

Montsaye ACADEMY

STUDENT EXAMINATION HANDBOOK



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CODE OF CONDUCT



A. TIMES

Morning exams start at 9.00am Afternoon exams usually start at 1.00pm but may vary depending on the duration of the exam or if there is an exam 'clash'.

We advise that pupils should arrive outside the exam room 15 minutes before the start times indicated on their personalised timetable.

Finish times will depend on the length of each exam and pupils should check their own timetables. Pupils should be aware that some examinations may finish after the end of the school day, and consequently alternative arrangements for transport home may be necessary. Candidates are responsible for checking their own timetable and arriving at school on the correct day and time.

B. ILLNESS/ABSENCE

It is compulsory for pupils to attend all their examinations in order to achieve a mark and consequent grade for each subject. The school will contact the parents/guardians of all pupils who are absent, unless notification has been received by the school, and Exam entry fees will be invoiced if there is no valid reason for the absence. If pupils are going to be absent due to illness please contact the school at the earliest opportunity. The exams officer will determine the best course of action. If pupils are unwell during an exam they must let the invigilator know. The invigilator will inform the exams officer, who can then determine the best course of action. If there is an acceptable reason, and supporting evidence, for an absence, illness, bereavement or other significant disadvantage then the school, at its own discretion, may decide to apply to the Awarding Body for special consideration. Please note: Misreading the timetable is not a valid reason for being late or missing an exam.

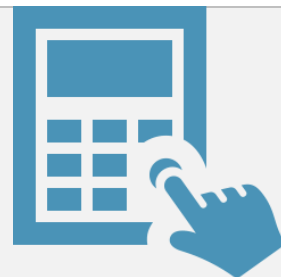


C. LATENESS

If pupils are likely to be late for an exam please contact the school office for advice, at the earliest opportunity. If pupils arrive late they must go straight to reception and they will be escorted to the exam room - in silence. Please note that Awarding Bodies may not accept very late sittings without valid reason or evidence, and pupils may not be entitled to the full amount of time for the exam.

E. EQUIPMENT

Pupils are responsible for bringing their own stationery and equipment to exams which should be kept in a clear pencil case and placed on the desk visible to invigilators at all times. Borrowing from other candidates is NOT allowed BLACK biro or ballpoint pens only. Do NOT use correction pens, fluid or tape - Incorrect work should be neatly crossed through with a single line.



Do NOT use gel pens (most exam papers are scanned and the heat of the machines can erase work written in gel pen) Highlighters may only be used on question papers, NOT on answer booklets.

Pupils will need to bring:

Black biro or ballpoint pens

Pencil

Ruler

Protractor

Pair of compasses

Eraser

Scientific Calculator

Pencil Sharpener

Using Calculators

Pupils may use a calculator in an examination unless prohibited by the Awarding Body's specification. Pupils must bring their own calculator and are responsible for making sure it meets with the Awarding Body regulations.

Pupils are NOT allowed to use a mobile phone as a calculator.

Calculators must be:

Of a size suitable for use on the desk

Either battery or solar powered

Calculator lids, cases, covers and instructions must be left in your bag

Pupils are responsible for the following:

The calculator's power supply

The calculator's working condition

Clearing anything stored in the calculator

Calculators must not be designed or adapted to offer any of these facilities:

Language translators

Symbolic algebra manipulation

Symbolic differentiation or integration

Communication with other machines or the internet

Be borrowed from another candidate during an examination for any reason

Have retrievable information stored in them – this includes:

Databanks

Dictionaries

Mathematical formulas

Text

G. PHONES, IPODS, WATCHES, HEADPHONES, UNAUTHORISED MATERIAL

Exam regulations state that these items are not allowed in the examination room. Posters displaying details of unauthorised materials will be visible outside all exam rooms. Possession of these items is a serious offence, we are required to report this to the exam board and they may disqualify you from the exam.

The exam invigilators will give a final warning about possessing these items prior to the start of the exam. If at this point you realise you have forgotten to hand something in please raise your hand and hand the items to the invigilator.



H. BAGS

Years 10 and 11 need to take their bags to D4 in the Design block. Enter from the design corridor and exit through the external door to the carpark.

Years 12 and 13 need to leave their bags in the sixth form centre.

I. FOOD/DRINK

Only water bottles are allowed in the exam room. These **MUST** be clear bottles with any labels removed. Food is not permitted in the exam room without medical grounds. If it is required for medical purposes all labels must be removed and it must be in a clear plastic container.



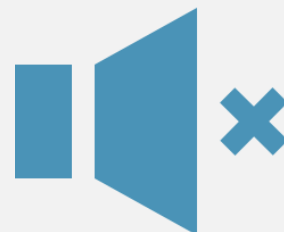
K. DURING THE EXAM

You must not communicate with any other candidate. If you require assistance, please put your hand up and an invigilator will attend to you. You will not be allowed to leave an examination room early even if you have finished. If you finish earlier than everyone else, sit silently, re-read your answers. Do not attempt to communicate with anyone or doodle on your question or answer booklet.

L. END OF THE EXAM

You must leave the room in silence until you are outside of the room/venue and away from any students who may still be working. Please be aware that there may be other examinations in the room that are continuing.

Students should return to their normal timetable.





M. FIRE ALARM/EMERGENCY EVACUATION

In the event of a fire alarm, you should remain seated and wait for further instructions from the invigilator. If you are asked to leave the building, you must leave everything on your desk and leave in silence, remember you are still under exam conditions.

N. MALPRACTICE

Any breach of examination regulations such as cheating in examinations, using unauthorised aids, copying from and communicating with other pupils, will be reported to the relevant awarding body. This may result in disqualification from that examination, and possibly from other examinations you may take.



O. REGULATIONS

Please pay careful attention to the back of this booklet as it includes important JCQ guidelines.

P. RESULTS, POST RESULTS, CERTIFICATES

Results can be collected from school in person on the day of publication:

A level results: Thursday 15th August

GCSE results: Thursday 22nd August

Teachers and support staff will be available to provide support, advice and guidance about your next steps.

If you want any other person (including family) to collect results on your behalf, you must give written authorisation to the person collecting on your behalf.

The person collecting your results must provide proof of their identity.

No results will be given out by telephone under any circumstances

Post Results Services

These are services provided by all examination boards for candidates who wish to query their results, or think there is a problem.

Services available include requesting copies of exam papers, reviews of marking and clerical checks.

All requests need to be made to the examinations officer before the deadlines, accompanied by a signed consent form and full payment for the service.

Certificates will be available for collection from mid-November.



You MUST keep your exam certificates in a safe place; they are important documents and will be requested by employers and colleges. Replacements may be requested from awarding bodies but there will be a charge around £40 per certificate



1. DRAW UP A REVISION TIMETABLE

Research shows that shorter 20-30 minute spells work best, because your concentration is much higher



2. EXERCISE

Physical activity is very important, in particular during intense study time.



3. FIND A QUIET SPACE

This is a pretty straightforward one: you desperately need a place where you can be uninterrupted for a few hours.



4. GET DOWN TO IT IN THE MORNING

You have to make a start at some point and doing it sooner rather than later is a very good idea.



5. SPICE UP YOUR REVISION

Use a bit of colour! Drawing colourful learning maps will help you to memorise facts.



6. DO PLENTY OF PAST PAPERS

Ask your teacher for some past papers or google them yourself.



7. MAKE SUMMARY NOTES

Making notes is by far the best way to memorise lots of information.



8. REWARD YOURSELF

It is not all about the work; you need good breaks too. People who manage to find the right balance between study and leisure are the ones who get the top marks



9. USE YOUR FAMILY AND FRIENDS

Ask people around you to test you and give you feedback.



Information for Candidates – Written Examinations

This document has been written to help you.

Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

1 Be on time for all your exams. If you are late, your work might not be accepted.

2 Do not become involved in any unfair or dishonest practice during the exam.

3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.

4 You must not take into the exam room:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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

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

5 If you have a watch, the invigilator will ask you to hand it to them.

6 Do not use correcting pens, fluid or tape, erasable pens,

highlighters or gel pens in your answers.

7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.

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

9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.

10 Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.

2 If you arrive late for an exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise

C. Calculators, dictionaries and computer spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

- (a) make sure it works properly; check that the batteries are working properly;**
- (b) clear anything stored in it;**
- (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;**
- (d) do not bring into the exam room any operating instructions or prepared programs.**

3 Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

- (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;**
- (b) the question paper is incomplete or badly printed.**

3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

4 Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Do not open the question paper until you are instructed that the exam has begun.

5 Remember to write your answers within the designated sections of the answer booklet.

6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work

E. Advice and assistance

1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the exam if:

(a) you have a problem and are in doubt about what you should do;

(b) you do not feel well;

(c) you need more paper.

3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed behind your script.

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.

Information for Candidates – Coursework/NEA

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/onthistday/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 rules

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

Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills

qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide

examinations and assessments, the awarding body needs to collect and use information about you.

This notice provides you with a high level summary of the information the awarding body is required

by law to give you about what happens to that information. For more detail see each awarding body's

full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

CCEA <https://ccea.org.uk/legal/privacy-notice>

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>

NCFE <https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/home/privacy-policy/>

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to

confirm to you which awarding body is delivering each qualification you are undertaking and you will

receive a statement confirming what qualifications you have been entered for and which awarding

body. You will find links to each awarding body's website and information on how to contact them

here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about

you. This includes obvious identification details such as your name, address, date of birth and your

school or examination centre. It also includes information about your gender, race and health, where

appropriate. This information is provided by you or your parents/guardians and/or by your school or

examination centre.

Each awarding body will create certain information about you such as a candidate number,

examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links

above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments

which you have entered. This includes making a variety of arrangements for you to sit the

examinations or assessments, marking, providing you and your school or centre with results and

certificates. The awarding bodies also use some of the information about you for equality monitoring

and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the

Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant

local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may

also use information about you to investigate cheating and other examination malpractice and will

share information about malpractice with other awarding bodies.

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

You will find further, technical information about what the awarding bodies do with information about

you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed [here](#)

(see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding

bodies hold. Those rights are: ☐ Access – you are entitled to ask each awarding body about the information it holds about

you. ☐ Rectification – you are entitled to ask each awarding body to correct any errors in the

information that it holds about you. ☐ Erasure – in certain circumstances you are entitled to ask each awarding body to erase the

information about you that it holds. ☐ Object to or restrict processing – in certain circumstances you are entitled to ask each

awarding body to stop using information about you in certain ways. ☐ Complain – you are entitled to complain to the Information Commissioner (the body

regulating the use of personal information) about what each awarding body does with

information about you.

You will find further information about your rights in relation to information about you in the awarding

bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the

awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the

information is needed only during the period in which you are undertaking the examination or

assessment and is securely destroyed a short while afterwards. Other information about you, such as

your name, gender, address, qualification and subjects entered and the results, are held indefinitely

and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is

retained and for how long. You can find out more about retention policies by contacting each

awarding body (see above)

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

To find out more about the information about you that the awarding bodies collect and use, including

what happens to that information and why, you can review the awarding bodies' full Privacy Notice,

which can be accessed here (see links on page one) or contact the awarding body. You will find links

to each awarding body's website and information on how to contact them here:

<https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about

you (called your "personal data"). Complaints about how an awarding body handles your personal

data can be made to the Information Commissioner (www.ico.org.uk). Information about the


examinations and assessments themselves, including the rules about assessments, can be found on

the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by

Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England;
Qualifications Wales

(www.qualificationswales.org) in Wales, and the Council for the Curriculum,
Examinations and


Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

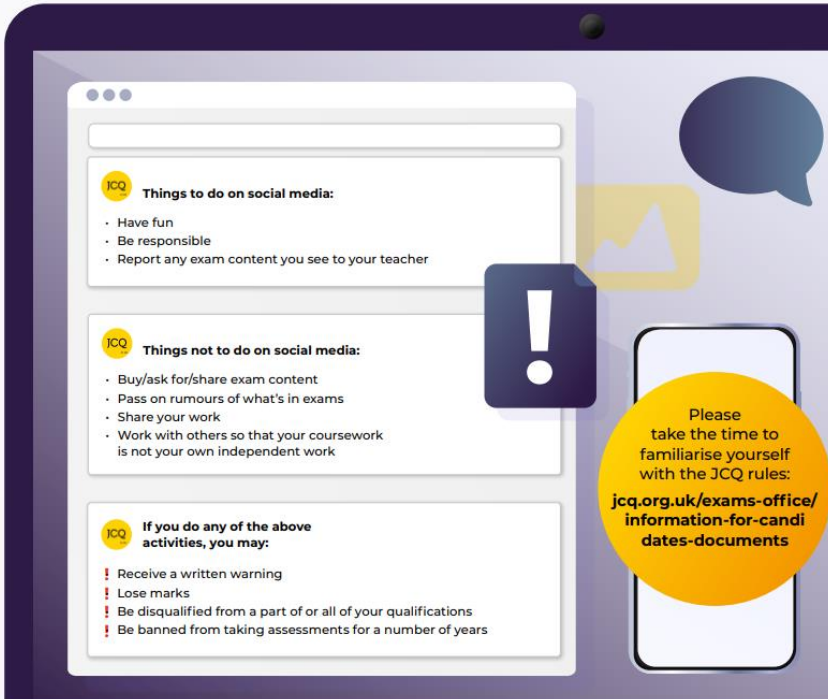


Information for candidates Using social media and examinations/assessments

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

Examination Booklet