



Examination Guidance for Students & Parents/Carers



CENTRE No. 10450

Email: ExamsGroup@bsix.ac.uk

Index

Topic	Page no.
Introduction	3
Before the Examinations:	
Awarding organisations	4
Candidate Name	4
Candidate Number	4
Photographic ID Cards	4
Timetables	4
Contact Numbers	4
Equipment	4
Access arrangements	5
During the Examinations:	
Examination Regulations	5
Attendance at Examinations	5
Prohibited Items	6
Conduct	6
Invigilators	7
Absence from Examinations	7
After the Examinations:	
Notification of Results	7
Post Results	7
Certificates	7
Malpractice and the possible penalties	8,9
Frequently Asked Questions	9, 10, 11, 12
JCQ Electronic Devices Warning	Appendix 1
JCQ Warning to Candidates	Appendix 2
JCQ Information for Candidates - Written Exams	Appendix 3
JCQ Information for Candidates - Onscreen Exams	Appendix 4
JCQ Information for Candidates - Non-Examination Assessments	Appendix 5
JCQ Information for Candidates - Coursework	Appendix 6
Reviews of marking - centre assessed marks	Appendix 7
JCQ Information for Candidates - Privacy Notice	Appendix 8
JCQ Information for Candidates - Internet/Social Media Guidelines	Appendix 9
BSix Emergency Evacuation Policy (Exams)	Appendix 10

Introduction

It is the aim of BSix College to make the examination experience as stress-free and successful as possible for all students. Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The exam boards (or awarding organisations/bodies) set down strict criteria which must be followed for the conduct of examinations and BSix College is required to follow them precisely. You should therefore make sure you read all the Joint Council for Qualifications (JCQ) notices in the appendices of this booklet.

Please also read the 'Frequently Asked Questions' starting on page 9. If there is anything you do not understand or any question that has not been addressed, please ask by emailing us at ExamsGroup@bsix.ac.uk. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations, please contact College on 020 8525 7150 and ask for the Exams Officer.

The guidance in this booklet applies to all of our formal examinations, including our mock exams.

All the best and good luck in all your exams!

Before the Examinations

Awarding organisations/Awarding Organisations (AO's):

The College uses the following Awarding Organisations (AO): AQA, OCR, Pearson (Edexcel) and WJEC/Eduqas.

Candidate Name:

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports.

Candidate Number:

Each candidate has a four-digit candidate number (this is different to your five-digit student ID number). This is the number you will enter on examination papers. It will appear on your candidate exam timetable that you will receive from your tutor. Please memorise it, correctly.

Seating plan:

There will be a seating plan outside the exam hall before each session, ordered alphabetically by surname. Please check this before you enter and make sure you sit in the correct seat.

Photographic ID cards:

Students are provided with student photographic ID cards at the beginning of the academic year. All students must bring their ID card to every exam in order to allow the invigilator to identify them. This is an exam board requirement and failure to identify a candidate could lead to a delay in the exam start time. If you lost your Student ID, please bring your passport or any other photographic ID card to your exam.

Timetables:

You will receive an individual timetable showing your own specific examinations with details of the date, time, room and duration of your examinations, in advance of your exams taking place. Check it carefully. If you think something is wrong, please see the exams officer immediately.

Contact Numbers:

Please check that College has an up-to-date contact number and email address for you at all times. If you need to, you can update your personal details with the Student Services team.

Equipment:

Make sure you have all the correct equipment before your examinations;

- Black pens – pens should be black ink or ballpoint, not blue
- Pencils
- Ruler
- Pencil sharpener
- Eraser
- Mathematical instruments such as calculator (without the cover/lid), compass and protractor (where allowed)
- **Transparent pencil case or clear plastic bag (other cases are not allowed on your desk)**
(Please note that correction fluid, gel pens, markers and highlighters should not be used on your answer booklet, as they spoil the paper)

For mathematics and science examinations, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any calculator covers or instructions and make sure batteries are new.

The College cannot provide all candidates with equipment and no item may be borrowed from another candidate during the exam so please make sure you arrive prepared!

Access Arrangements

Some students might be entitled to access arrangements in their exams and assessments, due to a disability, learning difficulty or temporary injury and if it is their normal way of working in lessons/tests. These could include one or more of the following:

- Additional time in exams
- Reader
- Scribe
- Rest Breaks
- Language Modifiers
- Modified papers

If you have had access arrangements previously, or you think there is a good reason why you should have access to any of these, please speak to your tutor or to a member of the Student Support Team, as soon as possible. You will need to be assessed before a decision can be made and there should be sufficient evidence to support your application.

If you are eligible for these arrangements, they need to be approved by the Awarding Organisations early in the academic year and well in advance of your exams taking place. There are strict deadline dates for applying for these arrangements.

During the Examinations

Examination Regulations:

JCQ issue rules and regulations that have to be strictly followed by all Colleges – these are included at the end of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations (malpractice), could lead to disqualification from all subjects. The College has to report all incidents of suspected malpractice to the awarding organisations.

Attendance at Examinations:

Candidates are responsible for checking their own timetable and arriving at College on the correct day and time, **fully equipped**.

Candidates must arrive 15 minutes prior to the start time of their examination. Morning exams start at 9:15am, so you should arrive outside the exam hall at 9.00am and afternoon exams start at 1:15pm, so you should arrive at 1.00pm.

Candidates who arrive late for an examination may still be admitted. You should report to an invigilator when you arrive.

Prohibited Items:

Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you may be disqualified from the examination. The following items should not be brought in to the exam room:

- **Mobile phones** - Mobile telephones must not be brought into the examination room unless they are handed in and switched off (BSix will not take any responsibility for mobiles brought into an exam room). If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate awarding organisation. No exceptions can be made.
- **Apple Watches/smartwatches are strictly prohibited.** All other watches digital or analogue must be taken off and placed on the desk in front of you for the duration of the exam.
- Glasses cases, pencil cases that are not clear/transparent.
- Erasable or correction pens.
- With the exception of water, no food or drink is allowed in the examination rooms. Your water must be in a **clear bottle with the label removed**.
- Bags should be left in the designated area (usually at the back of the room). Make sure your mobile phone (or other electronic devices) is switched off and any alarms have been deactivated, if you are leaving it in your bag.
- Any notes or books should be left in your bag – please check your pockets BEFORE entering the exam hall.

Conduct:

- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the express permission of the Examinations Officer. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.
- **Do not attempt to communicate with or distract other candidates.**
- Check you have the correct question paper – check the subject, paper, tier of entry, date and time. Also check that you are using the correct answer book for the specific awarding body.
- Complete the front page of your answer book with ALL of the required information, when told to do so.
- Do not draw graffiti or write comments on examination papers – if you do, the awarding organisation may refuse to accept your paper.
- Read all instructions carefully and number your answers clearly.
- At the end of the examination all work must be handed in. Remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper put them together in the correct order inside the main answer book and make sure your details are on the front.
- Invigilators will collect your examination papers before you leave the room.
- Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must not be taken from the examination room.

- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be writing.
- If the fire alarm sounds during an examination the invigilators will tell you what to do. Do not panic! If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk and close your question paper/answer book. You must not attempt to communicate with anyone else during the evacuation. If you attempt to communicate with anyone this will be reported to the awarding body and may lead to disqualification for that paper. When you return to the examination room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Invigilators:

Invigilators are in the examination rooms to supervise the conduct of the examination. They will hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill. Please note that invigilators cannot discuss the examination paper with candidates or explain the questions.

Absence from Examinations:

If you experience difficulties during the examination period (e.g. illness, injury, or personal problems), please inform College at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/carer and given to the Examinations Officer, without delay. Your doctor or nurse must have signed the documentation.

Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence.

After the Examinations

Notification of Results:

You will be notified via the College website or a letter, about the dates for Results Days in August and the times for collection. Please remember to bring photo ID with you when collecting results.

If you wish any other person (including family members) to collect your results on your behalf, **you must give your written authorisation to the Examinations Officer in person before the end of term.** Results cannot be given over the phone, by email or by post.

Post Results services:

If you need post-results advice, teaching staff and the Exams Officer will be available on results day. These include a Review of Marking and Access to Scripts. Information about the deadline dates and costs for these services will be printed on the reverse of your result slip.

Certificates:

All A-level and GCSE certificates will be available for collection in December each year. We do not post these out. Most Applied Learning certificates will be available of our Applied Learning Results Day in August. Please always bring photo ID with you when collecting your certificates.

Malpractice and the possible penalties

What is Malpractice?

The JCQ states that 'Malpractice', means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre (the College) or any officer, employee or agent of any awarding body or centre.

Examples of Malpractice

- the alteration or falsification of any results document, including certificates;
- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of technology to aid the copying);
- allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate's work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio;
- allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
- being in possession of confidential material in advance of the examination;
- bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
- the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
- plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
- theft of another candidate's work;
- bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when

prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;

- the unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- behaving in a manner so as to undermine the integrity of the examination.

Suspected Malpractice

The College has a duty to report ALL cases of suspected malpractice to the awarding organisations. You will be given the opportunity to write a statement regarding the incident and this will be included in the report to the awarding organisation. The Awarding Body will then decide whether malpractice has taken place.

Possible penalties for confirmed malpractice

Depending on the severity of the committed malpractice, the following penalties/sanctions could apply:

1. warning;
2. loss of marks gained for a section;
3. loss of all the marks gained for a component;
4. loss of all the marks gained for a unit;
5. disqualification from the unit;
6. disqualification from all units in one or more qualifications taken in the series;
7. disqualification from the whole qualification;
8. disqualification from all qualifications taken in that series;
9. barred from entering for examinations for a set period of time.

Find more details relating to Malpractice on the JCQ's website: <https://www.jcq.org.uk/>

Frequently Asked Questions

Q. What do I do if there is a clash on my timetable?

The College will re-schedule papers internally (on the same day) where there is a clash of subjects. If you are sitting more than one paper in one session, and the combined duration of the papers is 3 hours or less, you will sit the papers one after the other, in the order they are printed on your timetable.

If the combined duration is more than 3 hours, you will receive a letter explaining how we have re-arranged your papers for the day. If in doubt, please see the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

The Invigilator will ask you to check your paper before the examination starts. If you think something is wrong, put your hand up and tell the Invigilator immediately.

Q. What do I do if I forget the College Centre Number?

The Centre Number is 10450. It will be clearly displayed in the examination room.

Q. What do I do if I have an accident or am ill before the examination?

Inform the College at the earliest possible point so we can help or advise you. In the case of an accident/injury that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. You will need to obtain medical evidence (from your GP or hospital) if you wish the College to make an 'Appeal for Special Consideration' on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury or other indisposition at the time of the assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents/carers should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course, but performance in the actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be severe illness, accident or injury, bereavement or domestic crisis at the time of the examination/assessment. The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the examination?

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an examination.

Q. If I'm late, can I still sit the examination?

It **may** still be possible for you to sit the examination. You should get to College as soon as possible and report to the exam hall. You must not enter an examination room without permission after an examination has begun. Please ensure that you allow enough time to get to College so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

No. Timetables are regulated by the awarding organisations and you must attend on the given date and time.

Q. What equipment should I bring for my examinations?

For most examinations you should bring a pen (black ink only), an HB pencil, a 30cm ruler, a pencil sharpener and a rubber. For some examinations you will need a calculator (Maths/Science), a compass and a protractor. Your teacher should be able to advise you prior to the examinations.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What is allowed in the examination room?

Only material that is listed on question papers is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a pupil would normally be disqualified from the paper of the subject concerned.

Items not permitted under examination regulations must be left in the care of the invigilators. Do not bring any valuables into College when you attend for an examination.

No food or drink is allowed in the examination room, with the exception of water which must be in a clear, unlabelled see-through bottle.

Mobile telephones – If you have to bring a mobile, it must be switched off and left at the area provided at the front of the examination room or in your bag at the back. Please note that some mobile telephones have an alarm/alert system that activates even when the telephone is switched off. Check your telephone and cancel any alarms/alerts.

Q. Why can't I have my mobile telephone on me in the examination room?

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, Apple Watch/any smartwatches) is regarded as cheating and is subject to severe penalty from the awarding organisations.

The minimum penalties are usually as follows:

Device found on you and turned ON – disqualification for the entire subject award.

Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

Device makes a noise during the examination wherever it is in the room – possible disqualification from the paper you are sitting.

Q. How do I know how long the examination is?

The length of the examination is shown on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will display the finish time of the examination on the white board at the front of the examination room. You will only be given a 5 minute warning before the end of your exam. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

It is not the College's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the exams officer.

Q. What do I do if the fire alarm goes?

The examination invigilators will tell you what to do. If you have to evacuate the room, leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation. Any attempt to communicate with another candidate will be reported to the exam board and could result in disqualification from the paper of the subject concerned.

Q. Can I go to the toilet during the examination?

Only if it is absolutely necessary. You will be escorted into the washroom by an invigilator to ensure malpractice doesn't occur. You will be asked to empty your pockets before leaving the exam room.

Q. Why do I need to check my details on the timetable?

The details on your timetable will be used when certificates are printed. If your name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my examinations?

Some pupils receive an allowance of extra time, which has to be approved by the awarding bodies, in advance. You might be seated in a different exams room. The Student Support Team will communicate the specific details to you.

Q. What do I do if I don't get the grades I need/expect?

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult teacher to obtain their advice as to whether you should request a review of the paper. You should be aware that your mark could go down as well as up or even stay the same. Details about post results services will be accessible on results day.

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



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS**

**SMARTWATCHES NO POTENTIAL
TECHNOLOGICAL/WEB ENABLED
SOURCES OF INFORMATION**

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

DISQUALIFICATION
**from your examination and your overall
qualification.**

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



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

Warning to Candidates

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

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

Effective from 1 September 2014

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

Information for candidates

For written examinations – effective from 1 September 2019

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. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <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	When the invigilator tells you , 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 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: <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.

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

Information for candidates

For on-screen tests – effective from 1 September 2019

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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the on-screen test
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: 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.

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 pre-prepared on-line 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, 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.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

This notice has been produced on behalf of:

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

Information for candidates - coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Brooke House Sixth Form College is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Brooke House Sixth Form College is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. We will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. We will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. We will, having received a request for copies of materials, promptly make them available to the candidate.
4. We will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. We will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. We will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. We will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. We will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. We will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.



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 of 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	http://ccea.org.uk/legal/privacy_policy
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://www.pearson.com/corporate/privacy-notice.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

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:
www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 (eg 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 holds. 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 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: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 assessment 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 examination regulations.
Please read it carefully.**

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

Sharing ideas with others online could be helpful when you're studying or revising.

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

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

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



You should be aware that the following might constitute malpractice:

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

Penalties that awarding bodies apply include:


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

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

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



JCQ 2017 – Effective from 1 September 2017

	<h2 style="text-align: center; color: red;">Emergency Evacuation of an Examination Room</h2>
---	--

In the event of a fire alarm, the following procedures apply:

- Note the time that the fire alarm went off and how long the examination has been going on.
- All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Hall by the candidates.
- IMPORTANT – BEFORE the students exit the exam room, remind them that they are still under examination board conditions and UNDER NO CIRCUMSTANCES should talk to one another or take their bags, mobile 'phones or other electronic devices outside with them. Remind them that a breach of regulations could mean disqualification from their examination.
- Ask them to leave their papers (closed) on their desk and escort them in orderly fashion (row by row) to leave by the nearest fire exit.
- Supervise students at all times to prevent any communication between them.
- The registers (photocopied and original) should be taken out with the invigilators, together with a pen. Invigilators should take a roll-call outside, to ensure that all students are present and accounted for.
- IMPORTANT - the students should assemble at an assigned evacuation area, but isolated from the other classes/students. Please line up the students according to the examination.
- Keep contact with Fire Marshals and ask them if you have the all clear for re-entering the exam room. When ready re-enter the room in silence and ask student to sit down.
- Note the time of re-starting the examination(s) and change the finish time. Inform the Exams Officer of the incident, so that a Special Consideration Form can be filled in and sent to the exam board(s).

NB: Mobile phones left at the front should be taken out of the Hall by an invigilator in an evacuation.

Be ready for...



Wishing you...

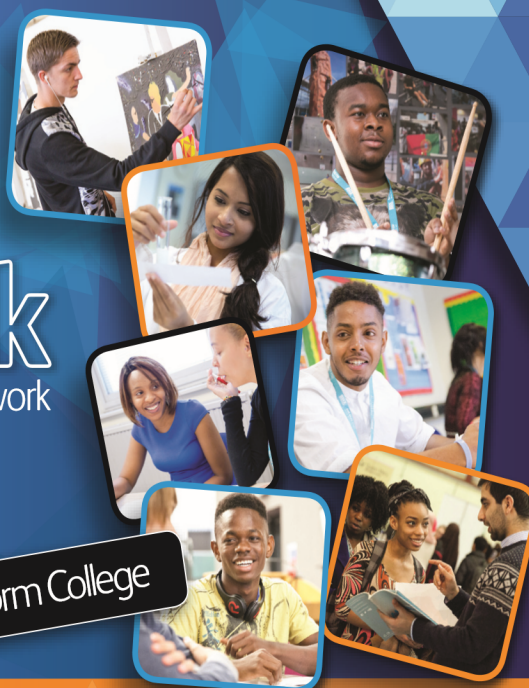
Good Luck
...in your final exams and coursework

"The College's aim to raise learners' aspirations is reflected in the increasing proportion of students who progress to higher education on completion of their course including to the most prestigious universities"

Ofsted 2013

Your **Award-Winning** Sixth Form College

bsixcollege



Aspire Study Achieve