



# Wydean School & Sixth Form Centre

## General Examination Information

1. All candidates should read and follow the JCQ Notice to Candidates regulations covering written examinations, on-screen tests and coursework. These can be found on the School website or a copy can be requested from the School's Examination Officer.
2. Candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted inside and outside of each examinations room. These can also be found on the School website.
3. During examinations, candidates must follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any Invigilator present.
4. The possession of a mobile phone in an examination room, whether switched on or not, is an offence under JCQ regulation I.C.E. 9.3. School policy is that **mobile phones should not be brought into the examination room**. Any student who does bring a mobile phone or other electronic equipment into the examination room, will be asked to declare it at the beginning of the exam. It will then be removed from their possession and returned at the end of the exam. Failure to observe this regulation will result in the loss of all results for the exam.
5. No coats, bags, hats, scarves etc will be allowed into the examination room. Students must ensure that these are placed in lockers before arriving at the examination room. **NO EXCEPTIONS WILL BE MADE AND FAILURE TO FOLLOW THIS RULE MAY RESULT IN THE STUDENT BEING TURNED AWAY FROM THE EXAMINATION ROOM.**
6. Normal School regulations apply to behaviour, general appearance and to the style and standard of dress. School uniform should be worn by all candidates unless in years 12 or 13.
7. Individual Candidate Timetables will be distributed by tutors close to the exam time. The overall timetable can be found on the School website. Students should arrive outside the Examination room at least 15 minutes before the start of the exam.
8. Daily exam information, such as seating plans, will be displayed in the window of G15 facing the science block. All candidates should check this regularly because

of any last minute room/time changes.

9. Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre (main office), or the exam invigilator, to that effect.
10. If a candidate has suffered illness, injury or trauma that affects their performance during an exam, they may be eligible for 'Special Consideration'. They might need 'Special Arrangements' to be made on the day if they suffer an injury or have an infectious illness. In either case, they must obtain a letter or medical certificate from their doctor that is explicit with regard to their examination performance. i.e. what the illness or injury is, when it was diagnosed/suffered, its likely duration, and the way in which their performance may have been impaired. The Examinations Officer will require medical evidence within 48 hours of the exam taking place or sooner if special arrangements have to be made. The candidate must see the Examinations Officer immediately after any examination where they feel their performance has been affected. Medical certificates should not be enclosed with scripts.
11. If the School is closed due to bad weather conditions then all students taking exams on that day will be informed. Students will be withdrawn from any exams they have been entered for on that day. They will then be re-entered for these exams at the next available examination series. If re-entry is not possible because of Examination Board restrictions, then a special consideration form will be forwarded to the relevant Examination Board detailing the situation. If any exam has to be abandoned part way through an examination, then the relevant examination board will be notified accordingly for them to consider the special circumstances.  
If you are unable to attend School during bad weather conditions, but the School remains open and the examinations are taking place, you must inform the School immediately that you will be absent.
12. If you arrive late for an examination, go straight into the examination room and report to the Invigilator running the exam, unless it is a listening exam when you should report straight to the School Office. You must see the Examinations Officer after any examination you arrive late for. The Examination Board may refuse to accept any script from a student who has arrived late.
13. Results dates will be published on the School website and Newsletter. Posters will also be put up around School. Results can only be collected by friends/family if they have signed written permission from the candidate and proof of their identity. Results can be posted if a large SAE with appropriate postage on, is left with the Examinations Officer. Results can only be given over the phone by prior arrangement.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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## Warning to Candidates

### For on-screen tests held in the period 1 September 2009 to 31 August 2010

1. You **must** be on time for your on-screen test(s). You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. **Remember:** you **must not** become involved in any unfair or dishonest practice in any part of the examination; providing your ID and password to another candidate and allowing that person to sit the on-screen test under your name is gross misconduct and may amount to a criminal offence.
3. You **must not** have in your possession the following items which might give you an unfair advantage:
  - notes;
  - calculator cases/instruction leaflets;
  - bags;
  - personal TVs/stereos, reading pens and electronic communication or storage devices, including mobile telephones, iPods, MP3/4 players or any other products with text/digital facilities.

Any pencil cases taken into the examination room **must** be see-through.

4. If you have any unauthorised items that need to be stored during the on-screen test, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the on-screen test starts.
5. Unless you are told otherwise, you **must not** have access to:
  - the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
  - pre-prepared templates.
6. 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.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once the on-screen test has started.
8. At the end of the on-screen test you **must not** remove any examination material, such as printouts or question papers, from the examination room.
9. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct in the examination room.
10. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.


**Copies of this poster must be displayed in a prominent place both inside and outside each examination room.**

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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## Notice to Candidates

**For written examinations held in the period 1 September 2009 to 31 August 2010**

**This notice 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.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your examinations. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the examination.
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 examination room the materials and equipment which are allowed.
5	Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, <b>including mobile telephones</b> , iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the examination room must be see-through. <b>Remember:</b> 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	Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
7	Do not talk to or try to communicate with or disturb other candidates once the examination has started.
8	If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the examination.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your examinations.
2	Arrive at least ten minutes before the start of each examination.
3	If you arrive late for an examination, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
5	Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the examination</b>
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• if the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the examination 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 examination if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the examination</b>
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
2	Do not leave the examination room until told to do so by the invigilator.
3	Do not take from the examination room any examination stationery, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.
<b>The invigilator will tell you when you may leave the examination room.</b>	

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## Notice to Candidates

### For on-screen tests held in the period 1 September 2009 to 31 August 2010

**This notice has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
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 examination room the materials and equipment which are allowed.
5	<p>You <b>must not</b> take into the examination room the following items which might give you an unfair advantage:</p> <ul style="list-style-type: none"> <li>• notes;</li> <li>• calculator cases/instruction leaflets;</li> <li>• bags;</li> <li>• personal TVs/stereos, reading pens and electronic communication/storage devices, <b>including mobile telephones</b>, iPods, MP3/4 players or any other products with text/digital facilities.</li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>• the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>• pre-prepared templates.</li> </ul> <p><b>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.</b></p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the examination room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the examination.
4	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.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Listen to the invigilator and follow their instructions at all times.
2	<p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> <li>• if you have been entered for the wrong on-screen test;</li> <li>• if you experience system delays or any other IT irregularities.</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> <li>• you have a problem with your computer and are in doubt about what you should do;</li> <li>• you do not feel well.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
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 and make sure that another candidate does not collect your printout(s).
3	Do not leave the examination room until told to do so by the invigilator.
4	Do not take from the examination room any examination stationery, rough work, printouts or any other materials provided for the examination.
<b>The invigilator will tell you when you may leave the examination room.</b>	



**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

### **Notice to Candidates**

#### **GCSE, GCE, ELC, Functional Skills and Project Qualifications: Coursework Assessments**

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

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

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

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

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but 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, 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 12 February 2010.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

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

## **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.

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

You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time 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 don't need.

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

## **Plagiarism**

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

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

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

## **Penalties for breaking the regulations**

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

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

Your awarding body will decide which penalty is appropriate.

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

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  - You **must not** have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, reading pens and electronic communication or storage devices, including mobile telephones, iPods and MP3/4 players. You **must not** have in your possession any product which can capture a digital image. Any pencil cases taken into the examination room must be see-through.
  - If you have any unauthorised items that need to be stored during the examination, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the examination starts.
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  - You **must not** talk to, attempt to communicate with or disturb other candidates once the examination has started.



3. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct connected with the submission of controlled assessments, coursework or those which occur in the examination room.
4. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

**Copies of this poster must be displayed in a prominent place both inside and outside each examination room.**