

Calday Grange Grammar School



PUBLIC EXAMINATIONS HANDBOOK

GCSE & GCE A Levels

Information for Parents and Candidates

Summer 2024

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INTRODUCTION

Public examinations (GCSE's and GCE's (A Levels)) can be a stressful time for candidates and parents and it is important that all those involved are as well informed as possible. Well informed candidates 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 examinations run smoothly.

All public examinations are subject to strict regulations set by the Joint Council for Qualifications (JCQ) on behalf of the awarding bodies; these are regulations which the school has no control over and must adhere to. Copies of documents published by the JCQ which contain these regulations can be found on the JCQ website: <http://www.jcq.org.uk/>

This handbook is intended to inform about examination procedures, to answer some of the most frequently asked questions and to help to guide and support candidates and parents through the examination process. It also contains the **formal notices** that are required by regulation to be given to each candidate (see Appendix). There is a reason why we are required to issue you with these, therefore please **make sure that you read them**, it will help you to prepare and to avoid any cases of suspected malpractice.

Examination entries are made on the understanding that candidates will adhere to all examination rules and regulations laid out in this handbook. It is the **responsibility of parents and candidates** to ensure that they are familiar with this document and its contents.

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help candidates to achieve their best. Internal examinations are run to the same standards and rules in order that candidates are familiar with the process beforehand.

This Handbook is the usual handbook for Public Examinations, hard copies will be provided to candidates prior to the Summer 2024 examination period. The latest version will be shown on our website.

The school examination webpages are updated regularly and include examination guidance, performance, results, timetables and copies of relevant school policy documents. Parents and candidates are encouraged to use the website to keep themselves well informed. An electronic copy of this handbook is also available online.

<https://www.calday.co.uk/examinations>

Internal examinations are intended to prepare candidates for external examinations and will be set to mimic external examinations as closely as possible; therefore, candidates are expected to follow the same rules and regulations.

This document should be read in conjunction with the school's *Examination and Assessment Policy* which is available on the school website.

The Examinations Office
Email: examsinbox@calday.co.uk

WHO IS RESPONSIBLE FOR THE EXAMINATIONS?

The school's Examinations Officer and the Director of Achievement are responsible for administering all public examination arrangements and for oversight of candidates during examinations, under direct responsibility from the Head of Centre; the Head Teacher.

There is a team of adult invigilators who will be present during the examinations at all times and who are supervised by the Examinations Officer.

The Awarding Bodies or Examination Boards set down strict criteria which must be followed for the conduct of examinations, and the school is required to follow them precisely.

WHO IS ENTERED FOR PUBLIC EXAMINATIONS?

It is school policy to enter every candidate who is being taught a subject, for the most appropriate level of Examination. Only by exception after consultation with parents, and with the written consent of the Senior Leadership Team, will candidates not be entered.

CAN CANDIDATES TAKE HOLIDAYS DURING TERM TIME?

Under current school absence legislation, holidays are not permitted during term time, this includes during periods of internal and external examinations.

Dates for examinations are rigidly fixed by the Examination Boards and are subject to change until close to the time that candidates start study leave. Legislation does not permit study leave for internal examinations.

COURSEWORK / NON-EXAMINATION ASSESSMENTS

Some subjects have an element of coursework or non-examination assessment included in them, which has to be completed, marked, assessed and the work and marks sent to the Examination Board well before formal examination sessions take place. The school sets deadlines that allow time for this process and to meet board deadlines and regulations. These cannot be changed. Candidates who do not submit work on time will not be allocated a mark for this portion and their overall grade will suffer. They may then not be eligible for special consideration in their formal examinations should they be ill as they will not have completed the minimum requirements for the qualification.

Candidates will be made aware of an internally assessed mark before external moderation procedures take place. These marks are **provisional** and may become subject to change following moderation.

There is a school policy for appealing against the mark awarded by the school or appealing against the process of marking an internal assessment of external examination units. This policy can be found in the school's *Examination and Assessment Policy (Section 6)* on the school website. Any appeal must be submitted by the candidate and completed by the school before marks are submitted to examination boards at the start of May. <https://calday.co.uk/examinations/policies/>

Candidates **must read** the relevant *JCQ Notices to Candidates (coursework, non-examination assessments)*, which are included in the appendices of this handbook (p19 – 41), along with *A Candidate's Guide to Malpractice* (p42 & 43).

MALPRACTICE

Malpractice means any act or practice, which is in breach of the Regulations.

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions

- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

Information about the indicative sanctions against candidates can be found in the Suspected Malpractice document on the JCQ Website

(https://www.jcq.org.uk/wp-content/uploads/2023/09/Malpractice_Sep23_FINAL.pdf).

Candidates need to be aware that the following would be malpractice: -

- Copying or allowing work to be copied e.g. posting written work on social networking sites prior to examination/assessment, or sharing work via email or in person
- Collusion: allowing others to help produce your work or helping others with theirs
- Asking others about what questions your exam will include (even if no one tells you)
- Having or sharing details about exam questions before the exam, whether you think these are real or fake.
- Not telling exam boards or School about exam information being shared.

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 and/or non-examination assessments and coursework, as example:

Research and using references

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.

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.

Any candidate suspected of malpractice will also be subject to the Schools behaviour policy.

WHAT ARRANGEMENTS ARE MADE FOR STUDY LEAVE?

Study leave is normally given for external summer examinations and dates will be given nearer the time of the examinations. During study leave candidates are only required to be in school when they actually have examinations.

WHAT INFORMATION WILL CANDIDATES RECEIVE ABOUT THEIR EXAMINATION ENTRIES?

Examination entries must be made in a candidate's **legal name**, which must also be the name written on all examination scripts and assessments. This is so that the name can be verified by suitable identification, such as birth certificate, passport etc. When the entries have been made on the school's computer system, candidates will be given a **Statement of Entry**, detailing the subjects and tiers for which they have been entered. It also shows the personal details we have on the computer system. Candidates are responsible for **checking all details** on this document, both personal e.g. spelling of name, date of birth etc. and details relating to examination entries. If there are any errors you must inform the Examination

Office immediately so that any amendments can be made before sending them to the Examination Boards.

The *Statement of Entry* serves three purposes:

1. To check all entries that have been made are correct.
2. To check all personal details are correct.
3. To inform parents that they undertake to pay the entry fees should their son/daughter fail to take the examination without good reason.

Statements of Entry should be kept safely by the candidate, as they are evidence that an entry has been made. They should be retained by the candidate as an additional check on papers entered, tiers of entry, candidate number etc. but not written on. Sometimes candidates will receive updated statements if entries made for them change.

Candidates must bring their **Candidate ID card with them to all examinations**, these have their candidate number, name and photograph on and should be kept safely and not written on.

A fee of £5 will be charged for a replacement ID card.

GCE EXAMINATIONS

Advanced Level (A Level) examinations are known as GCE subjects

A Levels are examined at the end of the 2 year course, therefore Year 12 candidates studying A level subjects will not take an external examination until the summer of Year 13. They will however be required to sit internal exams in the summer at the end of Year 12 for these subjects, and again in the January of Year 13 as preparation for their final examinations in the summer.

GCSE EXAMINATIONS

From September 2018 onwards, all GCSE courses are reformed subjects with the grading structure being 9-1, with 9 being the highest.

WHERE WILL THE EXAMINATIONS BE HELD?

The main locations for the **Summer 2024** exams will be the **Main Hall and Gym**. For students with Access Arrangements, the main locations will be D34 and D35. A school timetable will be produced and issued to candidates before the start of the examination season showing the room that each examination will be in.

Candidates must be on time for their examinations to enable seating procedures to be carried out. Candidates should arrive **at least 20 minutes before** the start.

Examinations start at **09:00 hrs** for AM sessions and **13:30 hrs** for PM sessions.

Examination **seating plans** will be displayed on the noticeboard outside the sixth form Common Room for A Levels and on the top yard for GCSEs.

Candidates must wait quietly outside the examination room until directed by an invigilator to take their examination seat, seat numbers are displayed on the seating plans as indicated above.

Candidates must remain in silence once they have entered the examination room and must not talk or communicate with other candidates in any way, verbal or non-verbal. Be aware that **any** communication or misconduct will be reported to the examination board and can result in disqualification from the examination.

HOW DO I KNOW THE DATE WHEN THE EXAMINATIONS TAKE PLACE?

Provisional timetables are shown on the Examination Board websites.

As part of the awarding bodies' contingency planning, JCQ have added a contingency day, which would be used in the event of national disruption at any time throughout the examination period. Candidates **must be available up to the end of the examination calendar**. Where a candidate has chosen not to be available for any rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they **will not** be eligible for enhanced grading arrangements. It is therefore important that Parents ensure candidates remain available until that day should an awarding body need to invoke a contingency plan.

Candidates will be issued with an **individual timetable** listing their own examination entries for the series.

A **school timetable** showing all examinations and rooming details will be on the school webpages before the start of the Examination Series. It is helpful if parents make sure a copy of this timetable is available to them at home with their son's/daughter's examinations highlighted on it alongside their individual timetable. <https://www.calday.co.uk/examinations>

If a candidate is unsure about any arrangements they should go to the Examination Office.

AT WHAT TIME DO THE EXAMINATION SESSIONS BEGIN?

The Examination Boards dictate the permissible start time for examinations. Candidates must be on time for examinations. Candidates should arrive **at least 20 minutes before** the published start time of the examination. Examinations start at 09:00 and 13:30. The length of examination papers varies and longer papers may not finish until after the end of the school day. Candidates and parents need to account for this and consider that they may not be out of the examination in time to make the school buses and make alternative arrangements for getting home. Candidates will not be allowed out of the examination early for any reason.

Some candidates may also receive an allowance of extra time for the examinations due to access arrangements and their finishing times will be even later, again, this must be taken into consideration when arranging transport home.

It is the candidate's responsibility to be aware of the start time of each examination, but parents should be warned there is a tendency for candidates to confuse a.m. and p.m. sessions. Please ensure your son/daughter checks their examination commitments for each day on the previous evening.

WHAT HAPPENS IF A CANDIDATE HAS MORE THAN ONE EXAMINATION AT THE SAME TIME?

If a candidate is timetabled to sit two or more examinations 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 examinations are meant to run one after another; this is called a **'false clash'**. If not, this should be picked up by the candidate once individual timetables are issued and notified immediately to the Examinations Team who will make arrangements for one of the examinations to be taken at a different time on the same day.

Where this happens, the candidate will have to remain under supervision between the papers, please note that the **rules and regulations on mobile phones and electronic devices also applies to these supervised breaks**. Even attempting to communicate with anyone during any supervision will invariably result in the loss of all those examinations for all the candidates involved.

In all cases, the Examinations Officer will decide on the order in which the papers are taken.

- If the total time of the two papers is 3 hours or less, both examinations will be taken consecutively with a maximum 20-minute short supervised break between papers, this will be conducted within the examination room and candidates must remain under examination conditions during this time and will not be allowed to revise.

- If the total time of the papers exceeds 3 hours, one examination may be delayed from morning to afternoon or moved from the afternoon to the morning. Candidates will be under supervision between examinations and will be taken to a quarantine venue for lunch and to revise.

Candidates must remain under formal examination conditions inside the examination room. Candidates must remain seated and follow the invigilator's instructions at all times. Candidates supervised break may be in the same room, or they may be moved to another room for their break, depending on the arrangements which have been made.

If candidates are moved, they must not communicate with anyone until they have arrived in the quarantine room.

During a supervised lunch break where candidates are put into a quarantine room, candidates are permitted to talk to the other candidates in the same room unless told otherwise. Candidates may also bring lunch/food/drink with them and revision and equipment for their next examinations; all of which must be handed to the invigilator at the start of their first examination and placed in a clear plastic bag (provided). These items will then be handed back to the candidate at the start of their supervised break. No prohibited items should be brought into the quarantine room.

At the end of their break, candidates will then be moved to another room for their next examination, the invigilators will instruct the candidates on the arrangements. Candidates must then hand back their revision and any food/drink before formal examination conditions re-commence and the next examination begins.

HOW ARE CANDIDATES SUPERVISED?

Invigilators will supervise candidates under direct management of the Examinations Officer. Once candidates enter the examination room they must remain supervised and follow the invigilator instructions at all times. Invigilators are experienced in examination procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Examinations Office by radio/phone to resolve issues and deal with emergencies.

Invigilators will call candidates into the examination room and will instruct them to sit at the correct seat according to the seating plan on display. Candidates must remain in silence once they have entered the examination room and must not talk or communicate in any way with other candidates while they are in the examination room. Be aware that **any** form of communication or misconduct can result in disqualification from the examination by the Examination Boards.

In some exams, papers will already be on examination desks, these must not be opened or any details completed on the front until candidates are instructed to do so.

During an examination, **toilet breaks are not permitted** in the **first hour or last fifteen minutes**, this is to reduce disruption to other candidates. If there is a *medical reason* why you will require toilet breaks during the first hour or last fifteen minutes, or are unwell on the day, you must notify the examinations office in advance so that arrangements can be put in place.

Leaving the room at the end of the examination: the invigilator will collect your paper from you at the end of your exam. Please do not attempt to leave the room until instructed to do so by an invigilator. You must remain in silence until you are out of the examination room.

WHAT HAPPENS IF A CANDIDATE CANNOT FIND THEIR PLACE IN THE EXAMINATION ROOM?

There are a number of possible reasons for this and the situation has to be investigated. Your child will be asked to wait at the front for a few moments while the invigilator on duty checks the seating plan. If the candidate is not listed on the seating, it may be that they have been seated in another room, the invigilator will then check which room the candidate is seated in and take them there.

If the candidate is not on any seating plan, the Examinations Office will check the entry and deal with any issues.

Every effort is made to keep these problems to a minimum and they will not prejudice any candidate's chance of taking an examination for which they have been entered. It is helpful if the candidate also checks the seating plans carefully and has a copy of their individual timetable and/or statement of entry in their locker/bag outside. By arriving for examinations 20 minutes early, this allows time to deal with any such issues.

WHAT HAPPENS IF A CANDIDATEE IS LATE?

If parents/carers 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 Examinations team. Depending on how long the examination has been in progress it may be possible for the candidate to be admitted. However, we are bound by the Examination Board regulations on this matter.

Normally candidates with a genuine reason and who are brought straight to school will be admitted to the examination unless they are considered very late. For very late arrivals, the Examination Board reserves the right not to accept the script. Unfortunately, there have been a few candidates whose scripts were not marked in the past.

WHAT HAPPENS IF A CANDIDATEE DOES NOT ARRIVE FOR AN EXAMINATION?

A candidate who absents themselves from any examination 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 examinations which have been marked.

Parents/carers should be aware that the school will seek to recover the examination fees if a candidate does not turn up for an examination **without good reason** and parents/carers will be invoiced for the cost of the examination entry fee. It is in all our interests to ensure that the school's examination budget is not wasted.

Where a candidate has a good reason and relevant **evidence**, the school can apply for **special consideration** and ask the examination board to apply **enhanced grading** if the candidate meets the requirements. Further information can be found on the JCQ website in the Special Consideration guidance <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

WHAT SHOULD CANDIDATES BRING TO THE EXAMINATIONS?

Candidates must bring their unmarked examination ID card showing the centre number, candidate number and candidate photograph. They must place the card on the desk when sitting down so invigilators can read it.

Candidates are responsible for ensuring that they bring everything they need to the examination. This includes black pens, pencils and any instruments they need for the examination.

Please make sure you take all equipment needed for the examination with you as you will not be able to borrow anything in the examination room.

Candidates should bring their stationary in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room.

- ✓ Candidates must write in **black ink** or black ballpoint pen.
- ✗ You may not borrow anything from another candidate during the examination.

Some calculators are forbidden. If in doubt, ask the examination office before taking it into the examination. All programmable **calculators must be cleared** of programmes and of any stored data.

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

Candidates **must not** have anything **written on their hands** e.g. a telephone number, examination number, homework notes; it may be construed as cheating by the Examination Boards. Any candidate with writing on their hands will be reported to the examination boards for suspected malpractice.

WHAT CANDIDATES SHOULD NOT BRING WITH THEM?

Some items are **strictly prohibited** from examination rooms and should not be brought into the examination room. The Examination boards treat possession of these items as an infringement of the regulations, any candidate found in possession of these items will be reported to the boards for suspected malpractice.

- Mobile phones or devices with an electronic communication/storage device or digital facility (for example iPads, iPods, Kindles, Fitness trackers etc)
- Watches of any kind
- Electronic cigarettes
- Personal MP3 players, iPods, headphones, earpods etc. – unless permitted for individual language examinations.

The school advises candidates to not bring these items into the examination room at all, however they can be handed to an invigilator before the start of an examination **but must be switched off**. The school cannot be responsible for their security while the examination is in progress.

Watches of any kind are not permitted and must not be brought to examinations, any candidate wearing a watch will be asked to remove it and hand it to the Invigilator.

The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked. Highlighter pens are also not permitted on the answer sheet.

Notes, papers and text books etc. are only allowed in certain examinations and candidates will be informed by the subject teachers in advance.

Candidates should not bring lucky mascots/trinkets into the examination room.

No food items or chewing gum are allowed.

The JCQ '**information for candidates – written examinations**', (see appendix p38) outlines the rules and regulations for candidates on what is and is not permitted in an examination. You must read this carefully.

MAY CANDIDATES BRING A DRINK?

No more than 750 ml of still water may be brought, preferably in a sport cap bottle.

No fizzy drinks, cans or pouches will be allowed due to risk of spillage.

Bottles must be clear and **transparent** with **no labels** on them.

REGULATIONS GOVERNING THE USE OF CALCULATORS

Unless stated otherwise, some subject papers, especially maths, explicitly prohibit the use of calculators. Candidates must not have on them or attempt to use any form of calculator for these.

Calculators with any of the following facilities are prohibited:

- Data banks
- Dictionaries
- Language translators
- Retrieval of text or formulae
- QWERTY keyboards
- Built in symbolic algebraic manipulations
- Symbolic algebra manipulation
- 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 calculators are permitted if information and/or programmes stored in the calculator's **memory are cleared** before the examination. Retrieval of information and/or programmes during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or programmes before the examination.

WHAT ARE THE REGULATIONS REGARDING MOBILE PHONES?

The regulations state **that candidates must not be in possession of a mobile phone** (or similar device) in the examination room under any circumstances. This applies to all internal and external examinations.

Candidates are advised to leave them in their lockers or at home and not bring them in at all, if they do bring a mobile phone and hand it to the invigilator, it must be completely switched off. Please note that if a mobile phone is handed in, candidates must remain seated at the end of the examination to collect it, this can delay getting out for buses etc. The school does not take any responsibility for mobile phones which are handed in and candidates do so at their own risk, candidates should also put their names on their phones to ensure that they collect the correct phone at the end.

If a mobile phone is handed in to the invigilators and makes a noise, this would be considered malpractice and will be reported to the Examination Board.

Any candidate found to be in possession of a mobile phone in the examination room, even if switched off, will be reported to the appropriate Examination Board as suspected malpractice. Should this happen they are likely to be disqualified from that paper and possibly for the whole examination in that subject.

It is a **very serious offence** and our advice is that the phone should not be brought to school.

We do not accept any responsibility for the security of mobile phones brought to school.

See [Warning to Candidates](#) (appendix p40)

HOW ARE EXAMINATIONS STARTED?

A formal announcement will be made and candidates will be cautioned that they are subject to the regulations. Any instructions or Examination Board notices, changes to papers etc. will be read out and candidates asked to complete their details on the answer papers.

Candidates **must not** write anything on their examination paper until instructed to do so by the Invigilators.

The start time and end time of the examination is then displayed at the front of the room.

WHAT STANDARDS OF BEHAVIOUR ARE EXPECTED DURING EXAMINATIONS?

All candidates must read the JCQ notices which are printed in the Appendices p19 to 43 and on the JCQ website <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

All details must be observed.

The School and Examination Boards regard breaches of examination regulations very seriously. Parents/Carers should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated and will be reported to the exam board as suspected malpractice. The Head of Centre and the Examinations Officer have the power to remove disruptive candidates.

Candidates are asked to wait quietly outside the examination venue, and to enter and leave in silence. This avoids disturbance to other candidates and helps to maintain a calm atmosphere for those candidates who are nervous about their examinations.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave, and in these circumstances will be reported to the Examination Board for suspected malpractice. This may result in the candidates not receiving a grade for the whole of that examination.

The writing of obscene, offensive or inappropriate material (including doodling) on examination scripts, may also disqualify a candidate from an examination.

In cases where it is deemed that a candidate has failed to adhere to these rules, the school may seek to recover the examination cost of that paper and reserves the right to refuse entry into future examinations.

WHAT SHOULD CANDIDATES WEAR FOR EXAMINATIONS?

All candidates know the uniform rules and it is their responsibility to ensure they observe them.

Examinations are a school activity and candidates below the Sixth Form must wear normal uniform. Sixth Form candidates must dress as they would for a formal business environment.

We ask for co-operation of parents in ensuring candidates are correctly dressed as we wish to avoid causing stress to candidates in the examination room by pointing out when they are not in uniform. Candidates not dressed properly or modestly will not be permitted to sit examinations.

WHAT DO CANDIDATES DO WHO FINISH EARLY?

Candidates should use all of the available time on their examinations and spend any time at the end checking their answers.

Candidates are not permitted to leave before the published finish time of the examination.

Candidates must sit quietly at their desk so as not to disturb other candidates. Any disturbance could result in Examination Boards cancelling the examination papers.

WHAT DO I NEED TO DO IF A CANDIDATE HAS PROBLEMS THAT MAY AFFECT EXAMINATION PERFORMANCE?

ACCESS ARRANGEMENTS

Some candidates are eligible for **extra time or special examination arrangements**. These are normally long-term issues identified by the school in advance of the exam period and appropriate applications made are supported by appropriate evidence.

Any candidate who feels that they may need access arrangements must liaise with Mrs Holmes or the Examinations Office **prior to the internal examinations** for the year in which external examinations are taken (November/December for Year 11, January for Year 13). This is to allow time for evidence to be gathered and the candidate tested prior to submitting an application by the exam board **deadline in February**.

The Examination Boards are able to grant extra time or similar arrangements, but only given the correct evidence and within the regulations. All relevant medical evidence etc. must be given to the Examination Office before February application deadline. The Learning Development Department will make arrangements for providing any special assistance and will inform the candidates.

Whereby there is an emergency temporary access arrangement requirement, such as a broken hand requiring a word processor or scribe, the Examinations Office must be notified immediately to be able to offer any support.

JCQ guidance on access arrangements: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

SPECIAL CONSIDERATION

Any illness, or family circumstances, which may **affect examination performance**, arising shortly before or during the examination season, should be notified as soon as possible to the Examinations Office so that an application for special consideration can be made to the boards. All information will be treated in the strictest confidence.

This information and supporting documents should be given to the Examinations Office as soon as possible and no later than the end of June for summer. All evidence must be dated to show that the illness or circumstance was present at the time of the affected examination(s). This includes applications for enhanced grading where an examination has been missed with good cause. To apply, please submit the following form: <https://forms.gle/UbVAPthagcwcRRQZ8> . The exams office will send an email out confirming when the google form is open for submissions to be made.

Parents should be aware that any adjustment is likely to be small and that no feedback is provided. Evidence supporting the application must be given to the Examinations Office before any application for Special Consideration can be made. Any allowance made by the Examination Board is only small and is normally only 1 or 2 % depending on the circumstances.

JCQ guidance on special consideration: <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

ADMISSIONS TESTS

The school is a registered centre for admissions tests such as STEP and BMAT and is happy to support candidates wishing to sit these additional examinations. All entry fees must be paid for by the candidate, and additional fees may incur to cover the cost of any invigilation. For further information on the tests offered by the Admissions Testing Service, along with deadlines to apply and fees, visit their website: <http://www.admissionstestingservice.org/>

Please notify the exams office if you wish to be registered for an admissions test. It is the candidate's responsibility to check if the course they are applying to require a pre-admissions test and to ensure that they apply before the specified deadline as these may vary between tests. The deadline is normally end of September or mid-October for many tests.

HOW CAN PARENT'S BEST HELP THEIR SON/DAUGHTER DURING THE EXAMINATION PERIOD?

Examinations are inevitably a stressful time for some candidates and support from both school and parents can be helpful.

The school will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any candidate to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the candidate if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Candidates should get plenty of sleep and some opportunities for relaxation.

WHAT HAPPENS ABOUT THE RETURN OF SCHOOL BOOKS AND EQUIPMENT AT THE END OF THE EXAMINATION PERIOD?

Candidates will be informed before the start of examinations the arrangements for the return of books etc. Please ensure that all textbooks and equipment are returned promptly to school.

WHEN AND HOW ARE RESULTS DISTRIBUTED?

GCE results are issued on **Thursday 15th August 2024**. Results will normally be available from 08:00.a.m.

GCSE results are issued on **Thursday 22nd August 2024**. Results will normally be available from 08.00.a.m.

Candidates are advised not to book holidays over the results days, however where this is unavoidable arrangements can be made for a relative or friend to collect their results on their behalf. They must send a **signed letter of authorisation** with the collector and **notify their Head of Year/Exams Office in advance**. Results will not be given over the phone or emailed under any circumstances. Any uncollected results will be posted to the candidate's home.

Results will be available to candidates via Edulink at 08:00 on the morning of Results Day.

Members of SLT will be available **on site** on results days, normally Heads of Year and Heads of Faculty are also available/contactable at this time.

WHAT CAN I DO IF RESULTS ARE SUBSTANTIALLY DIFFERENT FROM WHAT IS ANTICIPATED?

SHOULD I CONSIDER A REVIEW OF MARKING?

After the release of examination results, a candidate has the right to apply to the awarding body, through the centre, for a review of marking if they consider the grade to be too low. This can take the form of a clerical check or full review of marking of an examination paper or papers. This review is termed a **Review of Marking (ROM)** and is applied for by the centre on behalf of the candidate. Candidates should be aware that this process may result in an increase or a decrease to the grade. This process has a short deadline (full details will be given with your results) and therefore any requests must be carried out quickly within the strict deadlines; which will be published with the results.

We advise any candidate who has concerns about a grade awarded for a subject to talk their concern through with the Examinations Office, dates and times of opening will be given to candidates with their results. Please note the Examination Office will not be open at any time other than those stated.

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons.

Examination Scripts will be available to request should you wish, the Exams Team will send out information to candidates about how to request these.

Application forms and details of the deadlines, procedures and prices for ROM'S and scripts are available from the Examinations Office and online on results days. A ROM normally costs around £40 - £50 per paper depending on the examination board and level. Copies of scripts are around £10 - £16 each, or with some boards available free of charge. The final date for ROM applications to be received by the board is normally **the end of September** for Summer examinations.

Candidates signed consent (or via school email account) is required for every script and ROM application. Candidate results and Examination Scripts are confidential to the candidate and will only be shared to their Calday email address.

If the results have serious implications for the candidate's future plans then advice should be sought from the Careers Service.

WHAT CAN I DO IF I DISAGREE WITH THE ROM OUTCOME AND WISH TO APPEAL?

The school advises any candidate who has concerns about a mark awarded after an ROM to talk their concern through with the Examinations Office within **1 week of the outcome**.

You are advised to request a copy of the post-reviewed script before proceeding with an appeal against an outcome, therefore it is advisable to order one of this at the time of the ROM application where you have serious concerns about a result.

Following this discussion, the school can apply for a preliminary appeal if this is considered appropriate, we would expect to support you in most cases, however we would need to be able to ensure that we have met the grounds for appeal. JCQ guidance on post results services, including appeals and grounds for appeal, can be found on their webpages: <http://www.jcq.org.uk/exams-office/post-results-services>. The ROM outcome letter from the examination board will also provide details on what to do next.

Where the school does not support your request to appeal an ROM outcome and you wish to appeal the school's decision, please see the Examinations and Assessment Policy, (section 6 Post Results Appeals - Appeals procedure following the outcome of an enquiry about results) on the school webpages <https://calday.co.uk/examinations/policies/>

HOW DO I GO ABOUT OBTAINING COPIES OF MARKED EXAMINATION SCRIPTS?

The exams team will share information nearer results day about how you can obtain your Examination Scripts.

Candidates have to give written consent and scripts will only be sent to Calday email addresses due to the confidentiality of the scripts.

HOW SHOULD FEES BE PAID?

Where candidates are requesting a chargeable service, fees should accompany the request and must only be given to a member of the Examination team in the Examination office. Payments can only be made via ParentPay or the School Shop, the Examination Team will confirm this.

WHEN DO CANDIDATES RECEIVE CERTIFICATES?

The examining boards issue certificates well after the examinations have taken place.

Certificates for the Summer 2024 series of examinations should be received by school by the end of November/December 2024.

Candidates are required to collect certificates in person. A friend or family member may collect certificates but only bearing a letter of request signed by the candidate and a form of ID. Any certificates not collected by the end of January 2025 will be posted to your home address on the School's records.

If you are likely to be changing address it is important that you inform the school as uncollected certificates will be posted to the address that we have on our system.

CAN I REPLACE A LOST CERTIFICATE?

If you lose your certificates they can only be replaced by direct application to the Boards (AQA, OCR, EDEXCEL, WJEC) by the candidate and will require proof of identity such as original birth certificate and a substantial fee per certificate.

PRIVATE CANDIDATES

Candidates who are not a current candidate on roll at the school, must bring with them photographic ID, such as a driving licence or passport. This will be checked upon entry to the examination room.

APPENDICES

Joint Council for Qualifications (JCQ) Information for Candidates documents can be found on the webpages, and copies of the formal notices are included below: <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Including:

- [Information for Candidates – Non examination assessments \(p19 to p22\)](#)
- [Information for Candidates – Coursework Assessments \(p23 to p26\)](#)
- [Information for Candidates – Onscreen Tests \(p27 to p30\)](#)
- [Information for Candidates – Privacy Notice \(p31 to 33\)](#)
- [Information for Candidates – Social Media \(p34\)](#)
- [Information for Candidates – Written Exams \(p35 to p39\)](#)
- [JCQ Warning to Candidates \(p40\)](#)
- [JCQ No Mobile Phones \(p41\)](#)

In addition, the school also provide the following guidance:

- [Candidate's Guide to Malpractice \(p42 to p43\)](#)
- [Results dates \(p45\)](#)



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2023

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 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, 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 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 or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2023

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

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

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

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



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

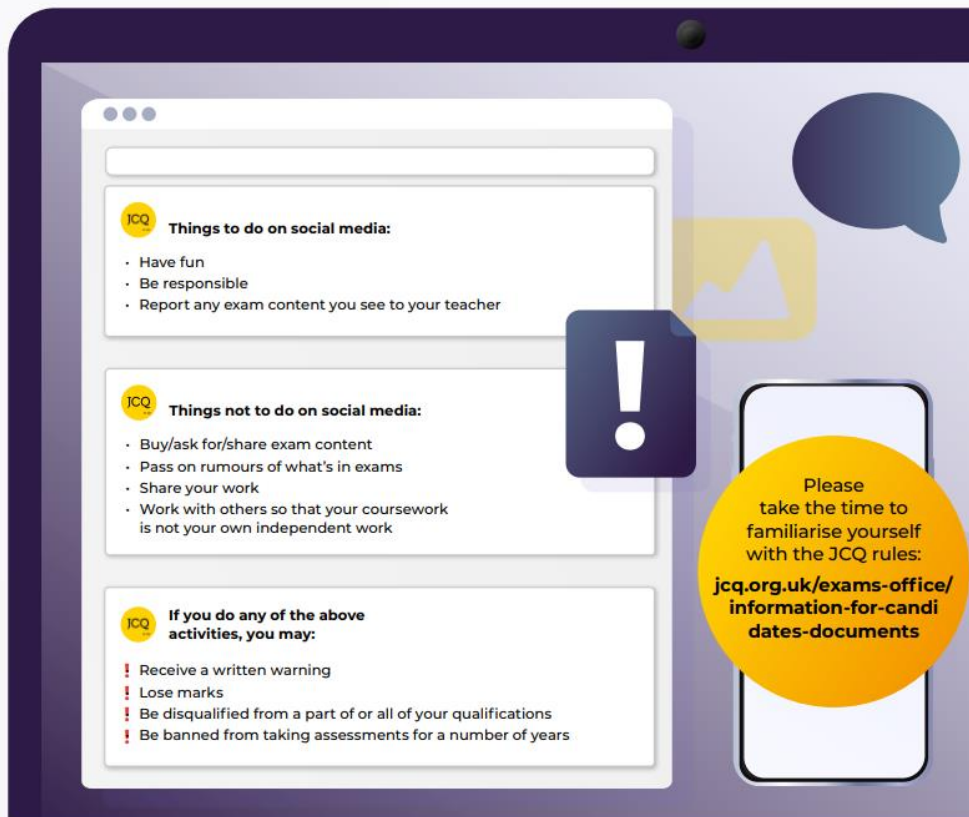
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links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

Please note

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

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

Please take the time to familiarise yourself with the JCQ rules:
jqc.org.uk/exams-office/information-for-candidates-documents



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

**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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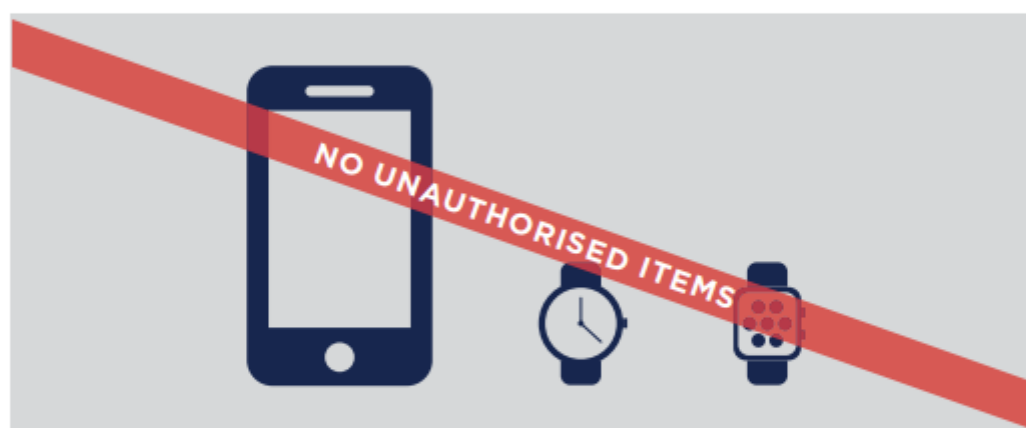
Warning to Candidates

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.

A Candidate's Guide to Malpractice: Coursework, Non-Examination Assessments and Examinations

Some of your courses include school-assessed work that contributes towards your external examination marks e.g. course work, assignments, portfolios and essays. There are rules and regulations in place which ensure that no candidate gains an unfair advantage through plagiarism, cheating or collusion. These are forms of malpractice. This document provides you with an overview of the action the school will take in suspected cases.

The [Public Examinations Handbook](#) (the yellow booklet issued to you at the start of term) includes full information for candidates about written examinations, Non-Examination Assessments (NEA's) and coursework on pages 19 to 22. You should read through these carefully.

Examples of malpractice, including candidate and staff malpractice, maladministration and full details of the processes and procedures for reporting and investigating malpractice can be found in section 4 of the school's [Examinations and Assessment Policy](#).

What is Assessment Malpractice?

- Taking someone else's work, images or ideas and passing it off as your own e.g. using the Internet to cut and paste material from a website, or by taking another candidate's work that has been emailed to you. This is called **plagiarism**.
- **Cheating**, this is, acting unfairly or dishonestly to gain an advantage.
- Agreeing with others to cheat or deceive e.g. by allowing other candidates to copy your work. **This is known as collusion**.
- Allowing others to copy your work.
- Failing to follow the warnings and instructions given by staff conducting examinations and Non-Examination Assessments;

If you are discovered or suspected of doing any of the things shown in the list above, the school will investigate and may take disciplinary action against you which will normally include notifying the awarding body of the incident.

This is what is expected of you whilst you are at Calday Grange Grammar School:

- You will follow the warnings and all instructions given by staff supervising assessments and written examinations, and will not:
 - Bring unauthorised material or items into the examination room;
 - Communicate with anyone other than the member of staff conducting the assessment or examination;
- Any work you submit for assessment will be your own work; you will never present someone else's work as your own or use material from another candidate given to you by email or on a pen drive as if it were your own work;
- You will never let other candidates use or copy from your work and pass it off as if they had done it themselves. If you are approached by another candidate to do this, or witness it happening, you should inform your teacher/tutor immediately;
- You will always acknowledge and reference any sources you use in your assessed work (see below).

Referencing sources:

A source is any resource that you use to collect information for your coursework including text books, encyclopaedias, journals, TV and radio programmes, the internet and other people. You should list (acknowledge) any sources (including AI bot software) you use so that someone else can find it, along with an indication in your coursework of which information came from that source.

By referencing the sources of the information, you use, either directly in quotations or indirectly to inform your own words you will gain the following benefits:

- You cannot be accused of plagiarism or copying;
- Referencing justifies and aids the construction of your argument or point you are making;
- Referencing enables you to include main ideas from key writers or authors;
- Referencing is good academic practice and shows your teacher/tutor that you have read widely

The information for candidates documents on pages 18 to 44 of your yellow Public Examinations Handbook provide useful guidance on referencing and how to prepare your work. If in any doubt how to reference your work, ask your teacher for advice.

What will happen if you are suspected of malpractice?

- The member of staff or examination board will inform the Head teacher of the suspected malpractice; you and your parents will be informed of the allegation that has been made;
- An investigation will be carried out to consider the evidence and establish the facts;
- You will be called to a meeting with the Head teacher or his designated member of staff;
- In all cases where there is clear evidence of deliberate malpractice the relevant awarding body for the qualification will be informed in accordance with the regulations. The school will also take internal disciplinary action in line with the seriousness of the malpractice.

What happens if you suspect malpractice?

If you suspect another candidate of malpractice you should inform your teacher immediately. It is important to remember that any allegations will be taken seriously and you will be asked to put these in writing.

If you suspect a teacher or other member of staff of malpractice - which results in a candidate or candidates being given an unfair advantage - you should report this to the Head teacher. It may be helpful to refer to section 4.2 of the Examinations and Assessment Policy on the school website which explains what is meant by staff malpractice. The school will take any allegations made very seriously and you will be asked to put any allegations in writing.

The school will not tolerate any misuse of this process for reporting unfounded allegations of candidate or staff malpractice with malicious intent and will deal with any instances using school candidate management procedures.

What are the penalties or sanctions for malpractice?

In cases where it is believed that there is clear evidence of malpractice, actions will be taken by the school and/or the examination board. These actions will depend on the seriousness of the malpractice. Actions taken by the examination board are beyond the control of the school.

Actions may include the following:

- Your mark or assessment grade may be reduced or awarded zero for that assignment;
- You may not be allowed to take the unit/exam/test again;
- You may have to redo the work under supervised conditions in accordance with an agreed action plan drawn up by the Course Leader;
- You may be given a different assignment to do on the same section of the specification;
- You may be disqualified from your course;
- You may be excluded from the school;
- You may be disqualified from all of your examinations or barred from entering for examinations for a set period of time.

In all cases, a record will be made in your file of the allegation, the outcome and any penalty you are given. This information may be used by the school when it is asked to provide a reference for you. Candidates and the Head of Centre have a right to appeal against any decisions made. Further details regarding the appeal process are available in section 5 of the Examinations and Assessments Policy.

On your exam day

This checklist will help make sure you are 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
- ☐ You know who to contact at school in case there's an emergency that makes you late or unable to sit your exam

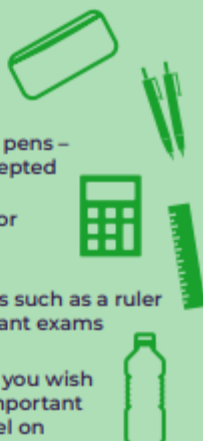
What you cannot take into the exam:

- ☐ 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 accepted
- ☐ 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 is important it does not have a label on



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 exam paper
- ☐ If you need additional answer sheets, please raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet as well
- ☐ If you need to use the toilet or feel unwell, please raise your hand and wait for an invigilator who will escort you from the examination room if possible
- ☐ Make sure you stay silent – talking to a fellow student could result in disqualification from all your exams

If you have any questions about the format on the day, 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



EXAMINATION RESULTS

Summer 2024

A Level

Thursday 15th August 2024

GCSE

Thursday 22nd August 2024

