

St Columba's Catholic Boys' School



**Examination and NEA Information
2017 - 2018**



Dear Parent/Guardian and Student

This booklet has been designed to provide information on the exams process at St. Columba's.

Please read the information contained in it carefully. There is information concerning exams and non-examination assessments', please keep this booklet for future reference. It is essential that all students understand the rules and what is expected of them.

Exams can be a stressful time, so we hope that this booklet will explain the process and what will happen.

If you have any questions or problems, please contact the following staff at the school:

Dr L Fripps Deputy Headteacher (lfs@st-columbas.bexley.sch.uk)

Mrs B Reddington Exams Officer (brn@st-columbas.bexley.sch.uk)

Mr J Woodcock Head of year 11 (jwk@st-columbas.bexley.sch.uk)

Subject Teacher and/or Department Head For queries concerning courses, NEA & tiers.

Careful planning now will avoid stress later on. May I take this opportunity to wish you every success in your forthcoming public examinations.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Nigel Fisher', written in a cursive style.

Mr N Fisher
Headteacher

EXAM ENTRY POLICY

It is the policy at St. Columba's that all students will be entered for all exams. However, there is an exception to this rule:

1. If Heads of Department, in consultation with subject teacher, consider that a student should be withdrawn from examination entry on educational grounds, they will raise the matter with Dr Fripps (Deputy Headteacher), and discuss the reasons for their recommendations. Attendance, attitude and completion of coursework will be taken into consideration.

Every student is issued with an individual statement of entry, listing all the examinations the student has been entered for (in January/February for summer exams). They should check that their personal details are correct and that they have been entered for correct exams they should contact Exams Officer if any errors. Later amendment requests may incur charges.

The final decision on entry rests with the Headteacher. If, after an entry has been made, a pupil fails to arrive for an examination, or is withdrawn on educational grounds (i.e. insufficient coursework), then the parents are **liable for the full exam fee.**

Illness on the day of the examination, *supported by a doctor's note*, removes the liability.

Every student will be issued with a personal examination timetable as early as possible. The timetable will list all of their examinations in date order and will state how long the examination is and which session, AM or PM.

If there are any changes to a student's entries or timetable, they will be issued with an updated version in writing.

If you, or your child, have any queries or problems about examination entries, please contact the Examination Officer at the school as soon as possible.

EQUIPMENT

Every student **MUST** provide all equipment for **ALL** their examinations. Equipment required will vary depending on the exam but may include the following:

- Pens must be **black**
- HB Pencil & sharpener
- Eraser
- Ruler
- Scientific Calculator
- Pair of Compasses
- Protractor
- Highlighters

Each subject teacher will inform the students of any other materials such as set texts and scripts, required for examinations.

All equipment should be in a **clear pencil case or plastic bag only**. The use of correction fluid and correction pens is not permitted.

Students without the correct equipment may penalise their own examination performance.

YOU MAY NOT BORROW EQUIPMENT FROM ANY OTHER STUDENT DURING THE EXAM.



Mobile phones, i-pods, MP3/4 players, smart watches, products with electronic communication/storage device or digital facility are NOT allowed to be on your person during an exam. They will be collected before the exam begins, they must be turned off (not silent). You will be disqualified from an exam if you are found to have a device in your pocket even if it is turned off. They must remain turned off until you leave the exam room.

Possession of unauthorised material is an infringement of the Regulations, even if you do not intend to use it.

Any breach of exam regulations will result in the student being reported to the relevant awarding body. The awarding body will then decide the course of the action to be taken. This can include zero marks for all exams.

EXAMINATION RULES

- Make sure you wear the correct school uniform; otherwise you may be refused entry to the exam room.
- Be outside your exam room 15 minutes before the start time. Please check the displayed seating plan in case there are any late changes.
- Go to the toilet – you will not be allowed to go during an exam.
- Make sure you have all the appropriate drawing/writing equipment you need ready to take in with you to each exam. **You will not be allowed to share equipment with other students**
Only clear pencil cases will be allowed in the exam room.
- You may bring water to drink in a *clear plastic bottle without any labels on*. No other food or drink will be permitted.
- Before the examination, you should line up quietly outside your examination room and wait to be called into the exam room. Leave your coats and bags where instructed and go to your seat quickly and quietly
- When you are told to enter the examination room, you should be **silent** from the moment you enter the room until you have left the exam room. Raise your hand if you have a question.
- You must NOT communicate with any other student via any means. You should sit facing the front of the room at all times.
- Make sure the candidate details on the desk are yours. If they are not yours, raise your hand and wait for an invigilator.
- Watches must be removed and either handed in or placed clearly on students desk.
- Electronic equipment, mobile phones must be turned OFF, placed in the envelope/penacil case provided and handed in.

- Make sure you have been given the correct question paper- check the correct tier of paper has been given to you. If you are unsure, raise your hand. *Mistakes cannot be rectified afterwards.*
- **Listen** carefully to the instructions given to you by the invigilator at the beginning of each exam. If you do not follow instructions, the exam board may refuse to mark your exam paper.
- Make sure you write in **black ink** only. Anything else is unacceptable and the examiner will refuse to mark your exam paper.
- Do not use tippex, liquid paper or correction pens as the use of these is forbidden. Do not scribble, draw or doodle on your exam paper; the exam board will refuse to mark it.
- Ensure your pockets are empty, no revision notes or other unauthorised material. We will provide tissues if needed.
- **Once you have entered the exam room, you will not be allowed to leave** except in the case of an emergency.
- **If you have any problem during the course of the exam, you must raise your hand and wait for an invigilator.**
- **Students will NOT be allowed to leave the examination room before the scheduled finishing time.** If you have any time left before the end of the exam, use it sensibly to check your work and make sure you have answered ALL the questions you should have, and check you have filled in the front of your answer booklet correctly.
- At the end of the examination, sit silently, **remain in silence** until you are dismissed. Exam conditions apply until you leave the room, **no** electronic equipment may be switched on in the Exam Room.

Non-Summer results

Results for exams taken before the summer season will be given to pupils at school when released.

RESULTS DAY

Year 11

Thursday 23rd August 2018

A Statement of Results will be available for collection on the day specified above from 9:30am – 10:30am.

If you **will not** be able to collect your results on this date you have two options:-

1. You can supply a stamped self-addressed envelope in order to have your results posted to you,
2. Provide a letter, signed by you, giving permission for a named person, ie parent, to collect your results on the day.

These must be provided to the Exams Officer before the end of Summer Term.

There will be staff available on results day to discuss any questions you may have.

Prize Giving – will be held Nov/Dec when certificates will be presented, more details nearer the time.

Other years (y10 English Language)

A Statement of Results will be available for collection on the day specified above from 10:30-11am. If not collected, results will be distributed when school resumes in September.

Your results will not be sent or handed to anyone else, without your written permission, given in advance (as above) as legally they belong to you.

WHEN THINGS GO WRONG

If you have any problems at all that may affect your examination performance you must tell us as soon as possible so we are aware of the circumstances, ie death in family, broken wrist etc and then we can make suitable arrangements where possible. Contact Mrs Reddington, Exams Officer 01322 553236 ext:240, e-mail: brn@st-columbas.bexley.sch.uk

If you are unwell on the day of the exam, If at all possible you should sit the exam, we may be able rearrange seating, ie place you nearer door. Let the invigilators know if you are unwell, have migraine etc. A Medical certificate or note from your doctor must be sent to the Exams Officer within three days of the examination in order for an application for special consideration to be made.

If you are going to be late, phone the school and *let us know*.

Get into school as quickly as possible (it is best if someone can bring you) and report to the Main Office without speaking to any other student. If you arrive late you may be allowed to sit the paper but the Examination Board may refuse to accept your paper. If you arrive after the exam has finished you will NOT be able to sit the exam.

If you are absent from the start of the exam, the school will try to phone you as quickly as possible to find out where you are and to remind you that you should be in an exam. But it is **your responsibility** to know when your exams are. **It is important that we have your current Phone details on system.**

It will not be possible, for whatever reason, for you to sit an exam at another time or on another day.

If you misbehave during an exam, disrupt another candidate or break any of the rules, you **will be** reported to the Exam Board who will decide what action to take. Action can range from disqualifying you from the exam to you being barred from sitting any further exams.

Contact details

It is *vital* that the school has current contact details for students and their guardians so we can try to contact you if a pupil is absent.

Please ensure that the school has your current phone numbers on record, notify us of any changes: office@st-columbas.bexley.sch.uk

JCQ Joint Council for Qualifications, Exam Information

The following pages contain important information from the JCQ regarding rules for:-

- Social Media
- Written Exams
- Controlled Assessments Warning
- Non-Examination Assessments
- Coursework
- On-Screen Tests
- Privacy Notice
- Warning to Candidates
- No phones information
- St Columba's Appeals Policy

It is important that **all** students in years 10 and 11 read these documents. These rules apply to all exams held at this school.

Information for Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations.

Please read it

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

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received. They will then report the matter to the awarding body and it will be investigated. Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You should be aware that the following might constitute malpractice:

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

Penalties that awarding bodies apply include:

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2017

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

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

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.

E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



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.

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

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.

1

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

The awarding body will decide which penalty is appropriate.

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

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This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

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

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

The regulations state that:

the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must

list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

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

1

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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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 2018.

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

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

1

Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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- 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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For on-screen tests – effective from 1 September 2017

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	<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	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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	<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	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.



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

Information for candidates – Privacy Notice

General and Vocational qualifications Effective from 1 September 2017

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

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

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

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate’s personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates’ personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

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

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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.

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.



St Columba's Catholic Boys' School

Appeals against Internal Assessment of Work For External Qualifications

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

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

This procedure is available from the Exams Office and is posted on the School website.

1. Appeals should normally be made by 30th April for examinations in the summer series. *This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.*

2. Appeals should be made in writing by the candidate's parent/carer to the Assessment Manager, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. 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 and the examinations code of practice of the QCDA.
3. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the Awarding Body and any changes made to the procedure relating to internal assessment.
4. The outcome of the appeal will be made known to the Headteacher 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 significant irregularity to light, the Awarding Body will be informed.
5. If the appellant is unhappy about the response in writing, he can ask for a personal hearing, where a panel will consist of two persons not previously involved, normally the Headteacher and a member of the Governing Body.

Enquiries About Results (Review of marking)

In cases of Enquiries About Results the candidate will normally pay to have an enquiry carried out. The school will endeavour to identify those results it feels should be considered for a remark, and inform the candidate of the option.

Note:

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body. Appeals against matters outside the Schools control will not be considered in the School's appeals procedure.

NB Other School policies are available on the school website.

Summer GCSE Exams finish on 22nd June 2018.

The information contained in this booklet is also available on the school website. Should you require another copy, this can be obtained from reception.