



Stockport Academy

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STOCKPORT ACADEMY EXAM GUIDE

Information booklet for parents and students covering exams.

2021/22

January 2022

Dear Student,

The government is currently saying that exams will go ahead as planned this year but obviously they will be monitoring the Covid situation carefully and will advise if anything changes closer to the exam season. We will keep you informed of any changes as they arise.

Normally our year 10 and 11 students would receive a copy of this booklet in preparation for work to be completed or exams to be undertaken as part of their KS4 studies. You need to be aware of the current regulations and Stockport Academy expectations which will apply when you sit any formal examinations or you are preparing your coursework ready for submission. The contents are written as though the exams are going ahead.

Please note that all formal exams (GCSEs or A Levels, Cambridge Nationals, BTECs or vocational qualifications) must be carried out in accordance with the JCQ regulations and there are some information sheets and leaflets included here for information.

Could I please ask you to read this booklet and familiarize yourself with its contents, particularly the JCQ notices. They would apply to controlled assessments, coursework or non-examined assessments, online tests and formal exams.

Take care and stay safe.



Louise Helsby
Exams Officer

Examination instructions for students

Examination timetables for forthcoming examination seasons will be displayed outside the Examination Office which is situated next door to the Faith room on the 1st floor and will be posted onto the Academy website. The same rules will apply to internal mock exams as the formal GCSE exams.

For each examination season, you will receive two timetables from the Academy. The first will detail the examinations that you have been entered for and the dates and times when they will take place. The second will be distributed about a week before the examinations start and will detail the room and seat that you have been allocated. Please keep this seating document safe as you will need to refer to it through the examination season.

Examinations are scheduled by the Examination Boards and are fixed to a particular start time and date. It is important that you turn up at the correct time as you will not be able to take an examination at a different time.

Seating plans will be displayed on the doors opposite the sports hall corridor and outside each examination room.

Please arrive at your examination room in good time and be prepared with black pen (biro or fountain), pencil, rubber, ruler and calculator, where allowed. Your equipment should be in a clear, see-through pencil case and you should remove any calculator covers, as some have instructions or formulae on the inside.

You are not allowed to use correction fluid, highlighter pens or gel pens on your answer papers.

The school will allow bottles of water into the examination room. The bottle should be clear and you must remove any labels. It should be placed on the floor at the side of your desk so it can't be spilled and spoil your paper.

Please ensure that you allow enough time to get to the Academy on the days of your exams in case road traffic is bad or the bus breaks down, etc. Start times are fixed.

Timings of Exams

Most morning exams will start at 9.00a.m.

If you arrive after 10.00am (if the examination is one hour or longer) or you arrive after the examination has finished (if it is less than one hour long) you are officially late and the Academy has to report this to the Examination Board. You will be given the opportunity to sit the paper but the Examination Board may choose not to accept your paper.

Most afternoon exams will start at 1.00p.m.

If you arrive after 2.00p.m (if the examination is one hour or longer) or you arrive after the examination has finished (if it is less than one hour long) you are officially late and the Academy has to report this to the Examination Board. You will be given the opportunity to sit the paper but the Examination Board may choose not to accept your paper.

If you miss an examination you will NOT be able to do it at a different time. If you are ill and cannot take the examination, you must telephone the Academy immediately and leave a message for Louise Helsby the Examinations Officer. It is advisable to obtain a doctor's note.

The school telephone number is 0161 286 0330.

General Guidance

Exams will be held in the main hall, the sports hall or classrooms in some instances. You will have received confirmation of your seating arrangements around a week before the start of the examination season. You should check this carefully and raise any queries as soon as possible.

You will be required to line up outside the examination room quietly and be respectful of other classes/exams that are going on in the same area. The invigilator will give instructions for you to enter the room. Please listen carefully to the invigilator and follow their instructions. They are there to ensure the smooth running of the examination.

Bags, coats and personal belongings should be placed considerately at the back of the examination room or as directed by the invigilator when you are allowed to enter. You should not have a mobile phone, smart watch or normal watch, or any electrical equipment in your bag. Please hand them in, or better still, leave them at home. Please do not risk your marks.

You should enter the room in silence and find your place quickly and quietly. Please face the front at all times. Do not attempt to turn around and communicate with anyone - this includes looking around, smiling, trying to attract someone's attention or sharing any equipment. If you have a problem, put your hand up and an invigilator will come to you.

Remember, you are under examination conditions from the moment you enter the examination room until all examination scripts have been collected and you have been given instructions that you may leave the exam. Please be aware of any students that are still working so leave the exam room in a quiet and considerate manner.

The school will allow **bottles of water** into the examination room. Bottles should be clear and you must remove any labels from the bottle and it should be placed on the floor at the side of your desk so it can't be spilled and spoil your paper.

You should not have any notes or examination relevant material in your blazer pockets. Please either put them in your bag or hand them to the invigilator when asked. Remember: If you have any unauthorized material in an examination (whether or not you intend to use it), this may be considered as malpractice.

It is an Examination Board regulation that no mobile telephones or any electrical device with WIFI facility may be taken into the examination room – smart watches and normal watches are prohibited from the exam rooms - you must hand these items in before entering the room. They will be stored safely until the exams have finished. Please be aware that alarms can sound even if a mobile is turned off. The regulations state that if you are found to have a mobile telephone on your person, or in your bag – even if it is turned off, and you do not mean to use it – this can still constitute malpractice and must be reported to the Examination Board. You may have your marks for that paper refused, be disqualified from the whole examination or even from a series of exams.

Calculators are only allowed in certain exams and the invigilators will confirm when you can use them. You will be required to remove any lids that may include instructions or formulae. Calculators must be battery or solar powered and must not be able to connect to Wi-fi, must not be programmable, must not be able to operate as a dictionary or language translator and must not be able to store databanks, dictionaries, mathematical formulae or text. See the table on Appendix A.

It is a new regulation that all smart-watches and normal watches are now banned from the exam room.

Please do not doodle or draw on your answer papers. This can lose you marks if the drawing obliterates any of your answers – a lot of papers are now scanned by the Examination Boards and drawings or doodles could bleed through the paper and make the answers unreadable.

The use of any foul or inappropriate, offensive or obscene words or comments on an examination paper, in a controlled assessment or in coursework is classed as malpractice. The examiners are instructed to raise this with the Examination Boards and action will be taken. Please do not risk your marks.

You will be required to stay in the examination room until the end of the exam. Please do not ask to leave, even if you finish early. Use your remaining time to check through your work. Remember: anything extra that you write or draw may get you additional marks.

You must wear full school uniform for all of your exams. Please make sure that you do not have any unauthorized paper, materials or equipment in your blazer pockets.

Malpractice is where the exam regulations have not been followed. There are strict guidelines that we, the Centre, have to follow. Any incidences of malpractice will be reported to the Exam boards and they will consider each report and decide the outcome.

Potential penalties can be:

- loss of marks,
- disqualification from a unit,
- disqualification from the whole qualification,
- disqualification from all exams taken in that series,
- being barred from being entered for any exams for a period of time.

There are several important documents from JCQ included with this document. Please read them and familiarise yourself with the rules. Anybody breaking these rules will be reported to the Examination Boards.

1. Information for candidates – Coursework Assessments
2. Information for candidates – Non-examined assessments
3. Information for candidates – On-screen examinations
4. Information for candidates – Privacy notice
5. Information for candidates – Social media
6. Information for candidates – Written exams
7. Unauthorised items
8. Warning to Candidates

Please be advised that Stockport Academy will report all suspected malpractice incidents and will submit all required Late reports to the exam boards. We have an obligation to do this and will not risk the future of the school as an Examination Centre.

Confirming the identity of students

The centre is required to confirm the identity of all students sitting exams. Heads of Year and SLT will assist the examination team in checking the identities of everyone entered for exams.

All students are therefore required to wear full school uniform for their exams.

A student who wears additional items of religious clothing that make it difficult to identify the student – such as a veil, etc. will be asked to accompany a member of staff of the same gender to remove the religious clothing in a private room. Once identification is confirmed, the student may replace the item of clothing and will then be escorted directly to the examination room.

Non-examination assessments

These are generally completed in a classroom but can be carried out under differing levels of supervision. Some exam specifications call for high level of control where students are effectively under exam conditions with no communication, and some allow low control whereby the environment is much more relaxed. It is important that whichever is required for your particular assessment, you follow the instructions of your teacher as malpractice can also apply to internally assessed work. Your teacher will confirm the conditions under which your non-examination assessments must take place.

You must also be aware that any work that you submit must be your own and not copied from someone else or a text book or the internet. Your teacher will help you with referencing work. Plagiarism is a serious form of malpractice and all suspected incidences will be reported.

The centre will mark and moderate all internally assessed work and feedback your marks before they are submitted to the board. There will be an opportunity for you to discuss the marks with your teacher if you are not happy with the process. We are required to carry out an independent review if you still do not agree with the outcome.

Please note that the Exam boards issue strict deadlines for the submission of marks for non-examined assessments and it is your responsibility to make sure that you have completed your work when it is asked for by the teachers. If you are late, you are risking your marks.

Results and Post Results

Results will be issued to you on pre-set dates. The results date for the June 22 exams will be distributed on Thursday 25th August. You will receive notification of the process and times when they can be collected.

There may be an Enquiry about Results process if you believe that your paper has been incorrectly marked. Subject teachers will review all results and contact you if they believe a paper should be re-marked. If you want to request a re-mark there will be a charge. Students must sign a Data Protection/Candidate consent form before any re-marks or Access to Scripts can be requested. Please note that marks can go down as well as up and not all re-marks result in a change. Please contact your subject teachers in the first instance.

Official Results Certificates, issued by the Examination Boards, will be distributed once available. There may be a presentation evening or we may post them out. You will be advised which method is being used on or around results day. Year 11 certificates will be available by the end of January following their year 11 examinations. Any other year groups taking examinations will receive their certificates after their year 11 examinations.

These certificates should be kept safely as it is not always possible to get copies. Stockport Academy may be able to print a statement of results at a cost of £15.00, the Examination Boards may charge anything up to £50.00 for each separate certificate/confirmation of results, however please note that some colleges and employers will not accept anything other than the official certificates issued by the Exam Boards.

If you are unable to attend the presentation event you may collect your certificates from reception during normal school hours once they are available. You may collect in person or ask someone else to collect on your behalf. If this is the case you must provide a letter authorizing us to release your certificates to the person who should be named in the letter. This person will have to sign for the certificates and must bring identification with them.

If you or your parents/carers have any queries about the exams, you should contact your subject teachers in the first instance and the Examination Officer if necessary.

Good luck in your exams.

Appendix A

Calculators

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.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<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;
<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.	<ul style="list-style-type: none">• 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.

An invigilator may give a student a replacement calculator if one is available but please note it may be a different model than what you are used to.

* **We would advise you to have your own calculator so you are comfortable with using it.**

* You **must not** borrow one from another candidate during an exam.

GDPR Compliancy

The General Data Protection Regulation (GDPR) requires us, the Centre and the Examination Board to take all reasonable steps to keep your personal details secure.

The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data (i.e. information from which a living individual might be identified). It is important that both centres and awarding bodies comply with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.

You have received a copy of the JCQ document Information for candidates – Privacy Notice, General and Vocational Qualifications in this pack. Please ensure you read it carefully as it outlines how the Exam boards will use the data that the centre has to supply in order to make its entries or requests for Access arrangements and Special consideration.

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. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements.

The Learning Records Service (LRS) will provide learners aged 14 and over with a Unique Learner Number (ULN). An internet facility will provide and hold a ULN for every person in education and training aged 14 and over. The ULN will remain with the learner for life, supporting the learner in building a record of their participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner's achievement data. The ULN will be printed on your statements of entry provided by the academy before your exams.

Entries

In order to make an examination entry the centre is required to provide relevant personal data including legal name, date of birth and gender to the awarding bodies for the purpose of examining and awarding qualifications.

Access arrangements

When requesting Access arrangements the centre will provide relevant personal data including legal name, date of birth, gender and details of health or learning disability to the awarding bodies. This information allows the Exam Boards to complete their review and justification before granting approval.

Special Consideration

When requesting Special Consideration the centre will provide relevant personal data including legal name, date of birth, gender and details of any relevant health or personal issues that the Exam Board will need to assess a candidate's right to an adjustment.

Access Arrangements and Special Consideration

Access arrangements include, but are not restricted to readers, scribes, extra time, using word processors, etc. All are subject to centre testing and approval, then can only be given once we obtain JCQ approval. The SENCO will be in touch if you are eligible for any.

Access Arrangement approvals are valid for 26 months from date of submission and are normally applied for at the beginning of year 10 to cover all the GCSE period.

Special Consideration is a system whereby the Exam board is made aware of something that affects the candidate at the time of the exams. This can include, but is not restricted to illness or accident at the time of the exam, bereavement or illness of a close member of the family, personal circumstances affecting stress or anxiety, etc.

We would ask that you advise the centre (Pastoral Manager/Head of Year or Exam Officer) if any of these apply. We will request a doctor's note or hospital appointment letter for illness as we have to retain evidence.

Special Consideration is claimed after the exams within a limited time period. It is important therefore that you provide any relevant information and/or evidence as early as possible.

Exam Timetables

2021 / 22

Confirmed GCSE Timetable

Date	Start	Len	Board	Exam Code	Exam title	Start	Len	Board	Exam Code	Exam title
Mon 16 May	09:00	01:45	AQA AQA	8062/13 8062/15	Religious Studies - Christianity Religious Studies - Islam	13:00 13:00 13:00	01:30 00:45 01:05	OCR Edexcel Edexcel	J277/1 1TU0 1 1TU0 3	Computer Science Turkish Listening Turkish Reading
Tue 17 May	09:00 09:00	01:45 01:15	AQA AQA	8461 F/H 8464 F/H	Biology P1 Science - Biology P1	13:00 13:00	00:45 01:00	AQA AQA	8648/L 8648/R	Urdu Listening Urdu Reading
Wed 18 May	09:00	01:45	AQA	8700/1	English Language					
Thu 19 May	09:00	01:00	AQA	8145 1BA	History Paper 1, Section B Conflict and Tension	13:00	01:45	AQA	8261/W	Drama
Fri 20 May	09:00	01:30	Edexcel	1MA1 1F/H	Maths non-calc	13:00 13:00 13:00	01:30 00:45 01:00	OCR AQA AQA	J204/1 8673/L 8673/R	Business Chinese Listening Chinese Reading
Mon 23 May	09:00	01:30	AQA	8035/1	Geography	13:00 13:00	00:45 01:05	AQA AQA	1AA0 1 1AA0 3	Arabic Listening Arabic Reading
Tue 24 May	09:00 09:00	00:45 01:00	AQA AQA	8658/L 8658/R	French Listening French Reading	13:00 13:00	01:30 01:00	AQA OCR CAMNAT	PER3 R041/1	The Performing Arts Experience Sport Science
Wed 25 May	09:00	01:40	AQA	8702/1	English Literature Modern Prose / 19th Century Novel	13:00	01:30	OCR CAMNAT	R064	Enterprise & Marketing
Thu 26 May	09:00 09:00	00:45 01:00	AQA AQA	8698/L 8698/R	Spanish Listening Spanish Reading	13:00	01:45	AQA	8062/2A	Religious Studies - Thematic Studies
Fri 27 May	09:00 09:00	01:45 01:15	AQA AQA	8462 F/H 8464 F/H	Chemistry P1 Science - Chemistry P1	13:00	01:30	OCR	J277/2	Computer Science
HALF TERM										
Date	Start	Len	Board	Exam Code	Exam title	Start	Len	Board	Exam Code	Exam title
Mon 06 Jun	09:00	01:20	AQA	8673/W	Chinese Writing	13:00 13:00	01:25 01:25	Edexcel Edexcel	1AA0 4 1TU0 4	Arabic Writing Turkish Writing
Tue 07 Jun	09:00	01:30	Edexcel	1MA1 2F/H	Maths Calc	13:00 13:00	01:30 01:20	AQA AQA	8035/2 8648/W	Geography Urdu Writing
Wed 08 Jun	09:00	01:45	AQA	8702/2	English Literature Shakespeare and Unseen Poetry					
Thu 09 Jun	09:00	01:00	AQA	8145 1AB	History Paper 1 Section A Germany	13:00 13:00	01:45 01:15	AQA AQA	8463 F/H 8464 F/H	Physics P1 Science - Physics P1
Fri 10 Jun	09:00	01:45	AQA	8700/2	English Language					
Mon 13 June	09:00	01:30	Edexcel	1MA1 3F/H	Maths	13:00 13:00	01:30 01:15	OCR OCR CAMNAT	J204/2 R081	Business Creative iMedia
Tue 14 June	09:00	01:00	AQA	8035/3	Geography					
Wed 15 Jun	09:00 09:00	01:45 01:15	AQA AQA	8461 F/H 8464 F/H	Biology P2 Science - Biology P2	13:00 13:00 13:00	02:00 00:45 01:05	WJEC Edexcel Edexcel	C600QS - U101 1RU0 1 1RU0 3	Design Tech Russian Listening Russian Reading
Thu 16 Jun						13:00	01:20	AQA	8658/W	French Writing
Fri 17 Jun	09:00	01:20	AQA	8698/W	Spanish Writing	13:00 13:00 13:00 13:00	00:45 01:05 00:45 01:05	Edexcel Edexcel Edexcel Edexcel	1PN0 1 1PN0 3 1PG0 1 1PG0 3	Persian Listening Persian Reading Portuguese Listening Portuguese Reading
Mon 20 Jun	09:00 09:00	01:45 01:15	AQA AQA	8462 F/H 8464 F/H	Chemistry P2 Science - Chemistry P2					
Tue 21 Jun	09:00	01:00	AQA	8145 2BC	History Paper 2 section B Elizabethan England	13:00	01:30	Eduqas	5569U 0-1	Hospitality and Catering
Wed 22 Jun	09:00	01:15	WJEC	C660QS - U30	Music					
Thurs 23 Jun	09:00 09:00	01:45 01:15	AQA AQA	8463 F/H 8464 F/H	Physics P2 Science - Physics P2					
Mon 27 Jun	09:00 09:00	01:25 01:25	Edexcel Edexcel	1PN0 4 1PG0 F	Persian Writing Portuguese Writing					
Tue 28 Jun	09:00	01:25	Edexcel	1RU0 4	Russian Writing					

Results: Thursday 25th August 2022

Wed 29 June EXAM CONTINGENCY DAY

Practical Exams

Drama 8261/XE between 01/09/2021 and 31/05/22 - TBC

MFL Speaking Tests between 04/04/2022 and 20/05/2022 - TBC

Exact times of practical exams will be notified to students in due course

Contingency Day - 29th June 2022 - Exam Boards can invoke their contingency plans up to and including the Contingency day if any of the earlier exams are compromised on a local or national basis. Students are expected to be available to sit an exam up to this day if necessary. Any students who miss a re-scheduled exam will receive a mark of zero.

JCQ Information for Students

1. Information for candidates – Coursework assessments
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Please familiarise yourself with these documents.



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

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, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

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 work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



©JCQ^{CIC} 2021

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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2021

Produced on behalf of:



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

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.

E. Advice and assistance

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

F. At the end of the on-screen test

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



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

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

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

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

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

Penalties that awarding bodies apply include:

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

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

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





Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



©JCQ^{CIC} 2021

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

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

A. Regulations – Make sure you understand the rules

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

Any pencil cases taken into the exam room must be see-through.

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take 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.

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

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

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

Evacuation Procedures during an Exam

Fire Alarm – Continuous fire siren

- You will be asked to stop writing and remain in your seat. There should be no talking.
- The Exams Officer or SLT will advise the Invigilator whether it is a false alarm or a real emergency which requires evacuation.

False Alarm

- If it is a false alarm the Invigilator will advise you of this. The bells will be turned off and you will be given a few minutes to settle down and the exam will be restarted. You will receive the balance of your full time allowance.
- The incident will be documented and appropriate Special Consideration will be applied for by the Exams Officer.

Real Emergency

- If it is a real emergency the invigilator will advise you and you will be expected to leave the building by the closest, safest route. You should not collect your belongings.
- You should leave in silence and walk to the Exam collection point – the far right hand side of the MUGA away from other students. You should remain in an orderly line and do not communicate with any other candidates. There must be no discussion about the paper.
- A register will be taken and you will be escorted back into the exam room in silence when it is safe and appropriate to do so.
- You will be required to take your seats with no talking, a register will be taken. You will be given a few minutes to compose yourself and the exam will be restarted. You will receive the balance of your full time allowance.
- The incident will be documented and appropriate Special Consideration will be claimed by the Exams Officer.

Bomb Threat – Continuous school bell

- You will be asked to stop writing and remain in your seat. There should be no talking.
- The Exams Officer or SLT will advise the Invigilator whether it is a false alarm or a real emergency which requires evacuation.

False Alarm

- If it is a false alarm the Invigilator will advise you of this. The bells will be turned off and you will be given a few minutes to settle down and the exam will be restarted. You will receive the balance of your full time allowance.
- The incident will be documented and appropriate Special Consideration will be applied for by the Exams Officer.

Real Emergency

- If it is a real emergency the invigilator will advise you and you will be expected to leave the building by the closest, safest route. You should not collect your belongings.
- You should leave in silence and walk to the Exam collection point within Avondale Leisure Centre upstairs in the viewing area and Studio 2. You should remain calm and do not communicate with any other candidates. There must be no discussion about the paper.

- A register will be taken and you will be escorted back into the exam room in silence when it is safe and appropriate to do so.
- You will be required to take your seats with no talking, a register will be taken. You will be given a few minutes to compose yourself and the exam will be restarted. You will receive the balance of your full time allowance.
- The incident will be documented and appropriate Special Consideration will be claimed by the Exams Officer.

Please remember that even though there is an incident in place you are still under exam conditions and you can commit malpractice should you communicate with another student.

Fire / Bomb Evacuation Procedures for Disabled Candidates/Invigilators

Fire Alarm – Continuous Siren

Bomb Threat – Continuous School bell

- You will be asked to stop writing and remain in your seat. There should be no talking.
- The Exams Officer or SLT will advise the Invigilator whether it is a false alarm or a real emergency which requires evacuation.

False Alarm

- If it is a false alarm the Invigilator will advise you of this. The bells will be turned off and you will be given a few minutes to settle down and the exam will be restarted. You will receive the balance of your full time allowance.
- The incident will be documented and appropriate Special Consideration will be applied for by the Exams Officer.

Real Emergency

- If it is a real emergency the invigilator will advise you and you will be expected to leave the building by the closest, safest route. You should not collect your belongings.
- You should leave the room in silence and go to the closest Refuge point with your invigilator. They will use the communication radio to contact the Fire Wardens downstairs.
- A member of staff will come to collect you using the Evac chair and take you to the Exam Collection point - Fire – far side of the MUGA away from other students, Bomb - within Avondale Leisure Centre. You should remain calm and do not communicate with any other candidates. There must be no discussion about the paper.
- A register will be taken and you will be escorted back into the exam room in silence when it is safe and appropriate to do so.
- You will be required to take your seats with no talking, a register will be taken. You will be given a few minutes to compose yourself and the exam will be restarted. You will receive the balance of your full time allowance.
- The incident will be documented and appropriate Special Consideration will be claimed by the Exams Officer.

COVID

General

The current circumstances regarding COVID 19 are unprecedented and the school has a responsibility to keep all of its staff and students safe. There are currently a number of Government guidelines in place and the school takes its obligations seriously.

Much work has gone into planning for staff and students to be in school safely or to continue home learning as necessary.

There are signs in the building, sanitization areas at all entrances and in all classrooms, movement around the building has been changed, the timetable is under constant scrutiny to ensure the best teaching and learning opportunities for our students and we have on-site staff and student lateral flow testing sessions throughout the week.

Internal procedures

As a student you are expected to listen carefully to and follow all instructions given by staff.

The building now displays one way signs to keep everyone safe and you are expected to follow them at all times.

Social distancing is required at all times and you are asked to wear a face mask at all times when in a communal area.

There is sanitization fluid in all classrooms and at all entrances, please use them when entering/leaving a classroom and wash your hands regularly.

It is also important that we have a clear register of anyone in the building for so please make sure you have received your attendance marks or sign in if you are arriving as a visitor.

Staff and students are asked to stay away from the building if they, or anyone in their household develops or shows signs of Covid. Students are expected to contact reception on 0161 286 0330 to report their absence and then follow the current guidelines regarding testing and isolation.

Centre obligations

The centre expects to continue its teaching and learning in line with Government guidelines.

The centre will continue to comply with recommendations regarding safety within the building.

As soon as it is aware of any changes, the centre will contact parents/carers and staff to keep them fully informed of any arrangements.

Student obligations

Students will follow any advice or instructions from centre staff regarding health and safety.

Students will wear face masks in communal areas and observe social distancing at all times.

Internal Exams

In order to prepare you for your GCSEs we will hold internal exams / mock exams under examination conditions.

You will receive timetables and seating arrangements and will be expected to hand in your normal watch, smart-watches and mobile phones before going into the exam rooms. Drinks will only be allowed in clear containers and you will be expected to follow exam regulations.

You will receive a statement of results after these exams.

In 2021/22 the mock/internal timetable is expected to be as follows:

November 2021	Year 11 Mocks
January 2022	Year 10 Mid-Year assessments KS3 Mid-Year assessments
Late Feb / March 2022	Year 11 Mocks
June 2022	Year 10 End of Year exams KS3 End of Year exams.

Please note that these dates may change in the event of further lockdowns or Covid. You will receive notification of any dates once they are finalised.