



Belong. Believe. Achieve.

Candidate Exam Handbook

2023-2024

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Introduction

Linwood School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

Purpose of the candidate exam handbook

This handbook is intended to complement the candidate briefings within the classroom and to ensure candidates are provided with all relevant information about their exams and assessments. Also included within are copies of relevant JCQ information for candidates, documents and posters.

You can use this handbook to refer to near to the exam period to make sure you know what to expect.

Candidates will be notified which accreditations they have been entered for in October for November series and March for June series. All of the information should be checked carefully and if any are incorrect you should speak to your teacher or the Exams Officer.

Malpractice

To maintain the integrity of qualifications, strict Regulations are in place. Malpractice means any act or practice which is in breach of the Regulations.

Any person completing examinations/assessments where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*.

Examples of what constitutes malpractice include:

Written Exam / Assessment

- 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

Non-Exam Assessment

- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate (including the use of technology to aid the copying)
- the inclusion of offensive comments, obscenities or drawings; discriminatory language, remarks or drawings directed at an individual or groups
- Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used. If not referenced this would be malpractice.

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

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.

Sanctions applied against candidates

Sanctions for candidates who have committed malpractice include:

- Warning
- Loss of marks for a section
- Loss of marks for a component
- Loss of marks for a unit
- Disqualification from a unit
- Disqualification from all units in one or more qualifications
- Disqualification from a whole qualification
- Disqualification from all qualifications taken in that series
- Candidate debarral

Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice. Appendix 1.

Copyright

The copyright of any form of work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Written timetabled exams

Written exams are the more traditional method of assessment for attainment. Candidates participating in these courses are issued with the following documents at the start of the Summer term for the Summer Series and at the end of October for the November (resit) series.

- Candidate Handbook – which includes JCQ Information for candidates and exam room posters.
- Candidate statement of entry
- Candidate exam timetable
- Details of Access Arrangements

Make sure all information is read and correct. Any queries speak to your subject teacher.

On-screen tests

On screen tests are conducted under exam conditions and invigilated in the same way as written exams. You must read JCQ Information for candidates – on-screen tests appendix 5 for further information.

Coursework/controlled assessments/non-examination assessments

Some accreditation courses are not assessed by formal examinations, or have elements of coursework which are internally assessed. Your teacher will advise which subjects this applies to. You will usually be advised by your class teacher when you are due to complete a controlled assessment or piece of coursework. There are exceptional circumstances where it may be felt a candidate may perform better if they are not aware they are undergoing an assessment, in which case you will not be told until afterwards.

Controlled assessments and coursework are marked internally prior to sending to the awarding body for external moderation. Results are issued at the same time as the formal examination results. You must read JCQ Information for candidates – non-examination assessments appendix 6 and JCQ Information for candidates – coursework appendix 3.

Where and when you will take your exams

You will be issued with a timetable for your exams in advance, GCSE exams dates are set nationally by the exam board, other exam dates are set by the school.

You will take your exam in your classroom or another room on the campus where you normally study.

The November 2023 exam period is 7th November – 13th November. The Summer 2024 exam period is 9th May to 19th June. You should make sure you are available on any school day within that period in case your exam is rescheduled, although this is unlikely.

Summer 2024 Contingency days

Summer 2024 Contingency days are afternoon of Thursday 6th June 2024 and 13th June 2024, and the morning and afternoon on Wednesday 26th June 2024 and Wednesday 28th June 2023. Candidate must remain available on these days in event of national or significant local disruption to exams in the United Kingdom. Please consider these days when making plans for the summer.

What time your exams will start and finish

- Morning GCSE exams start at **9.00 am**
- Afternoon GCSE exams start at **1.00 pm**
- Other exams may be at different times, but you will be informed in advance.
- **You MUST arrive at least 15 minutes before the published start time**

Supervision during your exams

Exams are supervised by a team of invigilators, usually Teaching Assistants who are known to the candidates, and overseen by a roving invigilator who is part of the Exams Team.

Invigilators have to follow strict rules and regulations when conducting exams as directed by JCQ and awarding bodies.

Exam room conditions

- You will be directed to your exam room by one of the Invigilators
- Candidates are under exam conditions from the moment they enter the exam room until they are given permission to leave by the Invigilator
- Candidates must listen to and follow the instructions of the invigilator at all times in the exam room
- candidates must only complete information of the front of their answer books when the invigilator's announcement instructs them to
- Candidates must not open the question paper until the examination begins
- Candidates must not communicate with other candidates
- Outside the exam room you will see official warning posters detailing events of malpractice
- Candidates are responsible for producing legible handwriting in their exams, unless you have been granted the use of a word processor
- Additional answer sheets will be provided if required
- If candidates leave the room during the examination. They will be accompanied by an exam invigilator and remain under exam conditions at all time.

What equipment you need to bring to your exams

Any equipment you need will be provided by the school, however, you are welcome to bring your own equipment. Please make sure all equipment is in a transparent case. Exam answers must be written in black ink.

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Official examination stationery must be used, no other stationery, including paper for rough work, can be provided.

Using calculators

We will have calculators available for you to use, if the exam allows their use. However, it is better if you bring your own as you will be more familiar with how it works.

You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams which state:

- The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- During an examination a calculator must not be able to offer any of these facilities:
 - a) language translators;
 - b) symbolic algebra manipulation;
 - c) symbolic differentiation or integration;
 - d) communication with other machines or the internet;
- During an examination a calculator must not give access to pre-stored information. This includes:
 - a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.

- A calculator must not be borrowed from another candidate during an examination.
- Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

Food and drink in exam rooms

Water bottles should be clear and have the label removed. No food is permitted in the exam rooms unless by prior arrangement with the class teacher or exam invigilator. If food is authorised, it must clear of packaging and in a see-through bag.

What to do if you arrive late for an exam

You should report to your teacher immediately upon arrival. Wherever possible you will be taken to your exam room and will start the examination late. The awarding body will be contacted and advised of your start time together with any mitigating circumstances.

What to do if you are unwell on the day of an exam

Please contact the school in the usual way to advise of absence, also make contact directly with your teacher or the Exams Officer.

If you are unwell but manage to attend the exam you should advise the Invigilator.

If you feel unwell during an exam you should advise your Invigilator who will help you make a decision whether you continue with the exam or otherwise.

You may be eligible to make an application for Special Consideration which the Exams Officer will make on your behalf. The awarding body will make a decision based on the supporting information supplied to them by the centre. Special Consideration is normally given by applying an allowance of marks to each component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune, to a maximum of 5% of raw marks.

What happens in the event of an emergency in the exam room

In the event of an emergency your Invigilator will collect your question and answer papers and escort you from the building in line with the evacuation procedure. You will remain under exam conditions and supervision until you are able to re-enter the exam room and continue with your exam.

Candidates with access arrangements

Access Arrangements are determined by your phase leader, in conjunction with relevant teaching staff and exam office personnel. They are agreed before an assessment. They allow candidates with special education needs, disabilities or temporary injuries to:

- Access the assessment;
- Show what they know and can do without changing the demands of the assessment.

The main access arrangements which may be awarded include:

- Extra time to complete the exam – usually 25%
- A reader - someone reads the questions to you
- A scribe – someone writing the answers which you tell them to write
- A prompter – someone to remind you to focus and get on with the exam
- Rest breaks – which are supervised so you cannot talk to any other candidates
- The use of a computer instead of writing your answers
- The use of speech recognition or reading software.
- Sitting in a separate room

Your teachers will decide what arrangements are suitable for you depending on your normal way of working. We will apply directly to the awarding bodies for Access Arrangements on your behalf. You will be notified of your approved Access Arrangements in writing. In some cases, an assessment may be carried out with you by an external assessor who specialises in Access Arrangements. If your teacher thinks you would benefit from this they will discuss it in detail with you. You have the right to appeal your access arrangements. Please speak to your class teacher in the first instance if you do not agree with the access arrangements.

Results

Results are issued to candidates by first-class post on the relevant awarding body's published release date. If you would like your results to be emailed to you so they arrive on the release date itself, then please request this by emailing the exams office on exams@linwood.bournemouth.sch.uk. For the November exam series this will be 11th January 2024 and for the Summer 2024 exam series this will be on Thursday 22nd August 2024.

Enquiries about results

If your results are significantly lower than you expect, it is possible to apply to the exam board for the marking of your paper to be reviewed.

If you think this applies to you, you should email the exams office immediately on exams@linwood.bournemouth.sch.uk and we will be able to give you further advice about the next steps.

You are able to request access to scripts through the exams office. Please email the exams office. There is no charge for this services and you will be asked to complete the JCQ access to scripts form giving the exam officer authority to request scripts on your behalf.

We would generally only recommend applying for a review of marking if your result is close to the next grade boundary up. You need to be aware that results can go down as well as up, and usually stay the same.

You will be charged a fee for using these services.

Certificates

- Certificates for the Summer series of exams are available in the following November. If the candidate is unable to receive the certificates in person, they should make alternative arrangements with the Exams Office.
- In exceptional circumstances certificates will be sent to a pre-agreed address via recorded delivery.
- Unclaimed certificates are stored for a period of one year, after which they are destroyed.

Internal appeals procedure

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

If a candidate or parent/career believes that this may not have they may make use of the internal appeals procedure on appendix 9.

Complaints Policy

If you have any concerns regarding the centre delivery or administration of a qualification please do not hesitate to contact the school to discuss. There is a formal written complaints policy available on the school website or you can request a copy from the exams office.

Further Information

The exam boards require or suggest that we bring the following documents to your notice:

- Information for Candidates – Coursework assessments
- Information for Candidates – Privacy Notice, General and Vocational Qualifications
- Information for Candidates – Using social media and examinations/assessments.
- Information for Candidates for Written Examinations
- Information for Candidates for On-screen Tests
- Information for Candidates for Non-exam assessments
- Warning to Candidates Poster
- Mobile Phone Poster

These documents are on the following pages, please read them.

There is also a policy concerning the way you can appeal any results from coursework or exams if you do not agree with the mark you have been given.

You will be asked to sign a paper to say that you have read and understood both this handbook and, in particular, the appeals policy.

There are a number of other useful documents on the exams area of the Linwood School website which give more details about exam regulations, access arrangements etc. which you can consult if you want further information.

You, or your parents, can contact the exams office by email at exams@linwood.bournemouth.sch.uk or call Sarah Hawkins 01202 525107 Ext 214 if you have any questions about the exam process at any time.



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

Information for candidates Using social media and examinations/assessments



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



Things to do on social media:

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

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

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:
jcq.org.uk/exams-office/information-for-candidates-documents



Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Appendix 5 Information for candidates for written examinations – effective 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, 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.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

Appendix 6 Information for candidates for on-screen tests – effective 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, 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.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.



Information for candidates

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

Do not be tempted to use pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from **any** 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



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.



AQA

City & Guilds

CCEA

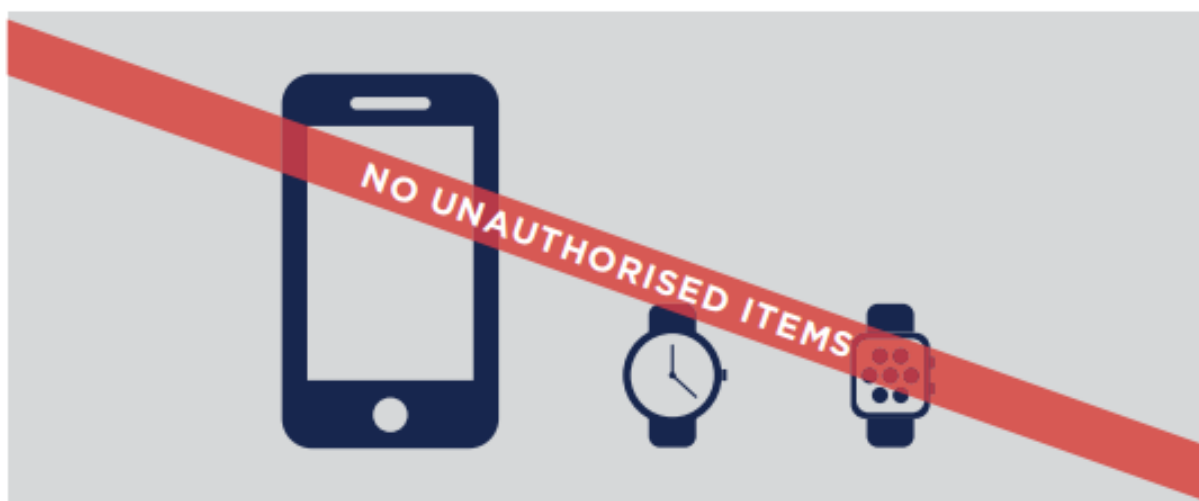
OCR

Pearson

WJEC

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.

Appendix 9 – Linwood Internal Appeals Policy



Linwood School

Internal Appeals Policy & Procedure (Exams)

This policy is reviewed annually to ensure compliance with current regulations

Version	Review Date	Author	Details
1.0	14/03/2017	SJ Clark	
1.1	04/12/2017	SJ Clark	Additional paragraph re BCS
1.2	05/03/2018	S Hawkins	Amended Logos
	15/03/2018	SJ Clark	Review – no changes
1.3	26/09/2018	SJ Clark	Merged BTEC appeals policy and process Added Notice to Appendix
1.4	04/12/2019	M A Price	Added note about ASDAN appeal procedure. Amend logos. Updated to agree with 2019-20 JCQ General Regulations.
1.5	14/10/2021	S Hawkins	Amended Logos. Amended Executive Head name
1.6	30/09/22	S Hawkins	Amended ASDAN link, JCQ post result service wording updated. Updated link to JCQ appeals process.
1.7	05/10/2023	S Hawkins	Amended Logos, Font, JCQ regulation for approved centre references, JCQ and ASDAN email links.



Scope

This procedure includes all accreditation delivered at Linwood School where any part of the course is internally assessed. This currently includes BTEC, GCE, GCSE, Entry Level Certificates, Functional Skills, ASDAN.

Aim

1. To enable the learner to enquire, question or appeal against an internal assessment decision.
2. To attempt to reach agreement between the learner and the assessor at the earliest opportunity.
3. To standardise and record any appeal to ensure openness and fairness
4. To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.

In order to do this the centre will:

1. Inform the learner at Induction of the Appeals Policy and Procedure
2. Record, track and validate any appeal
3. Forward the appeal to the awarding body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted
4. Keep appeals records for inspection by the awarding body for a minimum of 18 months
5. Have a staged appeals procedure
6. Will take appropriate action to protect the interests of other learner and the integrity of the qualification, when the outcome of an appeal questions the validity of other results
7. Monitor appeals to inform quality improvement

Appeals against internally assessed marks

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

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

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B: an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body

1. Appeals should be made as early as possible in order to ensure that the internal appeals process is completed prior to the submission of centre marks to the awarding body.
2. Appeals can be made verbally in the first instance to the member of staff responsible for teaching the qualification. The member of staff has a responsibility to explain to the student why he/she received the mark.
3. If the student is not satisfied with the explanation given by the teacher (above) then he/she should contact the Exams Officer who will provide the student with information about the appeals procedure and assist with completing the **internal appeals form**. The Exams Officer will assist with the completion of any further forms and will correspond with the awarding body on behalf of the student.
4. The Head teacher will appoint a senior member of staff, e.g. an Assistant Headteacher or a Deputy Headteacher, to conduct the investigation. The senior member of staff will not have had any involvement in the internal assessment process for that subject.
5. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the awarding body's specification and subject-specific associated documents.
6. The student will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
7. The outcome of the appeal will be made known to the Head teacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation may lead to mark changes. This process is outside the control of **Linwood School** and is not covered by this procedure.

Appeals procedure against centre decisions not to support an enquiry about results

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.



The service, *enquiries about results* (EARs), may be requested by centre staff or candidates (or their parents/carers). (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the exams officer, teaching staff and Head teacher will investigate the feasibility of requesting an enquiry at the centre's expense.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the internal appeals form at least one week prior to the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an enquiry about results

Where the Head teacher remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the Head teacher is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the Head teacher. Following this, the Head teacher's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the Head teacher's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the student on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the student by the centre.

▲ Appeals procedure in relation to BCS ECDL qualification

If the Learner is not able to resolve an appeal after following the Centre procedure, the Learner has the right to submit an appeal directly to BCS. This must be submitted within 20 working days of the date of the assessment or test, and will incur a fee of £10. The fee will be refunded if the Learner's result improves following appeal. Learner appeals must be submitted to qualityassurance@bcs.uk.



Appeals procedure in relation to ASDAN qualifications

If the Learner is not able to resolve an appeal after following the Centre procedure, the Learner has the right to submit an appeal directly to ASDAN. The ASDAN document "Policy and Procedures for Enquiries and Appeals" sets out the process for making formal enquiries and appeals on behalf of a candidate or group of candidates.

<https://www.asdan.org.uk/media/ur3hxz5n/appeals-and-enquiries-about-results-policy.pdf>



Internal Appeals Notice: Internally Assessed Marks

I have been made aware that if I disagree with the assessment outcomes for any of my accreditation courses that I can appeal.

I know that in the first instance I would bring this to the attention of my class teachers.

If I still disagree with the decision I can then speak to Gemma Talbot, Executive Headteacher.

Gemma Talbot will then make a decision about taking further action through the awarding body.

Name of Learner			
Signed		Date	
Teacher		Date	
IV / LIV / QN		Date	



Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- internally assessed marks**
- the centre decision not to support an enquiry about results**
- the outcome of an enquiry about results**



Name of student		Candidate name if different to student	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Continue overleaf if necessary

Appeal against internally assessed marks
student declaration
 By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature: _____ **Date of signature:** _____

Appeal against the centre decision not to support an enquiry about results
student declaration
 By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature: _____ **Date of signature:** _____

Appeal against the outcome of an enquiry about results
student declaration
 By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature: _____ **Date of signature:** _____



LINWOOD
TRAINING, SUPPORT & ADVICE

The student declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the Head teacher, to the timescale indicated in the internal appeals procedure.

The internal appeals procedures for this centre have been produced to demonstrate compliance with the publications below.

JCQ General Regulations for approved centres <https://www.jcq.org.uk/exams-office/general-regulations/>

Candidate Information

5.13 h the centre will:

have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal;

Controlled Assessments, Coursework, non-examination assessment and portfolios of evidence

5.13 a The centre will:

have in place written procedures for how it will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services prior to the issue of results;

Further information can be obtained from:

Appeal an exam result <https://www.gov.uk/appeal-exam-result>

The Appeals Process <https://www.jcq.org.uk/exams-office/appeals/>