



CLAYTON HALL
ACADEMY

Rules and Regulations for Examination

Boring – but really important!

You need to sign to say you have understood and agree to the regulations

Things to Cover

- Information for Candidates for Written Exams – All Exam Boards
- Using Social Media and malpractice
- Information about you and how we use it
- Further information for candidates from AQA, OCR, Pearson and WJEC – for Non-Examination Elements
- Further information for candidates from AQA, City & Guilds, CCEA, OCR, Pearson and WJEC – for Coursework Assessments
- What am I signing and Why?



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Information for Candidates for Written Exams – All Exam Boards

- This is a simple check list for all students
- You will be given your own copy of this
- **Please can form tutors read the whole document to the Tutor Group**
 - There should be no surprises here
- What if we break the rules?
 - Potential for “Banned from One – Banned from All”
- Later you will be **signing** to say you have received and understood this information and that you are **agreeing** to these rules and regulations.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates
For written examinations – effective from 1 September 2019**

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: <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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.

Using Social Media and malpractice

- It's a caring sharing world
 - Revision yes...
 - But not when it comes to exams and examination assessments
- This is a simple document for all students
- You will be given your own copy of this document
- **Please can form tutors read the whole document to the Tutor Group**
- Later you will be signing to say you have received and understood this information and that you are agreeing to these rules and regulations.

Information for candidates Using social media and examinations/assessments



**This document has been written to help you stay within examination regulations.
Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

Information about you and how we use it – Privacy Notice

- This information will be available on the Academy Website
- It is your responsibility to read it
 - **Your Tutor will show you what it looks like and go through the remaining points**
- This is for all exam boards
 - Who they are and how to contact each exam board
- Information about you
 - What information and data they need – personal data
 - This comes largely from the school
 - And then from the exam boards about your performance
- What happens to your data
 - It outlines who they share your data with – current school, other exam boards, Department of Education, Exam Regulators (Ofqual), Local Authorities and UCAS (University Entries)
- There are links to the exam boards Privacy Notices if you wish to view them in detail
 - They are governed by GDPR with regards how they obtain and process data
 - In other words it is all above board and you have ‘Rights’ relating to this data



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Further 'Information for candidates' from AQA, OCR, Pearson and WJEC – for **Non-Examination** Elements

- This information will be available on the Academy Website
- It is your responsibility to read it
 - **Your Tutor will show you what it looks like and go through the key points below...**
- You will be aware of most of this information from your class teachers
- Here are some key points:

Information for candidates: non-examination assessments

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

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

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



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

Do not be tempted to use essays from on-line essay banks — 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.**

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the 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.

What happens if we break the rules?

- Potential for 'Banned from One – Banned from All'

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



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Further information for candidates from AQA, City & Guilds, CCEA, OCR, Pearson and WJEC – for Coursework Assessments

- This information will be available on the Academy Website
- It is your responsibility to read it – even though it is very similar to the previous document
 - Your Tutor will show you what it looks like and go through the key points below...
- You will be aware of most of this information from your class teachers

GCE, ELC and Project qualifications - coursework assessments

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

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

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




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What am I signing and Why?

- Tutors – please read this and get each student to sign their personalised document (Tutor signature no longer required)
- Keep a Class List record of who has signed
- Return signed documents when they are all complete (catching any absences) OR by Thursday this week – 17th October
- **You are signing a declaration:**
- I have understood all the information read to me or shared with me by my tutor in relation to the JCQ (Joint Council for Qualifications)
- I know where to find all of the relevant sheets so I can refer to them and/or read them in more detail
- I agree to abide by the rules and regulations set out by JCQ
- I understand that if I breach any of these rules I am aware there may be consequences from one or more exam board
- I understand that I may be required to reimburse the school for the cost of entry to an exam if I breach the rules, fail to turn up to an examination, fail to put effort into an examination
- I understand that if I do not agree to the JCQ regulations I cannot be entered for any examinations







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Declaration of Understanding of Exam Rules & Regulations
External Examinations – 2019 / 2020

Pupil's Name :	
Form Group :	Year Group :

- I have understood all the information read to me or shared with me by my tutor in relation to the JCQ (Joint Council for Qualifications)
- I know where to find all of the relevant sheets so I can refer to them and/or read them in more detail
- I agree to abide by the rules and regulations set out by JCQ
- I understand that if I breach any of these rules I am aware there may be consequences from one or more exam board
- I understand that I may be required to reimburse the school for the cost of entry to an exam if I breach the rules, fail to turn up to an examination, fail to put effort into an examination
- I understand that if I do not agree to the JCQ regulations I cannot be entered for any examinations

Student Signature:
Form Tutor Signature:
Date :

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Rules and Regulations for Examination

Boring – but really important!

Thank you for your time and Good Luck in your PPEs

AND – GCSE Food Groups this week and next!