



Higham Lane School
Helping Learners Succeed

EXAMINATIONS 2023 - 2024

Information for Students and parents/carers about exams

CENTRE NAME: HIGHAM LANE SCHOOL
CENTRE NUMBER: 31185

Shanklin Drive, Nuneaton, Warwickshire, CV10 0BJ
School telephone no: 024 7638 8123 Web: www.highamlaneschool.co.uk

CONTENTS

	Page
Introduction	3
Before the Examinations:	
Examination Timetable	4
Statements of Entry	4
Contact Numbers	4
Equipment	4
During the Examinations:	
Examination Regulations	5
Attendance at Examinations	5-6
Invigilators	6
Absence from Examinations	6-7
After the Examinations:	
Notification of Results and Resits	8
Receiving your A-level and GCSE certificates	8
Remarks of A-level and GCSE papers	8-9
Resits of GCSE examinations	9
Frequently Asked Questions	10-12

Fire/Emergency Evacuation Procedures, Policy on Internal Assessments for External Qualifications, Enquiries about Results for Written Papers and Notices to Candidates can be found at the end of this booklet

JCQ Notices regarding: Written Tests, On screen tests, Controlled Assessments, Privacy Notices and Internet/Social Media are at the back of the booklet – PLEASE READ

INTRODUCTION

It is the aim of Higham Lane School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents/carers. 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 Awarding Bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations and Higham Lane School is required to follow them precisely. You should therefore, pay particular attention to the Notices to Candidates that are printed at the back of this booklet.

Some of the questions you may have, are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

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:

Mrs Bromage, Examinations Officer or Mrs Robinson, Deputy Headteacher.

The School telephone number is: **02476 388 123**

Remember - we are here to help.

BEFORE THE EXAMINATIONS

(Please note that students being entered for examinations are referred to as candidates).

EXAMINATION TIMETABLE

All candidates will receive an examination timetable listing the dates of the examinations, times and locations. It is really important that you look after this and bring it with you to all examinations.

STATEMENTS OF ENTRY

Before receiving their timetables, all candidates will receive a Statement of Entry from school indicating the subjects they are being entered for and the tiers of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry whilst some have Foundation or Higher tiers.

You must check everything on your statements of entry very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on your certificates (detailed below) and it may be difficult to change them once certificates are awarded.

The School uses the following awarding bodies: AQA, Edexcel (Pearson), WJEC and OCR.

Candidates are entered under the name format of Legal First Name + one middle initial + Legal Surname, e.g. Adam J Smith.

Each candidate has a four-digit candidate number. This is the number you will write on your examination papers. It will appear next to your name on seating plans and examination registers - **please learn it.**

In addition to a candidate number, each candidate will have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of Statements of Entry. This number will usually begin with the Centre Number (31185) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

CONTACT TELEPHONE NUMBERS

Please ensure you have informed the school if your home phone number or parents'/carers' mobile numbers have changed.

EQUIPMENT

Make sure you have all the correct equipment before your examinations. Check the regulations in the Notice to Candidates and the information on the following pages for what you should have.

DURING THE EXAMINATIONS

EXAMINATION REGULATIONS

A copy of the “Notices to Candidates”, which are issued jointly by all the awarding bodies, are printed at the back of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from **all** subjects. The School must report any breach of regulations to the awarding body.

ATTENDANCE AT EXAMINATIONS

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 15 minutes prior to the start time of their examination, unless directed otherwise. Please wait quietly outside your examination room until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination may still be admitted. If Special Consideration applies then you must speak to the Examinations Officer (see Absence from Examinations at the end of this booklet to understand what circumstances may lead to Special Consideration).

Full School Uniform must be worn by all students attending school for examinations.

All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.

Pens should be **black ink** or **ballpoint (not gel pens)**. Highlighter pens or coloured gel pens, correction pens, tape or fluid are **not** allowed in your answers. Highlighter pens may be used to highlight questions, words or phrases within the question paper or question/answer booklet.

For Mathematics, Business Studies and Science examinations, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and make sure new batteries have been installed.

Do not attempt to communicate with or distract other candidates.

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 will be disqualified from the examination.**

Mobile telephones or watches MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. If a mobile phone, watch 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 body. No exceptions can be made.

No food is allowed in the examination rooms. You may bring a small, clear bottle of water into the examination room with no label attached.

Please do not write on examination desks. This is regarded as vandalism and you will be punished and asked to pay for any damage or asked to remove the graffiti.

Do not draw graffiti or write offensive comments on examination papers - if you do, the awarding body may refuse to accept your paper.

Listen carefully to instructions and notices read out by the invigilators - there may be amendments to the exam paper that you need to know about.

Check you have the correct question paper - check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room for at least one hour after the published start time of the examination (or for the duration of the examination if it is less than one hour). You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and check that you have completed your details correctly.

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 ask for a tag to fasten them together in the correct order.

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 you are told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't 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. You must not attempt to communicate with anyone else during the evacuation. When you return to the examination room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident. A copy of the Fire/Emergency Evacuation procedures is printed at the back of this booklet.

INVIGILATORS

The School employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.

Subject specialist teachers will normally be present at the start of an examination only.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper, if required, and will ensure that the awarding bodies' rules and procedures are followed. Also an invigilator will 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 you or explain the questions.

Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team. Parents/Carers will be informed immediately and appropriate sanctions will follow.

ABSENCE FROM EXAMINATIONS

If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school as soon as possible 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 or parent/carer and given to the Examination Officer without delay in all cases where an application is to be made for Special Consideration. Further information about Special Consideration can be found at the back of this booklet.

For the award of a grade through Special Consideration, where a student misses part of an examination through illness or personal misfortune of 25% of the qualification (including controlled assessment) must be completed.

Parents/Carers and candidates are reminded that the school will require payment of entry fees should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results and certificates being withheld.

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

AFTER THE EXAMINATIONS

NOTIFICATION OF RESULTS

For A Level examinations taken by Year 13 students during the summer term of 2024 results will be available for collection on:

Thursday 15th August 2024

From 8.00am - 10.00 am

For GCSE examinations taken by Year 11 students during the summer term of 2024 results will be available for collection on:

Thursday 22nd August 2024

From 9am – 11am

Results for GCSE examinations taken at other times of the year or by students in years other than Year 11 will be issued to students as soon as they are received by the School.

If you wish any other person (including family members) to collect your results on your behalf, you must supply that person with a letter to bring with them on results day stating their name and giving your permission for them to collect your results. They must also bring some form of identification with them. Please include a telephone number in your letter, so that we are able to verify your request, if necessary.

Students who are unable to collect their results may also supply a stamped addressed A5 envelope for them to be posted. Letters will be posted on results days after 12.00 noon.

No results will be given out by telephone or via email under any circumstances.

Pass grades at A-level are from A* - E

Pass grades at GCSE are from 9 - 1.

RECEIVING YOUR A-LEVEL OR GCSE CERTIFICATES

A-level and GCSE certificates will be available in late November and we will be in touch next year with more information so please let us know if your email address changes when you have left the school

If you wish any other person (including family members) to collect your certificates on your behalf, you must supply that person with a letter to bring with them to Reception stating their name and giving your permission for them to collect your certificates. They must also bring some form of id with them. Please include a telephone number in your letter, so that we are able to verify your request, if necessary.

Higham Lane School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate awarding body. This will require proof of identity (such as a birth certificate) and a substantial fee per awarding body. You are, therefore, urged to collect your certificates promptly from Reception and to keep them safe.

REMARKS OF A-LEVEL AND GCSE PAPERS

If, having received your results, you are concerned about the grade that you have received for a particular subject, we strongly recommend that you discuss this with your Subject Teacher or Subject Leader who will advise you whether it is worth considering requesting a remark of the paper to check for errors in the marking.

Where you decide to request a remark, this should be done by filling in the form which was in your results envelope and returning this to the Examinations Officer. The fee will be payable by yourself. Please note that your grades can go down as well as up as the result of a remark and only a low percentage of remarks result in any change of grade.

RESITS OF GCSE EXAMINATIONS

If you choose to resit a GCSE examination during your time at Higham Lane, then you will be charged the fee charged by the Awarding Body plus £1.10 to cover administration and invigilation costs.

The School does not allow students to resit GCSE examination papers after they have left the school.

FREQUENTLY ASKED QUESTIONS

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

The School will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper, and then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have examinations in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, please consult the Examinations Officer.

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

Invigilators will ask you to check 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 my Candidate Number?

Candidate Numbers are printed on seating plans, which are displayed outside the examination rooms, and on attendance registers. Invigilators will be able to help you find your number.

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

The Centre Number is **31185**. It will be clearly displayed in the examination rooms.

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

Inform school as soon as possible so we can help or advise you. In the case of an accident which 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 may need to obtain medical evidence (from your doctor or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for special consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for 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 examination or in the production of controlled assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement or domestic crisis. The Examination Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and 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 and you feel this may have affected your performance.

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

Provided you are not more than 1 hour late after the awarding body published starting time, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission after an examination has begun.

You should also be aware that if you start the examination more than 30 minutes after the published starting time, the School must inform the awarding body and it is possible that the awarding body may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time. Please note that any time missed at the start of an exam will not be added on at the end.

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

No. Timetables are decided by the awarding bodies and you must attend on the given date and time.

Q. Do I have to wear school uniform?

Yes. Normal school rules apply to uniform, hair, jewellery, make-up.

Q. What equipment should I bring for my exams?

For most examinations you should bring at least 2 pens (black ink only).

For some examinations you will need a scientific calculator (Maths/Business Studies/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and rubber, compasses, protractor, coloured pencil crayons (not gel pens or felt tips).

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 items are not allowed into the examination room?

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

In the unlikely event that you were to take a bag, coat, mobile phone or any other items not permitted under examination regulations into the examination room, this must be left in the care of the invigilators before the examination begins.

No food is allowed in the examination room. A small, clear bottle of water with a sports cap and no label is permitted.

Mobile telephones, watches or any other electronic communications device must not be brought into the examination room, even if they are turned off.

Q. Why can't I bring my mobile telephone into the examination room?

Being in possession of a mobile 'phone (or any other electronic communication device e.g. iPod, headphones, wrist watches which have data storage) is regarded as cheating and is subject to a severe penalty from the awarding bodies:

The minimum penalties are 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.

Phone rings during the exam **wherever it is in the room** the awarding body must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and hand it to one of the invigilators. You are responsible for collecting it at the end of the examination. If a parent/carer does need to contact a student sitting an examination, they are to leave a message with Student Services, who will then pass this on to the student after the examination.

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

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the examination. They will write the finish time of the examination on a flip chart or board at the front of the examination room. There will be a clock in all examination rooms.

Q. Can I leave the examination early?

It is a requirement of the examination boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the examination if it is less than one hour). It is not the School'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 invigilators.

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

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.

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

If it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. Invigilators will have to check for mobile phones using a detection device.

Q. Why do I need to check the details on the Statement of Entry?

The details on your Statement of Entry will be used when certificates are printed. If the 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 or for college/university at some time in the future. 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 students receive an allowance of 25% extra time where Access Arrangements have been recognised. Where possible such candidates will be accommodated in a separate room to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your examination on the board.

Q. What do I do if I don't get the grades I need for college?

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 your teacher of the subject or the Subject Leader, to obtain their advice as to the advisability of requesting a remark. You should be aware that your mark could go down as well as up or even stay the same. Remark requests must be submitted to the Examinations Officer using the form provided in your results envelope by the deadline set by the awarding bodies along with a cheque (made payable to 'Higham Lane School) or cash for the correct amount to cover the cost of the remark.

FIRE/EMERGENCY EVACUATION PROCEDURES

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

Remain calm as the invigilators will tell you what to do.

You will be asked to leave the hall in SILENCE by the nearest fire exit leaving all your belongings, including your question paper and answer booklet on your examination desk.

NO bags or personal belongings should be taken from outside the Hall as you leave.

You are still under examination conditions during the evacuation and under no circumstances should you attempt to communicate with anyone else or use a mobile phone as this would be a breach of the examination regulations and could mean disqualification from your examination.

The invigilators will lead you to your assembly point which is at the back of the Sports Hall on the playing field opposite Coombe entrance hall as you need to be kept separate from all other students. Invigilation staff will take a roll-call to ensure that all students are present.

Once the all clear has been given, the invigilators will take you back to the examination halls and the examination will be restarted and the finish time changed to ensure you have the correct amount of time to finish the paper.

POLICY ON INTERNAL ASSESSMENTS (INCLUDING COURSEWORK AND CONTROLLED ASSESSMENT) FOR EXTERNAL QUALIFICATIONS AND ENQUIRIES ABOUT RESULTS FOR WRITTEN PAPERS

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Higham Lane School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation attend any compulsory training sessions.

Written Appeals Procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning the internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgment themselves; you cannot appeal against the mark or grade, only the procedures used;
- the parent or carer must make the appeal in writing to the School Examinations Officer at least two weeks before the date of the last, externally-assessed paper of the series;
- the enquiry into the internal process will normally be led by either the Examinations Officer or the Headteacher, provided that neither has played any part in the original internal assessment process;
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The appellant will be informed in writing of the outcome of the appeal, including:

Relevant communications with the Awarding Body;

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

For Written Examination Papers

If you feel strongly that it is necessary to make an enquiry about a result for a written paper marked by a specific awarding body, you should first consult your teacher or the Subject Leader to obtain their advice as to the advisability of requesting a remark of your paper(s). Students should be aware that their mark can go down as well as up, or even stay the same. Remark requests must be submitted to the Examinations Officer using the form provided in your results envelope by the deadline set by the awarding bodies along with a cheque (made payable to 'Higham Lane School) or cash for the correct amount to cover the cost of the remark. Please note that the fees vary per Awarding Body.

Mr Gannon
Headteacher

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

Warning to candidates

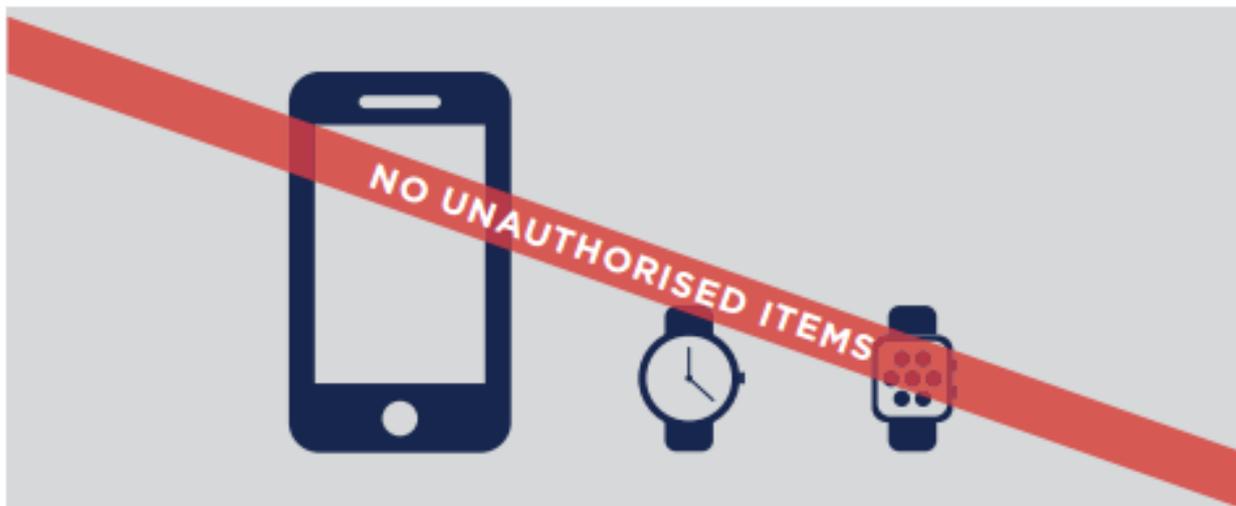
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt 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.

Effective from 1 September 2022

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.

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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you 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 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.
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.	

Information for candidates
For on-screen tests – effective from 1 September 2022

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">a) notes;b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none">a) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;b) 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 have a watch, the invigilator will ask you to hand it to them.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, dictionaries and computer spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none">a) make sure it works properly; check that the batteries are working properly;b) clear anything stored in it;c) remove any parts such as cases, lids or covers which have printed instructions or formulae;d) do not bring into the examination room any operating instructions or prepared programs.

3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are instructed that the exam has begun.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: <ul style="list-style-type: none"> a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.
<p>This information must be made available to all candidates in advance of their on-screen test(s) for each series. It may be provided electronically to candidates or in hard copy paper format.</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 2020.

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

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

Plagiarism

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

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 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 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.

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

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

Preparing your coursework — good practice

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

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

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

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

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

Don't be tempted to use pre-prepared 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.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

awarding body will decide which penalty is appropriate.

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