



# **Marshland High School**



**Examinations 2023-2024**

**Information for Parents and Pupils**

**Success through Learning**

## Introduction

Public exams can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the exams run smoothly.

The centre will make every effort to ensure that students receive the best possible preparation for their exams, that the administrative arrangements run smoothly, and that the exams are conducted in a way that will cause as little stress as possible and help pupils to achieve their potential. Pre-public exams (formerly mocks) operate with the same standards and rules in order to familiarise pupils with the process.

This booklet is intended to provide information about exam procedures, to answer some of the most frequently asked questions and to help guide and support students and parents through the exam process.

It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any questions, please feel free to contact Mrs Hornett, the Exams Officer:

Telephone: 01945 584 146

Email: [exams@marshlandhigh.co.uk](mailto:exams@marshlandhigh.co.uk)

If you have a query on the day of an exam, please contact the main reception on 01945 584 146 and leave a message with the receptionist or on the answer machine.



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## Important Points to Remember

- Make sure you check your exam entries (subject, tier), name and date of birth very carefully and report any errors to Mrs Hornett straight away.
- Make sure you hand in your coursework on time.
- Make sure you know when your exams are and that you have an accurate, up to date timetable.
- Arrive at your exams at least 15 minutes before the timetabled start time.
- If you are going to be late, inform the school.
- It is the student's responsibility to bring everything they will need in order to complete the exam.
- Do not bring any unauthorised materials into the exam room.
- If you sit an exam when you are ill, or if you are too unwell to sit an exam, make sure that you get a note from your doctor (see p10).
- Students not dressed appropriately will not be permitted to sit exams.
- All students MUST be available until Wednesday 26th June 2024 (JCQ regulation)

## **Who is responsible for the exams?**

The school's Exams Officer, Mrs Hornett, is responsible for administering all public examination arrangements and for oversight of students during exams, under direct responsibility from the Head of Centre, Mr Jansen.

There is a team of adult Invigilators who will be present during the exams at all times and who are supervised by the Exams Officer.

The awarding bodies or examination boards set down strict criteria which must be followed for the conduct of exams, and the school is required to follow them precisely.

## **Who is entered for public exams?**

It is school policy to enter every student who is being taught a subject for the most appropriate level of exam. Only by exception, after consultation with parents, and with the written consent of the Head teacher, will students not be entered.

## **Can students take holidays during term time?**

Dates for exams are rigidly fixed by the exam boards and are subject to change until close to the start of the exams. The Exams Officer will not give actual dates for exams in advance to parents or students wishing to book holidays. Parents are reminded that they require the Head teacher's permission to take pupils out of the school and they book holidays during term time at their own risk. It is strongly against good practice, careful preparation and school policy to take holidays in term time.

## **What information will students receive about their examination entries?**

When the entries have been entered on the school's computer system, students will receive a Statement of Entry detailing the subjects and tiers for which they been entered. This should be checked and you are asked to inform the Exams Officer if you believe there are any errors or problems, then sign and return the form by the deadline.

This document serves two purposes:

- I. to check that all entries have been made and are correct and that all personal details (name, date of birth) are correct. If any errors are identified, the Exams Officer must be informed

immediately as any error not corrected will be printed on your certificate.

- ii. to inform parents that they undertake to pay the entry fees should their child fail to take the examination without good reason.

### **Where will the exams be held?**

The main location for written papers is the sports hall. Students must take their bags to the container 15 minutes before the start of the exam, then proceed to the blue sports hall for the pre-exam briefing. Students will be called alphabetically and should file in silence to the exam room. Where a student sits will be determined by their surname. The student will sit at the desk bearing a card with their name, exam number and subject/tier. Desks will be arranged in candidate surname order. This arrangement follows examination board rules and the school cannot change it. When not in exams, students are expected to go to their normal classes or class as shown on your study timetable.

### **How do I know when exams take place?**

The main period for exams is from the start of May until the end of June, but some oral exams and practical exams will take place earlier. All students will receive individual timetables providing them with the dates and times of the papers they are taking. Students must make sure that they refer to the timetable for start times of exams. Morning exams will start at 09.00, afternoon exams will start at 13.00, unless otherwise advised. It is helpful if parents make sure a copy of this timetable is available to them at home. Practical and oral exams will not appear on a student's timetable. Subject teachers will inform students of the date and time of these exams.

### **At what times do the exam sessions begin?**

The exam boards dictate the permissible start times for exams. Students are asked to report no later than 15 minutes before the start time indicated on the timetable. Morning sessions will start at 09.00 and afternoon sessions at 13.00. It is the student's responsibility to be aware of the start time of each exam. Please ensure your child checks their exam commitments for each day on the previous evening.

The length of examination papers varies. Students will not be allowed out of an exam early for any reason. Some students may receive an allowance of extra time for the exams and so their finishing times will be later; they must use all of their extra time allowance and will not be permitted to leave before the end of their extra time allowance.

### **What happens if a student has more than one exam at the same time?**

If a student is timetabled to sit two or more exams at the same time this is known as a 'clash'. If these are for the same subject, this is intentional on the part of the board and the exams should run one after another. If not, then this should be picked up during the checking process and notified immediately to the Exams Officer, who can grant permission for one of the papers to be taken at a different time on the same day. The student will have to remain under supervision between the two papers without communication with any other person. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the student is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the student will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink. Even attempting to communicate with any other student will invariably result in disqualification from specific exams for all of the students involved.

A letter will be sent from the exams officer to the student and their parents to confirm all details of the supervision. In the case of an overnight supervision a meeting will be called to discuss the details and to ensure security of the exam is maintained.

### **How are students supervised?**

Adult external Invigilators will supervise students under the direct management of the Exams Officer. Once students enter the exam room, they must remain supervised and follow the Invigilators' instructions at all times. The Invigilators are experienced in exams procedures and subject to strict regulation, references and DBS checking. They usually work in teams and can contact the Exams Officer by radio/telephone to resolve any issues.

## **What happens if a student cannot find their place in the exam room?**

Occasionally problems arise because a student's number card is not where he/she thinks it should be. There are a number of possible reasons for this and the situation has to be investigated. The student will be asked to wait at the front for a few moments whilst the Invigilator on duty checks the entry and sorts the problem out with the Exams Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered. The exam start time will be delayed to ensure there is no disruption to the affected student and other students in the location.

## **What happens if a student is late?**

If parents are aware that their child has got the timing of the examination wrong and has missed the starting time, they should telephone the school immediately and get a message to the Exams Officer. Depending on how long the exam has been in progress, it may be possible for the student to be admitted. However, we are bound by examination board regulations on this matter. Normally students with a genuine reason and who are brought straight to the school may be admitted within the first 60 minutes of the start time. However, the board will decide whether to accept any paper sat.

Students who arrive more than 1 hour after the start, or once the exam has finished, will be admitted however the exam board will choose if they accept the student's paper. If the reason for lateness is not genuine it is possible that parents could be billed with a charge for the additional staffing required.

## **What should students bring to the exams?**

Students should bring writing equipment, coloured pencils, erasers, ruler, calculator, (where permitted) etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. This also includes glasses cases.

All writing must be in black pen. All drawings must be in pencil.

Some subject papers will require the use of dictionaries or set texts, and students will be advised by their subject teachers about this.

Students are responsible for ensuring that they bring everything they need to the examination.

### **What should students not bring with them?**

Some items are strictly banned from exam rooms and should not be brought into the exam room under any circumstances. The exam boards treat the mere possession of these items as an infringement. These items should be put in the student's bag in the container before the start of an exam, and although securely locked away, the school cannot be responsible for their security.

- Mobile phones
- Mobile music devices or headphones of any sort, (AirPods etc)
- Text books are only allowed in certain exams and students will be informed by the subject teachers in advance which books are required
- Watches, Smart watches and Apple Watches
- No food items or chewing gum are allowed
- The use of correction fluid or correction pens is not permitted. Students should neatly cross through work they do not wish to be marked
- An Erasable Pen

Please see the *unauthorised materials* poster issued by JCQ, the governing body for public examinations, at the back of the booklet for full information.

### **May students bring a drink?**

Students may bring a drink with them into the exam room. A maximum 750ml transparent bottle with no label of still water or dilute squash is allowed (preferably in a sport-cap bottle). No fizzy drinks, cans or pouches will be allowed due to the risk of spillage. Drinking too much is not advisable as students may not be allowed to use toilet facilities during short exams due to issues of supervision, unless a medical card is provided.

## **Regulations governing the use of calculators**

Some subject papers, especially Maths, explicitly prohibit the use of calculators. In such cases, students must neither have one in their possession nor attempt to use any form of calculator during the exam.

In cases where calculators are permitted, please note that the following additional functions are prohibited:

- Data banks
- Dictionaries
- Language translators
- Retrieval of text or formulae
- QWERTY keyboards
- Built-in symbolic algebra manipulations
- Symbolic differentiation or integration
- Capability of remote communication with other machines

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable functions are permitted if information and/or programs stored in the calculator's memory are cleared before the exam. Retrieval of information and/or programs during the exam is an infringement of the regulations. Students are responsible for clearing any information and/or programs before the exam.

## **What are the regulations regarding mobile phones?**

The regulations state that mobile phones are not to be brought into exam rooms under any circumstances. This applies to all public and school pre-public exams. They cause disturbance to other students and can present opportunities for malpractice. Any student found to have a phone in the exam room will be reported to the appropriate exam board. Should this happen, they are likely to be disqualified from that paper and possibly from the whole subject in that series.

It is a very serious offence and our advice is that phones should not be brought to school. However, we understand that mobile devices are a way of life for some students, therefore all mobiles must be put in the student's bag in the secure container. We take no responsibility for the security of mobile phones brought to school.

Students will be reminded about possession of mobile phones before the exam begins. If they do not hand this phone in or the phone is left switched on this will be reported to the exam board as malpractice.

### **What is meant by Malpractice?**

Malpractice is the term the exam boards use for any irregularity, or breach, of the regulations. The Exams Officer is required to, and will, report all infringements to the appropriate body and they will decide on the action to take, based on the nature of the infringement. There is a tariff system of actions that can be taken and some infringements carry automatic loss of marks as a minimum penalty. The exam boards take the integrity of exams very seriously and it is important that students heed the Exam Officer's instructions carefully.

### **What happens if a student does not turn up for an exam?**

A student who absents themselves from any exam without presenting a doctor's note or a satisfactory reason for a request for special consideration will receive a grade based only on those elements of the exams which have been marked.

Parents should be aware that the school will seek to recover the exam fees if a child does not turn up for an exam. Parents will be asked for a payment of up to £50 per GCSE subject, depending on the examining board, in the event of non-attendance.

### **How are exams started?**

The Exams Officer, a member of SLT or an Invigilator will usually announce the exam formally, and students will be cautioned that they are subject to the regulations. Any instructions, exam board notices or changes to papers (erratum notices) will be read out and the students asked to complete their details on the answer papers (details of the paper can be found on the exam card on their desk). Students must not write on the exam papers until instructed to do so. Students are also forbidden to open their question

paper until instructed to do so.

### **What standards of behaviour are expected during exams?**

At the back of this booklet are a number of documents produced by JCQ, which provide general guidelines for conduct.

The school and the examination boards regard breaches of exam regulations very seriously. Parents should please impress upon their child the importance of good behaviour in an exam, as any activities that may disturb or upset other students will not be tolerated.

The Head of Centre and Exams Officer have the power to remove disruptive students.

Students are asked to enter and leave in silence by filing down through the exam hall in an orderly line. This avoids disturbance to students still working and helps maintain a calm atmosphere.

Students who try to communicate with other students inside the exam room, or who create a disturbance in the exam room, will be asked to leave, and the circumstances will be reported to the examination board. This includes communication on entering and leaving the room. This may result in the student being disqualified from that subject and therefore not receiving a grade for that subject.

### **What should students wear for exams?**

Exams are a school activity and all students must therefore wear school uniform. We ask for the co-operation of parents in ensuring students are correctly dressed. All students are aware of the requirements of the school uniform and must ensure they are observed. Students not dressed appropriately will not be permitted to sit exams.

No clothing is to be left on the backs of the students' chairs and long hair must be tied back. It is important that students also check their hands for any writing, this is considered as notes and even if unrelated to the examination, will be reported.

## **What should I do if I am unwell at the time of one of the exams?**

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at exam time. Your doctor will advise as to whether you are fit to sit the exam. If you are unwell but able to take the exam, your doctor should provide a letter providing details of the illness which may be sent to the examination board to request special consideration on the grounds of illness. If you are too unwell to take the exam, the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on the day of the exam at the very latest. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the Exams Officer without delay.

Please telephone the school if you will not be attending an exam or if you will be present but are unwell (it is often helpful for the Invigilator to be aware that a student is not well).

Please be aware that any medical certificate must be accompanied by a note detailing the exams to which it refers and the date on which the papers were sat. Otherwise, we cannot guarantee that all relevant exams will be covered.

## **What if a student needs to use the bathroom?**

Most examinations are no longer than a normal lesson therefore students may be refused to leave the exam hall unless they have a medical card. In longer exams Invigilators will allow students out to use the facilities one person at a time. Please note that any time out of the exam hall is not returned so unnecessary visits will waste precious exam time.

All toilet breaks are logged and any student who asks to leave the hall regularly will be identified to Mr Teanby and the pastoral team who will make communication home.

## **What do students do if they finish early?**

Students should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the end of the exam. Students leaving the exam early risk being disqualified from that subject as this constitutes malpractice. They must sit quietly at their desk so as not to disturb other students. Students

are not permitted to put their heads down on the desk when they have finished their exam and will be prompted by an invigilator to raise their heads.

### **What do I need to do if a student has problems that may affect their exam performance?**

Some students are eligible for extra time or special examination arrangements (Access Arrangements). These are identified by the school and appropriate applications made in advance of the exams (sometimes supported by an educational psychologist's report). The Exams Officer is empowered to grant extra time, provide a prompter or make other arrangements, but only if they are given the correct evidence. The SEN department will arrange special assistance where appropriate and inform students of any special rooming arrangements. All applications for Access Arrangements are made to the examination boards via the Exams Officer. Applications will be rejected if what is being requested is not the student's normal way of working. Any illness, or family circumstances, that may affect exam performance, arising shortly before or during the exams, should be communicated as soon as possible to the Exams Officer so that an application for special consideration can be made. Parents should be aware that any adjustment is likely to be small and that feedback is not provided.

### **How can a parent best help their child during the exam period?**

Exams are inevitably a stressful time for some students, and support from both the school and parents can be helpful. The school will provide advice about revision programmes and exam techniques. Consequently, it should be unnecessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your child how they intend to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and have opportunities to relax. A good breakfast on the morning of exams will also help with concentration.

## **What happens about the return of school books and equipment at the end of the exam period?**

Students will have been informed by their subject teachers about the arrangements for return of books, etc. Please ensure that all textbooks and equipment are returned promptly, and revision guides returned to the library.

## **When and how are the results distributed?**

GCSE results will be available for collection on Thursday 22nd August 2024. Detailed information will be provided closer to this date. Students wishing for a relative or friend to collect their results on their behalf must fill in a form, which will be distributed to students before results day, giving their permission for another person to collect them. The nominated person must bring photo ID with them when they collect the results. Results will not be given to another person without written consent or ID. Results will not be given over the telephone under any circumstances. Results may be requested to be received via email, this can be done as long as the student has completed the relevant form before results day. Under no circumstances can results be issued to anyone other than the student's personal email. GCSE result slips which have not been collected on results day will be posted to the registered address on the school system. Please ensure your address is up to date before the end of the summer term.

## **What can I do if results are substantially different from what was anticipated?**

It must be remembered that exams can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons. It is advisable to obtain a copy of the script and mark scheme before proceeding to a Review of Marking (RoM), which is very costly. If there are serious grounds for concern about a result, then the school can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are available from the Exams Officer and the process should commence as soon as possible after consultation with the relevant curriculum leader. The final date for submission to the board is usually around four weeks after the results are first issued.

All details regarding Post Results Services (PRS) will be issued in the envelope alongside the students results. Further information may also be available on

the school website.

If the results have serious implications for the student's future plans, then advice should be sought from the careers service.

### **How do I obtain copies of marked exam scripts?**

It is possible to access marked scripts. You will be required to speak to the Exams Officer and pay a fee for each subject/paper prior to the papers being ordered. Full details of post results services will be included in the envelope issued on results day. Any post results services must be requested by the student and forms completed by them. If the school wishes to access a script, students will be asked to provide written permission and can reject this request.

### **How should fees be paid?**

Where students are requesting a service that incurs a charge, payments should be accompanied by a completed form and handed either to the Exams Officer or to school reception.

### **When do students receive certificates?**

The examining boards issue certificates quite some time after the exams have taken place. The school distributes the certificates relating to the summer exams either at the prize-giving ceremony in November/December each year where students can collect in person, or they can be collected by appointment after the published date. Certificates may be posted, by special request, after prize-giving; these will be sent by recorded delivery and will incur a charge to cover costs. A friend or family member may collect the certificates after prize-giving but only if they have a letter of request signed by the student and some ID. Certificates that have not been collected within one year are destroyed. They can be replaced by applying directly to the exam board by the student, and will require proof of identity (such as an original birth certificate), exam number and centre number, and will incur a substantial fee (approximately £50 per exam board). The replacement certificate is not, however, an original certificate but a certified Statement of Results.

**For a full list of examination policies and procedures go to:**

**<https://www.marshlandhigh.co.uk/exam/revision-timetables>**

## **JCQ Documentation:**

### **Information about the following pages;**

The Joint Council for Qualifications (JCQ) are the overseeing body for qualifications within the UK.

As part of their guidelines we are required to provide you with a number of documents that detail down the rules and regulations of what is expected from you in regards to assessments and exams. These documents contain vital information as well as guidance for your conduct in any form of assessment. Should any of their rules be broken please note that a report of malpractice will be provided to them and the awarding body resulting in disqualification from a single paper up to the entire qualification or all qualifications with that awarding body.

These documents will be referred to if you are subject to a Malpractice investigation and therefore it is important that you gave read and understood all the documents clearly.

## Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



@JCQ<sup>c1c</sup> 2023

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.

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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material – you **cannot** copy it and claim it as your own work.

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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

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

## Preparing your coursework – good practice

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

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

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

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

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

**Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for  
Qualifications <sup>CIC</sup>

# Information for candidates

## Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

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

## Preparing your work – good practice

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

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

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

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

**Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – 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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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

**If you copy the words, ideas or outputs 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



## Information for Candidates

### Information About You and How We Use It

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

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

### Who we are and how to contact us

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

### Information about you and from where it is obtained

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

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

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

## **What happens to the information about you**

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

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

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

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

## **Your rights**

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

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

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

## **How long the information about you is held**

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

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

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

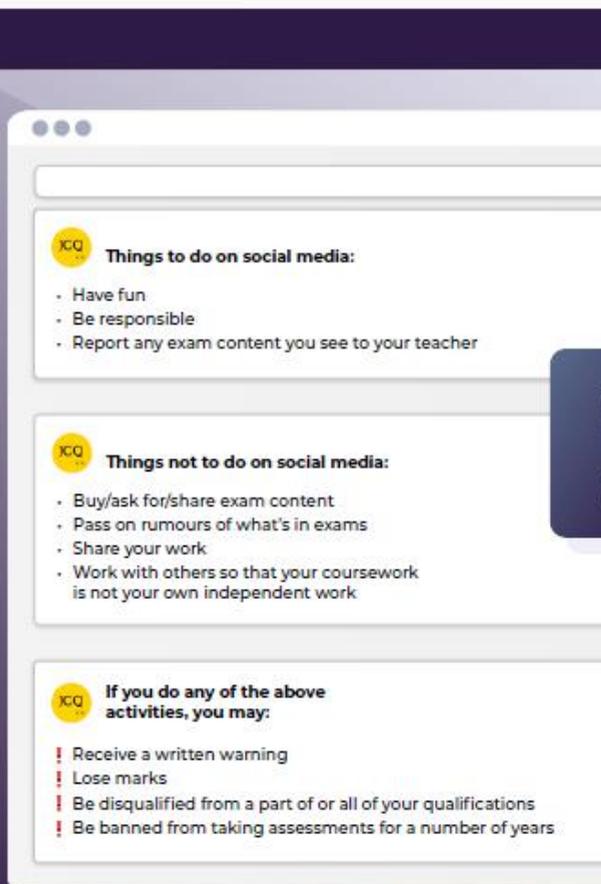
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links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

### **Please note**

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

**While we like to share our experiences online, when it comes to exams, we have to be careful.**

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

**JCQ Things to do on social media:**

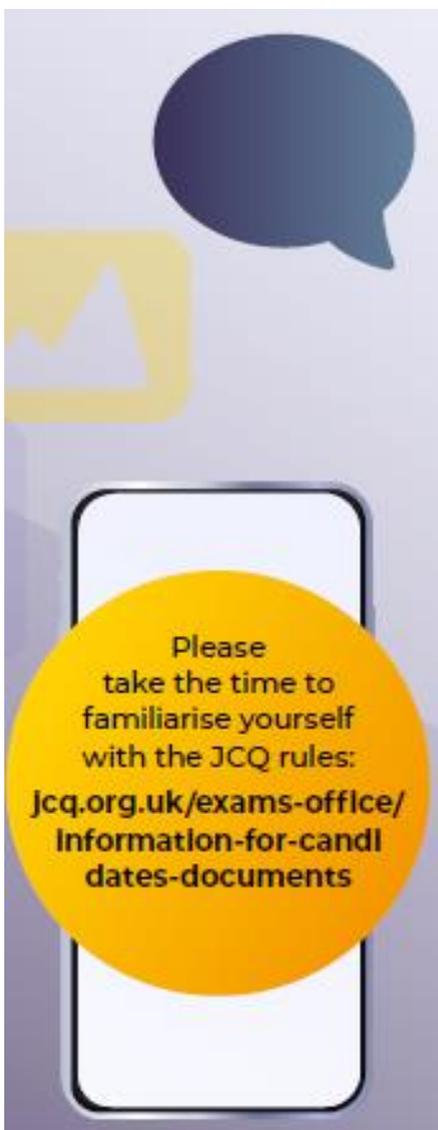
- Have fun
- Be responsible
- Report any exam content you see to your teacher

**JCQ Things not to do on social media:**

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

**JCQ If you do any of the above activities, you may:**

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years



## Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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

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

## **A. Regulations – Make sure you understand the rules**

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

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

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

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

## C. Calculators, dictionaries and computer spell-checkers

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

## D. Instructions during the exam

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

## E. Advice and assistance

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

## F. At the end of the exam

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

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

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. 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
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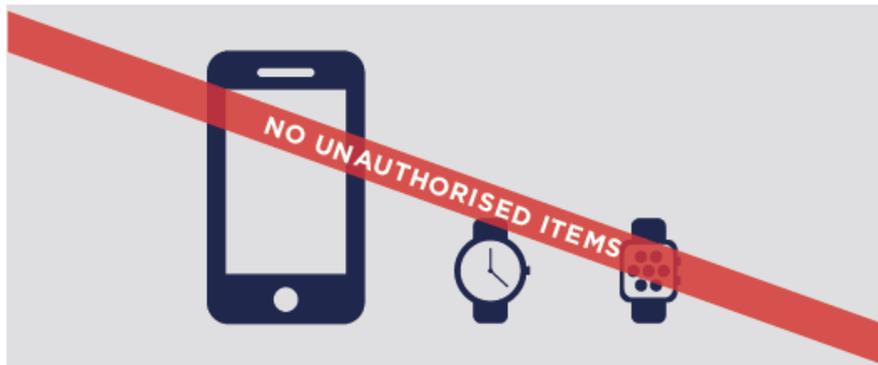
## Warning to Candidates

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

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

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.

# On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

## Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

## What you cannot take into exams:

- any type of phone
  - revision notes
  - any type of watch (this includes analogue, digital and smart watches)
- 

## What you will need:

- a clear pencil case
  - at least two black ink pens – blue pens are not acceptable
  - an approved calculator for relevant exams
  - appropriate apparatus such as a ruler or protractor for relevant exams
  - a clear water bottle if you wish to take one in – it must not have a label
- 

## Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

## Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

Year 11, the end line is fast approaching for your 11 year journey to complete this part of your education. Think about all of the sacrifices that you and your parents/carers have made to get you to this point. Now is the time to finish in style. Your teachers are working hard to ensure that you are best prepared for your final exams and you need to approach each exam confident, fully prepared and ready to smash each paper.

In a few weeks' time, all of your exams will be over and you will either have a long restful break until September or some of you may even start work. The hard work you put in now will have a significant impact on the results that you achieve in August, so dig deep, revise thoroughly and make yourself proud. Know that when you get your results in August, you have given each exam your best attempt as that is all that can be asked of you.

Please remember one of my favourite quotes to help you with whatever you decide to do in the future. *'Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love what you are doing or learning to do.'* Pele.

Mr Teanby



Good luck from everyone at Marshland High School