutes	50

Tuesday 8th January 2018

Start time	Year and subject	Duration	Student numbers
9:05 AM	Y13 Economics	2 hours	43
	Y13 English Language	2 hours 30 minutes	25
	Y13 Music	2 hours - in room C6	13
	Y13 Spanish - paper 1 (listening, reading & writing)	2 hours 30 minutes - in room C23	8
	Y11 Citizenship	1 hour 45 minutes	24
	Y11 Creative i Media	1 hour 30 minutes	14
	Y11 Food Technology	1 hour 45 minutes	15
	Y11 Statistics	1 hour 30 minutes	11
	Y11 French - Writing	Higher tier = 1 hour 15 minutes Foundation tier = 50 minutes	74
	Y11 Spanish - Writing	Higher tier = 1 hour 15 minutes Foundation tier = 50 minutes	78
2:00 PM	Y13 Further Maths - M1	1 hour 30 minutes	13
	Y13 Mathematical Studies - paper 2	1 hour 30 minutes	8
	Y11 Triple Science 2	1 hour 30 minutes	83

Wednesday 9th January 2018

Start time	Year and subject	Duration	Student numbers
9:05 AM	Y13 Sociology	2 hours	23
	Y13 PE - paper 3	2 hours	25
	Y13 Geography - paper 1	2 hours	41
	Y13 French - paper 2 (writing)	2 hours	9
	Y11 English Literature	1 hour 45 minutes	216
2:00 PM	Y13 Biology	1 hour 30 minutes	74
	Y13 DT - paper 2	1 hour 30 minutes	9
	Y11 Maths - paper 2	1 hour 30 minutes	216

Thursday 10th January 2019

Start time	Year and subject	Duration	Student numbers
09:05	Y13 Drama	3 hours	21
	Y13 Maths - S&M	2 hours	98
	Y13 RE - paper 2	2 hours	15
	Y13 Spanish - paper 2 (writing)	2 hours	8
	Y11 Computer Science - paper 2	1 hour 30 minutes	43
	Y11 Design Technology	2 hours	128
2:00 PM	Y13 Further Maths - Pure	1 hour 40 minutes	13
	Y13 Music Tech - paper 2	1 hour 30 minutes in room C6	8
	Y11 French - Reading	Higher tier = 1 hour Foundation tier = 45 minutes	74
	Y11 Spanish - Reading	Higher tier = 1 hour Foundation tier = 45 minutes	78
	Y11 not doing French or Spanish go to lessons as normal.		

Friday 11th January 2019

Start time	Year and subject	Duration	Student numbers
9:05 AM	Y13 Computer Science - paper 2	2 hours 30 minutes	19
	Y13 Geography - paper 2	2 hours 15 minutes	41
	Y11 Geography - paper 2	1 hour 30 minutes	113
11:30 AM	Y11 Further Maths - paper 2	1 hour 30 minutes	29

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

Information for candidates

For written examinations – effective from 1 September 2018

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

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



This notice has been produced on behalf of:

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

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

Do not be tempted to use 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.**

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the 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.

The awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

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

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

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

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

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

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

Preparing your coursework – good practice

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

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

If you worked as part of a group on an assignment, 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 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 essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

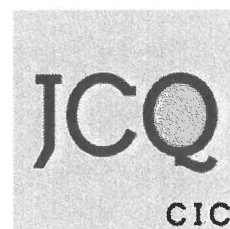
Penalties for breaking the regulations

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

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



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 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

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) or 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 examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

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, DE, The Skills Funding Agency, regulators, 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 carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will 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.



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

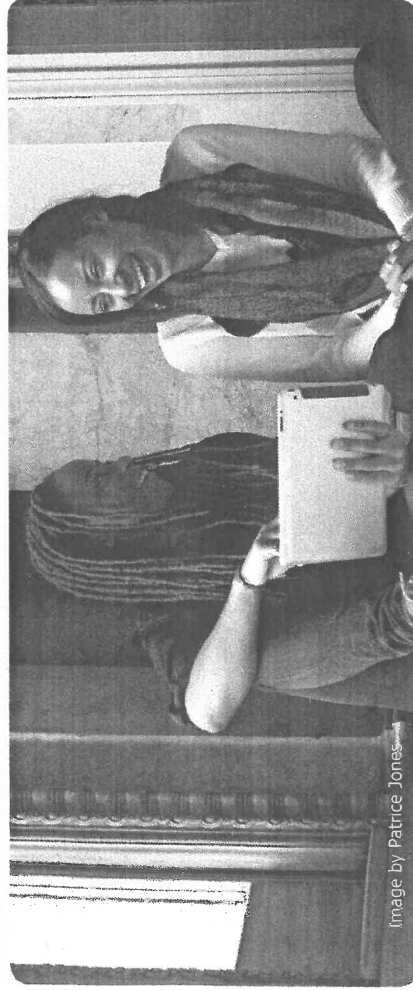
Warning to Candidates

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

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

Effective from 1 September 2014

Information for candidates Using social media and examinations/assessments



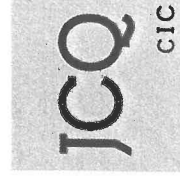
**This document has been written to help you stay within examination regulations.
Please read it carefully.**

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

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

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. 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.



You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

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

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

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



