



Dyson Perrins Church of England Academy

GUIDANCE FOR STUDENTS & PARENTS

Centre Number: 24255



This information is to help you with valuable advice for examinations held at
Dyson Perrins C of E Academy.

**You are required to read this document carefully
and retain it for future reference**

If you have **ANY** questions or problems, please contact the Exams Office,
01684 564751 – exams@dysonperrins.co.uk

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INTRODUCTION

It is the aim of Dyson Perrins C of E Academy to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures which must be followed in the event of any problems occurring.

The awarding bodies (examination boards) set down strict criteria which must be followed for the conduct of examinations and our school is required to follow them precisely. You should therefore, pay particular attention to the **JCQ INFORMATION FOR CANDIDATES** that is available on our website.

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

CONTACT NUMBERS

Please check that school has at least one up-to-date contact number for you. Please email office@dysonperrins.co.uk or send a note to school for our database to be updated. If you or your parents/carers have any queries or need help or advice at any time before, during or after the examinations please contact a member of the exams team:

- The school telephone number is: 01684 564751
- Email: exams@dysonperrins.co.uk

KEY DATES

Summer Exams	12 May – 25 June 2025
Y10 Mocks	19 June – 27 June 2025

In order to give students the most valuable experience during their internal examinations, we run mock exams under the same regulations we are required to abide by for external examinations.

BEFORE THE EXTERNAL EXAMINATIONS

Statements of Entry/Timetable:

All Candidates receive a Statement of Entry/Examination Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry, some have Foundation or Higher Tiers.

Examination Boards

Our School uses the following Examination Boards: AQA, OCR, Edexcel, and WJEC.

Candidate Name:

Please check your name is spelt correctly on your timetable.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. Please remember it.

UCI/ULN:

In addition to a candidate number, each candidate must have a Unique Candidate Identifier (UCI) and a Unique Learner Number (ULN) which is shown on the top of statements of entry. Your UCI/ULN is used for administration purposes and it is not necessary for you to remember it.

Timetables

Make sure you know the dates and times of your examinations. If you miss a Public Examination **you cannot take that paper at another time.**

Unless notified otherwise:

- Morning exams start at **9.00am**
- Afternoon exams start at **1.00pm**

YOU MUST ARRIVE AT THE ROOM YOU WILL BE SITTING YOUR EXAM IN 10 MINUTES BEFORE THESE TIMES.

It is your responsibility to turn up on time for the examination so make sure that you and your parents know the dates and times of each of your exams. If you are late for an exam, the Examination Board may not accept the script depending on the circumstances. **If you know that you are going to be late contact the school (01684 564751) so that the exam team will know that you will be turning up late.**

Your timetable is your proof that you have been entered for a particular exam. If your timetable contains any errors you must see a member of the exams team. In any dispute about whether you have been entered for an exam you will not be allowed to take the exam unless you have your examination timetable with you as evidence.

Examination Clashes

A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Exams Officer immediately if you think there is a clash on your timetable.

Special Arrangements

Special arrangements, including extra time, may be approved for candidates with:

- Physical difficulties;
- Language difficulties;
- Specific learning difficulties.

Special Consideration

If you are fully prepared for an examination, but are ill on or just before the day of an examination, an application may be made for special consideration for the examination affected. Examination Boards decide on the validity of each application. To support the application for Special Consideration, you will be required to provide a doctors certificate.

Equipment

MAKE SURE YOU HAVE ALL THE CORRECT EQUIPMENT BEFORE YOUR EXAMINATIONS. Check the regulations in the JCQ INFORMATION FOR CANDIDATES and the information on the following pages.

You must provide all your own equipment. Borrowing from other candidates is **NOT** allowed under any circumstances. Ordinary pencil cases or boxes are not allowed in the exam room. You should bring your equipment in a clear plastic bag or transparent pencil case.

The following equipment should be brought to EVERY exam:

- 2 pens – black only
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener (preferably one which catches the shavings!)
- Rubber

For certain exams you will also need the following:

- Compasses
- Protractor
- Scientific Calculator

DURING THE EXAMINATIONS

Examination Regulations

A copy of the JCQ 'INFORMATION FOR CANDIDATES', which is issued jointly by all the Examining Boards, is available on our website. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach or suspected breach of regulations to the Awarding Body.

Attendance at Examinations

Candidates are responsible for checking their own timetable and arriving at school on the correct day and time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room until you are invited to enter by the examination invigilators.

Candidates who arrive late for an examination may still be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the Head teacher. If the candidate arrives late, they will be allowed the full time for the examination

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

Rules & Regulations in the Exam Room

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

Pens should be black ballpoint. Correction pens/fluids are NOT allowed. Highlighters MUST NOT be used in your answers but may be used to highlight key points in the question.

Do not attempt to communicate with, or distract other candidates.

Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination. Mobile Telephones and watches **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM** even if they are turned off. If you accidentally take one in, you should leave it with the Lead Invigilator.

If you are found with a mobile phone once the exam has started the exam board must be informed and you could be disqualified from this and possible future examinations.

No food is allowed in the examination rooms. However, water bottles are allowed in the exam room if necessary. These MUST be clear bottles with a spill-proof cap. There MUST be no label on the bottle.

Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage. REMEMBER WE HAVE A PLAN, WE KNOW WHERE YOU WERE SITTING.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.

Do not write/draw on your hands or arms as this is considered malpractice.

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

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

Read all instructions carefully and number your answers clearly.

You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and, that you have completed your details correctly.

At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper ask place them inside your answer book/question paper.

Invigilators will collect your exam papers before you leave the room. **ABSOLUTE SILENCE** must be maintained during this time. Remember you are still under examination conditions until you have left the room.

Question papers, answer booklets and additional paper must NOT be taken from the exam room.

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

If the FIRE ALARM sounds during an examination the examination invigilators will tell you what to do. If you have to evacuate the room you **MUST** leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

INVIGILATORS

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

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Please note that invigilators cannot discuss the examination paper with you or explain the questions.

Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team and will be reported to the Exam Board for malpractice.

ABSENCE FROM EXAMINATIONS

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

If you are ill and are unable to attend an exam it is vital you phone the school first thing in the morning (01684 564751) to inform us.

You must also obtain a note from your doctor detailing the reason for non-attendance. There is the possibility of submitting this note to the Examinations Board to ask for special consideration. The Board looks at this in conjunction with other exam marks from the student in that particular subject, coursework marks and mock exam marks. This will then sometimes enable them to adjust the mark and grade accordingly.

If you are feeling unwell, but still able to travel, I suggest you come to the exam and we can assess the situation then. In most cases it is better to take the exam if you can.

If in doubt – TELEPHONE THE SCHOOL

If you do not attend an exam without a valid reason, it is possible that you will be charged for that exam. You will be charged £15 for each exam missed without a valid reason.

Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence. Sometimes in the past, students have had problems getting to an exam on time. This can be as a result of car breakdown, traffic jams, buses not turning up etc.

Although we encourage all students to arrive in plenty of time for all exams, so that there is not a last minute panic, it is important that we have up-to-date contact telephone numbers for both you and your parents, or anybody else who might be able to help in an emergency.

If you are late for an exam, we may not be able to get the exam paper accepted by the Exam Board.

We also suggest that your parents save the school telephone number on their mobile phone so they can call in if you have a serious problem on your journey to school : **01684 564751**.

EXAM CHECK LIST

- You must arrive at school 15 minutes prior to an exam **AT THE LATEST**. It is much better to leave yourself a safety margin on timings in case of problems with the journey.
- When taking exams, bags and coats should be left in outside of the exam room. Do not bring these items to the exam room.
- Phones – Students must not have mobiles phones in their possession (either on or off). They can be handed in for safe keeping before the exam if necessary. The school is not held responsible for the safe keeping of your phone.
- Do not take into the exam any unauthorised electronic devices; watches, stereos, digital equipment, reading pens, electronic communication/storage devices, iPods, MP3/4 players or any other products with text/digital facilities.
- You should bring pen, pencil, rubber and any other writing equipment needed to your exams. Only clear pencil cases are allowed on your desk; any others should be left in your bag. Do not use gel pens – this is because many of the exam papers are now scanned and sent electronically for marking – gel pens do not scan well.
- In an exam where you have the use of a calculator, you should not have a calculator cover on your desk.

- **Sshh!** There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.
- Normal School Uniform rules apply.
- No food allowed in the exam hall (if you have a special requirement – please see The Exams Manager before the exams)
- Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. There should be no label on the bottle.

UNDERSTANDING EXAM PAPERWORK

Exam paperwork can be confusing and understanding the numbers and codes used by the Exam boards is not an easy task, even for an Exams Officer!

Statement of Entry

Your child will bring home a 'Statement of Entry' produced from the school's Exam Management system. This document lists all the exams that your son/daughter has been entered for. This document should be checked carefully once received, if any of the information is incorrect, please inform the Exams Officer IMMEDIATELY. Dates for final entries are set by the Exam Boards and are beyond our control.

When you get your son/daughter's statement of entry you are asked to check that their personal information is correct. It is important that their name and date of birth are correct as it is the LEGAL name that will be printed on their FINAL certificate.

The next part of the 'Statement of Entry' lists all the exams that your son/daughter has been entered for. They should know which exams they are taking, however, if they have any queries, they should direct them to the Head of Department or Subject Teacher.

Timetable

Every student's timetable is unique. Please check the spelling of your name as this will be the name that appears on your exam certificates. Check that you have an entry for all of the exams that you are expecting to sit. If anything is missing, please speak to the Exam Officer immediately.

Results

On results day you will receive a 'Statement of Results'. THIS IS NOT YOUR FINAL CERTIFICATE. The statement lists ALL the exams you have taken and any components within the qualification.

Results day is 21 August 2025

FREQUENTLY ASKED QUESTIONS

Q. Why do I need to check the details on the Statement of Entry/my Exam Timetable?

A: The details on your Statement of Entry/timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. My name has been misspelt on my timetable. What can I do?

A: Please come to the exam office and we will amend our records.

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

A: We will re-schedule papers when there is a clash of subjects. Candidates will normally sit one subject paper followed by the second paper. If in doubt contact the Examinations Manager.

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

A: Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and inform the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

A: Candidate Numbers are on the identification cards on your desk.

Q. What do I do if I forget the Your School Centre Number?

A: It will be clearly displayed in the examination room. It is also on the identification card on your desk

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

A: Inform school at the earliest possible point so we can help or advise you (School Reception: 01684 564751). In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

Q. What is an Appeal for Special Consideration?

A: Special Consideration is an adjustment to the marks or grades of a candidate. The allowance for Special Consideration is from 0% (consideration given but mark allowance not appropriate) up to a maximum 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the exam or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Exams Officer, must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the Examination?

A: Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

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

A: Provided you are not more than one hour late, it may still be possible for you to sit the exam. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination room. You must not enter an examination room without permission.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school is obliged to inform the Exam Board and it is possible that the Board may decide not to accept your work.

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

A: No. Timetables are regulated by the Exam Boards and you must attend on the given date and time.

Q. Do I have to wear school uniform?

A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. What equipment should I bring for my Examinations?

A: You should bring 2 pens (black ink only), 2 x HB pencils, a scientific calculator, a 30cm ruler (marked with cm and mm), eraser, compasses, protractor, coloured pencil crayons (not gel pens). You are responsible for providing your own equipment for exams. You must NOT attempt to borrow equipment from another candidate during the exam.

Q. What items are not allowed into the Examination room?

A: Only authorised material is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Exam Board. In such circumstances, a student would normally be disqualified from the paper. If in doubt ask!

Bags and coats and any other items not permitted under Examination regulations and must be left outside of the examination room, preferably in your locker. Do not bring any valuables into school when you attend for an exam.

No food is allowed in the exam room. However, water bottles are allowed and these should be clear bottles with a spill-proof cap. There should be no label on the bottle.

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

A: Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, MP3/4 Players, smartwatch, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

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

A: The length of the exam is shown in minutes on your individual timetable under the heading 'duration'.

Q. Can I leave the Examination early?

A: Candidates may not leave the examination room early, as this is disruptive to other candidates.

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

A: The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

A: If it is absolutely necessary you will be escorted to the toilet by an invigilator.

Q. If I have more than one Exam on a day can I get lunch?

A: Students who have exams in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch.

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

A: If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a re-mark. You should be aware that your mark could go down as well as up or even stay the same. Re-mark requests must be submitted to the Exams Office via the Department Head. You must complete a Candidate Consent Form and return it with a cheque to cover the cost. We have a policy covering the re-mark process, please contact the Exams Office if you wish to see it.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2021

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, or a watch. 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, it is at the discretion of the Head teacher as to whether you can sit 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) do not bring into the exam room 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.
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
	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.
	Do not leave the exam room until told to do so by the invigilator.
	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Information for candidates Using social media and examinations/assessments



Image by Patricia Jonsson

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.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wright

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



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.

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NO MOBILE PHONES WATCHES MP3/4 PLAYERS

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

**This notice has been produced on behalf of:
AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

Information for candidates – non-examination assessments & coursework

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.

Research and using references

Coursework and non-examination assessments provide you with 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, encyclopaedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

- **the work which you submit for assessment must be your own;**
- **you must not copy from someone else or allow another candidate to copy from you.**

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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

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

Preparing your work – good practice

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

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

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

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

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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