



A Guide to Examinations

For Students and Parents

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 - JCQ Information for candidates-On-screen tests** *"This document has been written to help you. Read it carefully and follow the instructions."*
 - JCQ Information for candidates-Written examinations.** *"This document has been written to help you. Read it carefully and follow the instructions"*
 - JCQ Information for candidates-Privacy Notice.** This document informs you how the "JCQ awarding bodies will process your personal data."
 - JCQ Information for candidates-Social Media.** This document provides you with *"Guidelines when referring to examinations/assessments through the Internet"*.
 - JCQ No Mobile Phones Poster.** This poster will be displayed outside each exam room. You **must** note that *"Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification."*
 - JCQ Warning to candidates.** This poster will be displayed outside each exam room. You **must** note all the warnings.
 - JCQ Table of Offences and Penalties** from "JCQ General and Vocational Qualifications: Suspected Malpractice in Examinations and Assessments"
- The Watford UTC Emergency Evacuation Procedure for Examinations

JCQ website: <http://www.jcq.org.uk/exams-office/malpractice>

Introduction

Watford UTC is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

Purpose of the candidate exam handbook

The purpose of this handbook is to ensure that candidates are fully informed of and familiar with the JCQ, and BCS regulations, posters and notices. It also gives advice on the examination period, results day and post results information. You should read this entire handbook to ensure that you know what you can and can't do when sitting written examinations and/or on-screen tests and when producing coursework and/or controlled assessments.

Written exams/on-screen tests

Your statement of entry for written exams will be given to you to check and sign at the beginning of February. You must check: your name is your legal name (as on your birth certificate/passport); your date of birth is correct and that you have been entered for all of your exams.

Your written exam timetable will be sent to you in March. An updated exam timetable will be sent to you in April.

The Guide to Examinations for Students and Parents will be sent to you in October & April. You must read this handbook. You should read and make sure you understand all the JCQ notices at the back of the booklet in regard to written and on-screen tests. Failure to follow these rules may lead to disqualification from your exam. The summer examination table is on the school website. Timetables will be sent out to you before your first exam letting you know which room you should go to and the time of your exam.

Coursework/controlled assessment/non-examination assessment

Your teacher will inform you when assessments are to take place. Your teacher can inform you of the marks awarded for your work but will not be able to give you a grade.

You should read and make sure that you understand all the exam board notices in regard to coursework/controlled assessment and non-examination assessment. You will be required to sign that all your work is your own. If it is found not to be your work you may be disqualified from the controlled assessment/coursework/non-examination assessment of your exam. Remember to reference any work that you have copied from a book or the internet.

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

If you have two or more examinations at the same time this is known as a clash. Language exams will have both the listening and reading assessments on the same day at the same time, but the exams will be timetabled by the school to follow each other.

If you have two exams that clash that are not MFL exams you will be able to have a supervised break in between them. This is known as quarantine. You will be escorted to a room after your first exam

where you will remain until the start time of your second exam. You will not be allowed access to the internet or your phone during this time but can eat, drink and revise.

Where you will take your examinations

Most of your examinations will take place in Axis Upper Event Space, Axis Auditorium and AG16. If your exams are to take place in a separate room you will be informed.

What time your examinations will start

At Watford UTC morning examinations will start at 9.30am and afternoon examinations at 13.30pm. For Functional Skills and MFL speaking tests you will be informed of the start times.

Supervision during your exams

You will be supervised during your examinations by a team of invigilators. Invigilators have to follow the strict rules and regulations set by JCQ awarding bodies/BSC ECDL when conducting exams.

Exam conditions

You should arrive at the exam room at least 10 minutes before the start time. You will remain outside the exam room until you are invited in by the invigilators, Exams Officer or teachers. From the moment you enter the exam room you are under exam conditions until you have permission to leave by the invigilator and are outside of the exam room. You must go straight to your seat and must not communicate with any other candidates.

The whiteboard or screen in the exam room displays the information below:

Centre Number / Date / Exam Board / Exam paper reference number / Exam paper title / length of exam / length of exam with extra time / start and finish times of exam / finish time for students with extra time

Remember that you are responsible for producing legible handwriting and must use a black biro or ink pen. Drawings, graphs etc should be completed in pencil so you can then rectify any mistakes.

If you use any additional paper you must write all your details and the question number and insert it inside your exam paper at the end of the exam.

Remember that you must follow the instructions of the invigilator at all times in the exam room. If you need to speak to the invigilator raise your hand and they will come over to you. If you wish to go to the toilet during an exam an invigilator will escort you. This time will not be added to your exam so it is advisable to go to the toilet before the start of your exams.

Word Processors in Examinations

You must have used a word processor as your normal way of working within the school and been authorised to use one in exams by the SENCo.

The Centre number, your candidate number and the paper reference number will be inserted in the header. The footer will have the page numbers. The font should be 12pt and double spaced.

Ensure that you fill in all the details on the question paper as well as your work will be attached to this and you may want to answer some questions on the paper.

These should have been set up for you prior to the exam but you should check that they are correct before you start your exam. Inform the invigilator if there is anything wrong.

Save your work regularly to your USB stick.

At the end of the exam you must be present whilst your work is printed up. You need to check it is all there and sign each sheet.

Functional Skills Tests

Functional Skills tests are conducted within a 5 day window each month except for September, December and April.

You must not discuss the content of the test in this 5 day period or post anything on social media.

You will be sent a timetable 2 weeks before your test.

Test windows:	Results:
March 13-17	21 April
May 8-12	16 June
June 12-16	21 July
July 17-21	17 August

Letter of consent to parents regarding video recordings

Functional Skills and GCSE (9-1) English speaking & listening tests are recorded and may be sent to the exam boards to verify standards. The letter of consent has been emailed to parents

Where you will sit in the exam room

Seating plans will be posted outside of the examination room. You will be sat in candidate number order in a snake pattern. Students with laptops or extra time will be sat at the back or far side of the room.

How your identity is confirmed in the exam room

Your candidate card will be on your desk with the centre number, your candidate number, picture and date of birth. This card must be left face up as it will be used to identify you. Members of staff at the school will also verify your identify you as you enter the exam room.

What equipment you need to bring to your exams

The school will provide a pencil case with pens and mathematic instruments for all of your exams. Coloured pencils will be provided for media exams. Calculators will also be provided. You may also bring your own equipment but it must be in a transparent pencil case. If you bring your own calculator it must conform to the regulations below. The lid must be stored in your bag or handed in.

Using calculators

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

“Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations”

<p>Calculators must be:</p> <ul style="list-style-type: none">○ 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 formulas.	<p>Calculators must not:</p> <ul style="list-style-type: none">● be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none">○ 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:<ul style="list-style-type: none">○ databanks;○ dictionaries;○ mathematical formulas;○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none">○ the calculator’s power supply;○ the calculator’s working condition;○ clearing anything stored in the calculator.	

[Taken from [JCQ Instructions for conducting examinations 2016-2017](#)]

What you should not bring into the exam room

You must not bring mobile phones, iPods, headphones, digital watches, electrical devices or notes into the exam room. If you have them on your person you will be subject to malpractice procedures.

Food and drink in exam rooms

Only water in a see through bottle or container with labels removed may be brought into the exam room. Food is not allowed.

What you should wear for your exams

The school expects you to follow the usual dress code for exams

Where your personal belongings will be stored during your exam

Personal belongings will be stored in your bags outside of the exam room

What to do if you arrive late for an examination

If you are going to be late for your exam you must phone the school and explain why and how long you think you will be. If you are very late for an exam the awarding body will need to be informed and they may refuse to mark your paper. You are very late for an exam if you arrive after 10:00am for a morning exam or 2.30pm for an afternoon exam.

When you arrive, sign in at reception and they will inform the examinations officer. You should go straight to your exam room and wait outside until an invigilator comes out. They will read the regulations and any erratum notices to you outside of the room and then escort you to your seat.

Please make sure that yours and your parents contact numbers are up to date on Arbor before the exams start as we will try and phone you if you are not in your exam.

What to do if you are ill on the day of an examination

If you are unwell on the day of the examination and cannot attend you must go to a doctor and obtain a letter confirming that you were not well enough to attend, or ask them to stamp and sign the medical form at the back of this booklet.

If you are unwell during the exam inform the invigilator and the examinations officer at the time. You should try to get an appointment at your doctors after the exam to obtain a letter confirming that you were not well or to complete the medical form.

The school will apply for special consideration but we must have evidence to support any application that we make.

Special consideration applications must be sent off within 7 days. Please ensure that we receive the evidence promptly.

What happens if you have an unauthorised absence from an exam

Failure to turn up for an exam, and not informing the school as to why will be treated as an unauthorised absence. You may be charged the cost of the exam.

What will happen in the event of an emergency in the exam room

The instructions for evacuation are at the back of this handbook.

If there is an emergency whilst you are in the exam room you must follow the instructions of the invigilator. If the exam room has to be evacuated remember that you are still under exam conditions. Leave all your belongings and go with the invigilator to the assembly point. Talking to other candidates during the evacuation will be treated as malpractice and reported to the exam board. This may lead to disqualification from your exam.

Suspected malpractice

Malpractice or maladministration is deemed to be any act, default or practice, which is a breach of the regulations undermining the integrity and validity of public examinations or assessments, the certification of qualifications and/or damage the authority of those responsible for conducting them. A list of examples of malpractice can be found in Appendix 2 of JCQ General and Vocational Qualifications, Suspected Malpractice in Examinations and Assessments, Policies and Procedures.

Candidates with access arrangements

If you have been granted access arrangements for your examinations the specialist assessor will write to you and inform you which arrangements have been approved. The invigilators will be aware of your arrangements. Dictionaries are not allowed for English, History or Geography exams.

Results

17 August: GCE & Level 3 BTEC Results issued

25 August: GCSE, iGCSE & Level 2 BTEC Results issued

26 August: Functional Skills results (these will be emailed out to students)

Results will be available to collect from 10am to 12pm in Sanyo Brasserie

If you cannot pick up your results they will be emailed to you in the afternoon.

If you wish them to be posted out, give an A4 stamped addressed envelope to the examinations officer after your last exam

If you wish someone else to pick up your results for you, complete the authorisation form at the back of this booklet. The person collecting your results must bring the form with them and a form of ID

Results will not be given to anyone who does not bring the signed form or ID

Results will not be given out over the phone

GCSE grades are changing

GCSEs in England are being reformed and will be graded with a new scale from 9 to 1, with 9 being the highest grade. English literature, English language and maths will be the first subjects to be graded in this way from August 2017. The subjects with the highest numbers of candidates (e.g. arts, humanities, languages) will follow in 2018 and most others in 2019. This is happening as GCSEs are being reformed to make them more challenging, to keep pace with employers' and universities demands.

In the first year each new GCSE subject is introduced, students who would have got a grade C or better will get a grade 4 or better. Students who would have got a Grade A or better will get a 7 or better in the first year. Grade 9 will be more difficult to achieve than a grade A*. The extra top grade will also make it easier for employers and universities to distinguish between the most able students

[Click here to see how the numbered grades compare to the current A* to G system](#). Information about when subjects will switch to the new grades is available [on the Ofqual website here](#).

Post Results Services

If you are not happy with your result the following post results services are available to you.

Service 1 Clerical check (re-count) (Deadline 18 September)

This service is to make sure

- all pages have been marked
- all the marks have been counted
- the correct mark was uploaded on the results documents

a copy of the re-marked script should be requested at the same time as the clerical check

Priority Service 2P (Priority review of marking) GCE A2 only (Deadline 20 August)

Available ONLY if your university place depends on the outcome of the enquiry

- the script will be re-marked and checked by a senior examiner.
- the result will be received sooner.

The deadline for this service is 21st August but it is advised that you make the decision on results day so that you meet the UCAS deadline

Service 2 Review of marking (re-mark) (deadline 18 September)

- the script will be remarked and checked by a senior examiner
- a copy of the re-marked script should be requested at the same time as the re-mark

Access to scripts (ATS) Copy (Deadline 2 October)

(To support teaching and learning)

- a copy of the original script

Teachers can request copies of scripts but must obtain signed permission from the candidate to use their paper for teaching and learning purposes

Access to scripts (ATS) Copy (Deadline Results day)

- a copy of the original script to help decide if you wish to have your paper re-marked

Access to scripts (ATS) Original (Deadline 2 October)

- the original script
- a re-mark cannot be requested if you request the original script

IMPORTANT: Marks and grades can go down as well as up, or remain the same. Students must give their consent to any enquiry or access to scripts

The Post Results Service fee must be paid at the time of your request. If your grade goes up you will receive a refund. The fees list will be in with your examination results.

An explanation of Post Results Services

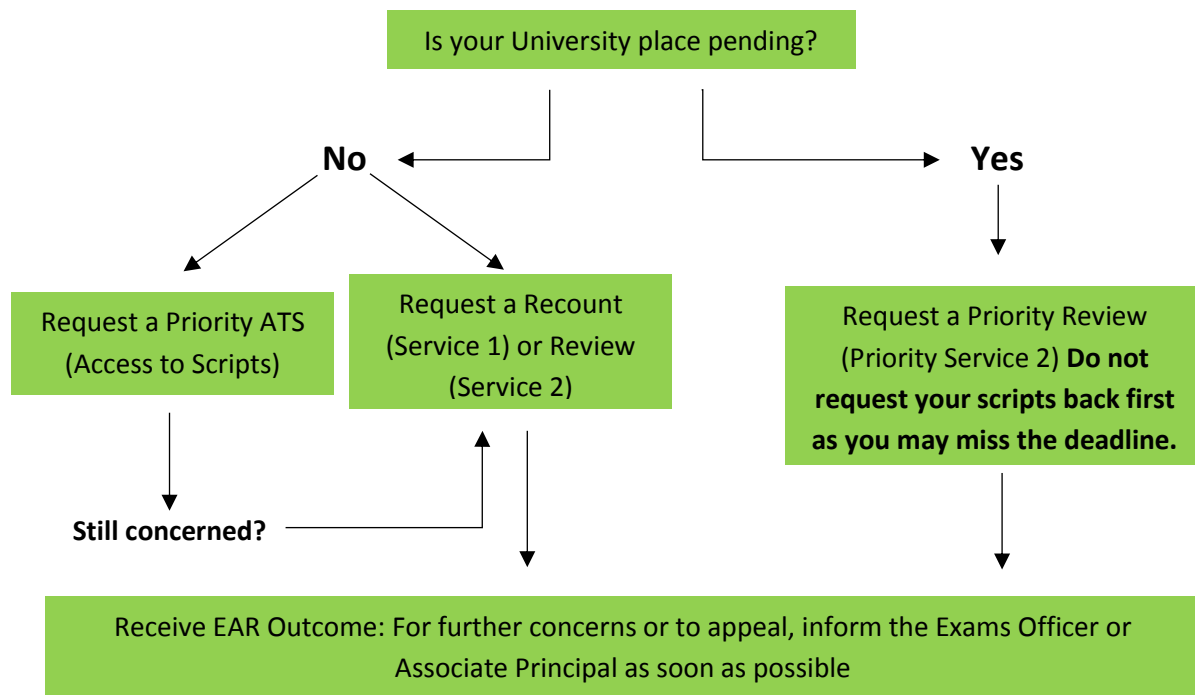
You must complete the ATS (Access to Scripts) or EARS (Enquiries about Results) forms at the back of the booklet, attach the fee and return to the examinations officer before the deadlines.

HAPPY WITH YOUR GRADE:

You can request a copy of your script back (ATS Copy or Original). You will need to pay for this. **Do not use this service if you wish to have a remark, your paper may not come back in time.**

To Support Teaching & Learning:
Your teacher may ask for your permission to request a copy of your script or the original to use in class. You will need to sign the ATS (Teaching and Learning) Form for this to happen. The school will pay for this.

NOT SO HAPPY WITH YOUR GRADE (A Level Only):



If after you have received your EAR outcome you are still concerned you must follow the guidelines below. More information is available from JCQ <http://www.jcq.org.uk/exams-office/appeals>

Only the Executive Principal or Associate Principal can submit an appeal to the relevant awarding body Appeals **must** be submitted to **the relevant awarding body** within **14 calendar days** of the notification of the outcome of the enquiry

Appeals **must** be made in writing and clearly state the grounds for appeal

The grounds for appeal **must** relate to the awarding body's procedures or the application of these post-result service

Appeals do not generally involve further reviews of marking candidates' work.

Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld

Internal Appeals Policy - External Examinations and Qualifications

1. Policy on Internal Assessments for External Qualifications

We are committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned
- The consistency of internal assessment will be maintained by internal moderation and standardisation
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

Student Concerns

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams i.e. coursework/portfolios, s/he should discuss the matter with the Subject Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body

Written Appeals Procedure

- The student, parent or carer of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises.
- The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series.
- Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series (e.g. by the end of June for the summer series).

Appeals should be made in writing using the Internal Appeals Form (at the end of the policy)

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Leadership Team and a Subject Leader not involved in the internal assessment decision.

This enquiry will consider whether the process used for the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or carer [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and will be logged as a complaint.

A written record will be kept and made available to the awarding body upon request.

Should the appeal bring any irregularity in procedures to light, the Awarding Body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of Watford UTC and is not covered by this procedure.

2. Policy on External Assessments for External Qualifications

There is an externally set deadline for Enquiries about Results (hereby referred to as EARs) set by awarding bodies for each season. This will be publicised to the candidates before each season. The target for completion is within 20 calendar days of the awarding body receiving the request.

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

1. Contact the Examinations Officer in writing either by email or letter as soon as possible (but at least 5 working days before the published deadline for EARs*). The Examinations Officer will forward the query to the subject teacher and advise on the options available to query the mark/grade and the costs involved.
2. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer. The procedure is outlined in the Student examinations handbook.
3. The subject teacher will review the student's marks/grades and discuss with the Subject Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

If the Department agrees to support the EAR:

- a) The request, together with the students consent form, should be made to the Examinations Officer before the published deadline for EARs*. The cost of the enquiry may, in certain circumstances, be met by the departmental budget. Otherwise candidates must make payment for the EAR.

If the Department does not agree to support the EAR:

- b) The student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer or Associate Principal before the published deadline for EARs*.
- c) If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre

using the **internal appeals form** at least **one week prior to** the internal deadline for submitting an EAR.

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

All candidates are directed towards JCQ procedures for information regarding appeals available including access to scripts. Candidates understand that once they gain access to their original scripts EARs is no longer available to them.

Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications

Post-results services <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre.

Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry.

Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days.

Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form.

If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.



Internal Appeals Form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against.

- internally assessed marks**
- the centre decision not to support an enquiry about results**
- the outcome of an enquiry about results**

Name of appellant	Candidate name
Awarding Body	Exam paper code
Subject	Exam paper title

Please state the grounds for your appeal below

Continue overleaf if necessary

Appeal against internally assessed marks

Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

Appeal against the centre decision not to support an enquiry about results

Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

Appeal against the outcome of an enquiry about results

Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

Certificates

Certificates will be available from November. If you wish to have them sent out to you bring a stamped addressed A4 envelope to the UTC before the end of October. The cost will be £3.00 for Recorded delivery and £7.00 for Special delivery. Certificates cost up to £48 to replace therefore a signed for service is advisable.

If you wish to come in and collect your certificates: send an email to examinations@watfordutc.org

If someone else picks them up on your behalf they will need to bring the authorisation form for certificates collection signed by both you and them and their ID.

48 hours' notice is needed to collect certificates from the UTC reception. They will be left in reception for you.

Re-sits GCE Year 13s only

If you are unhappy with your grade, the option to re-sit is available and your subject teacher supports your re-sit, you may re-sit the exam unit the following year.

You will need to complete the re-sit form and attach the fee. The fees list and entry deadline will be available from the UTC in October.



The Watford UTC Authorisation Form

Authorisation form for another person to collect GCE/GCSE/BTEC/ECDL results or any certificates available on August 17/ August 24 2017 on your behalf.

I (name) give permission for

.....(name) to collect my GCE/ BTEC /ECDL/ GCSE results / any certificates.

I accept that the UTC will not be responsible for my results letter or certificates once they have been collected.

Signature of student:.....

Date:

Signature of authorised person:.....

Date:

The authorised person will need to bring ID with them.



**ENQUIRIES ABOUT RESULTS CLERICAL CHECK
(re-count) Candidate consent form**

Information for candidates

This form is to be completed if you wish to have the marks awarded re-counted. This enquiry will check that all pages of your script have been marked; all the marks have been counted and that the correct mark was uploaded on the results document.

You must sign the form to give your consent to the re-count.

Centre Number 17620	Centre Name The Watford UTC
Candidate Number	Candidate Name
Awarding Body	Qualification Level
Subject Title	Paper/unit

I give my consent to the examinations officer to request a clerical check (re-count) of the marks awarded for the examination(s) listed above. In giving consent to an enquiry about the result and any subsequent appeal, I understand that the final subject grade may remain the same, be lower than or higher than the original grade I was awarded for the subject.

Signed:.....

Date:.....

This form will be retained in the centre's files for 12 months following the outcome of a clerical re-count.



ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form

Information for candidates

This form is to be completed if you wish to make an enquiry about your result and any subsequent appeal.

You must sign the form to give your consent to the enquiry about results being made, and to inform the UTC that you have understood what the outcome could

be. The outcomes are as follows:

- your original mark is lowered, so your final grade may be lower than the original grade you received
- your original mark is confirmed as correct, so there is no change to your grade
- your original mark is raised, so your final grade may be higher than the original grade you received

Centre Number 17620	Centre Name The Watford UTC
Candidate Number	Candidate Name
Awarding Body	Qualification Level
Subject Title	Paper/unit

I give my consent to the examinations officer to make an enquiry about the result of the examination(s) listed above. In giving consent to an enquiry about the result and any subsequent appeal, I understand that the final subject grade may remain the same, be lower than or higher than the original grade I was awarded for the subject.

Signed:.....

Date:.....

This form will be retained in the centre's files for 12 months following the outcome of an enquiry about results or any subsequent appeal.



Access to Scripts (ATS)

Candidate consent form for requesting a copy of or the original examination scripts

Centre Number 17620	Centre Name The Watford UTC
Candidate Number	Candidate Name
Subject Title	Paper/unit
Original script	Photocopy script

I understand that if I request the original examination script I will not be able to make an enquiry about the result (EARS).

Signed:.....

Date:.....

The fee must accompany the request and be received before the published deadlines. Requests without the fee, unsigned or received after the deadline will not be processed.

This form will be retained in the centre's files or 12 month.



Access to Scripts (ATS)

Candidate consent form for use of examination scripts for teaching and learning purposes

Centre Number 17620	Centre Name The Watford UTC
Candidate Number	Candidate Name
Subject Title	Paper/unit

I give permission for my script to be used in the classroom but do not wish anyone to know that it is mine. My name and candidate number must be removed.

Signed:.....

Date:.....

I give permission for my scripts to be used in the classroom. My name may remain on the scripts.

Signed:.....

Date:.....

This form will be retained in the centre's file for 12 months.

This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC



Information for candidates – GCSE controlled assessments

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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

Preparing your work – good practice

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

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

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

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

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying. You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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

**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 2017.

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

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

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 don't need.

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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

**This notice has been produced on behalf of: AQA, OCR, Pearson and WJEC
Information for candidates: non-examination assessments**



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

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

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

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

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

The regulations state that:

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

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

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

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

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2015

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



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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, a MP3/4 player or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	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).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	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.
5	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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2016

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

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



A Regulations – Make sure you understand the rules	
1	Be on time for 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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	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).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	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.
5	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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • 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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC



**Information for candidates – Privacy Notice
General and Vocational qualifications Effective
from 1 September 2016**

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

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

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

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years. In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.
5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record. The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998. Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.
8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

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

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
Guidelines when referring to examinations/assessments through the Internet



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

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

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

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

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

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

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

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

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

You must familiarise yourself with the rules:

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

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

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

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION

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

DISQUALIFICATION

from your examination and your overall qualification.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

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



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

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

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

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

Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
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Standard penalties:			
1	warning;	6	disqualification from all units in one or more qualifications taken in the series;
2	loss of marks gained for a section;	7	disqualification from the whole qualification;
3	loss of all the marks gained for a component;	8	disqualification from all qualifications taken in that series;
4	loss of all the marks gained for a unit;	9	barred from entering for examinations for a set period of time.
5	disqualification from the unit;		



The Watford UTC Emergency Evacuation Procedure for Examinations

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence. Remind them they are still under exam conditions.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.