

# 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.

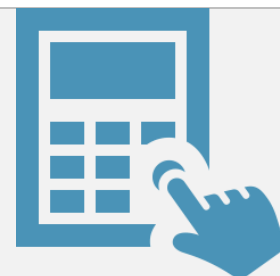


### C. LATENESS

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:

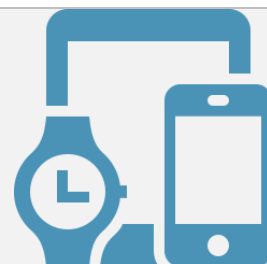
Language translators  
Symbolic algebra manipulation  
Symbolic differentiation or integration  
Communication with other machines or the internet  
Be borrowed from another candidate during an examination for any reason

**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.

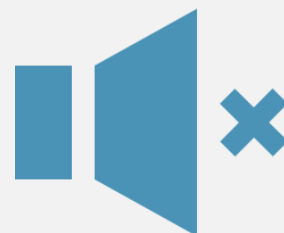


## **K. DURING THE EXAM**

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 18th August

GCSE results: Thursday 25th 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.



## 10. THINK POSITIVE!

At the end of the day, it's not all about studying. Believe in yourself and your ability – you probably know more than you think you do!

## JCQ 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, 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, 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.

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## 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.

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 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.

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## Appendix 2 - Information for candidates - coursework assessments

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

### Information for candidates – coursework assessments effective from 1 September 2021

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

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

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, p 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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm) downloaded 5 February 2022.

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 or ideas 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 pre-prepared online 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.** **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**

## Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

**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 Wight

### **You should be aware that the following constitute malpractice:**

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### **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>



## 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	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://www.pearson.com/corporate/privacy-notice.html">https://www.pearson.com/corporate/privacy-notice.html</a>
WJEC	<a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a>

### 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](http://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 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](http://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](http://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](http://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](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.