This booklet contains very important information about your exams in Penglais, including –

- Who to contact in school about your exams
- Rules and regulations for written examinations
- Rules and regulations about controlled assessments and coursework
- Internal Appeals policy
- Dates of exam results and Enquiries about Results (EAR) services
- Exam regulator information about data processing

**PJJ’s guide to exams**

Please take the time to read through the following information carefully as I attempt to explain to you how exams are organised. A lot of information about exams will be added to the school website, under the exams tab. The better your understanding of exams the better prepared you will be and it will also reduce the chance of problems later in the year.

Mr P Jones is the Exams Officer and Mrs R Rock is the Exams Assistant. To find Mr Jones in the Finance Office you need to go through the double doors by main reception, up the stairs, turn right and the Finance Office is straight ahead of you. Mrs Rock is based in A Block, in the office next to Mr Fisher, between A9 and A8. Mr Jones is the main point of contact. The school’s centre number for all examinations is 68204 – this number stays the same for all GCSE and GCE exams, and you will be required to write this number on all your examination booklets.

There are 3 main exam seasons during the year – November, January and May/June. Maths GCSE is offered in November to any Sixth Form student wishing to re-sit the GCSEs in mathematics or maths numeracy. There are no exams for Year 11 students in November. In January 2019 the only exams offered in January are WJEC GCSE exams for Year 11 pupils (and Sixth Form pupils re-sitting GCSEs), in a few courses – the main subject available in January 2019 is English Literature. In January all Year 11 students will have science practicals and formal write ups under exam conditions to complete in double and triple science. All exams are offered in the summer exam season of May/June.

Entries for November exams have to be made by the start of October. January entries have to be made by October half term and the summer entries are made during January. Entries can be made after these dates but they will incur late fees. All key dates will be on the school website and pupils will also be seen in Assembly before these deadlines. Students do have to take responsibility to make sure their entries are correct, and see Mr Jones or Mrs Rock before the entry deadlines if there are any problems – such as missing entries, entries at incorrect tiers, or entries no longer required.

Almost all exams in Penglais School are now with the WJEC exam board. Some subjects study courses by exam boards in England - AQA, Edexcel and OCR.

Many subjects at GCSE and GCE (Sixth Form) with WJEC are modular i.e. pupils will sit ‘chunks’ of the course throughout the 2 years of study. However, with the changes in exams since 2015 more subjects are now linear i.e. pupils sit all the written exams at the end of the two year course (in GCSE this includes both maths GCSEs. English language, Welsh first language, business, geography, PE. GCE subjects can also be split into AS Level (For the courses taught from Sept 2016 these are now only worth 40% of a full A Level and are usually completed in Year 12) and A2 (a full A Level and usually completed at the end of Year 13).

Most GCSE courses have units of controlled assessment. These have replaced coursework and the main difference is this work has to be done in a ‘controlled environment’ – this means in the classroom. Controlled assessment can vary from 20% of the overall marks for a course to 100%. Parts of these assessments have to be completed under exam conditions where the teacher is not allowed to provide any further help. Science GCSE controlled assessed write ups will be completed in January. Some GCE courses still contain coursework.
With modular courses when the final ‘chunk’ of the course is taken we also have to make a separate entry to tell the board to add up all of the units and award the final (overall) grade (this is called certification). This entry is called a ‘cash in’. With a linear course there is no cash in as all the course units have to be entered in the same season.

In the Sixth form cash ins usually only go in at the end of the course in Year 13 - if a subject they studied in Year 12 is dropped in Year 13 then a cash in will be needed for the year 12 course – this will be the **PUPIL’s responsibility**. This is also needed if a Year 13 pupil is studying for an AS subject in some Year 12 lessons. For modular courses if there is no ‘cash in’ then no grade will be awarded. A late request for a ‘cash in’ can go in immediately after results’ day, but these are expensive (in Aug 2018 this was £20 per subject). Pupils need to check this when they get their statement of entries at the beginning of February.

The mark a pupil scores on an exam paper is a raw mark. This is then converted by the exam board into a UMS mark (uniform mark scheme). The UMS mark is then checked against the fixed UMS grade boundaries to determine the final grade.

On Results Day the pupil will have a UMS mark and a unit grade for each exam component (shown by a lower case letter). If the course is being ‘cashed in’ or has a linear assessment there will also be an overall grade issued (this will be a capital letter). The final mark can then be checked against the fixed grade boundary to see how close the overall mark is to another grade. WJEC grade boundaries are on the exams tab on the school website.

After Results Day there are Post Results Services available (these are called Enquiries About Results – EAR). A pupil may request a re-mark and/or order the return of their script. For Year 13 pupils there is a priority service for urgent requests if university places are at stake. EAR requests should be discussed with a member of staff first. You must be aware that if a re-mark is requested a possible result could be a lower mark and grade. This risk should be taken into account when requesting a re-mark. A photocopied script can be ordered before deciding whether to put in for a re-mark, but if this is required then it should go in on the day of results or the following day. You may wish to ask one of your teachers to look at a script with you. For Year 10 and 12 pupils in particular you may wish to order your script back, this will allow you to see where you did well and areas where you did not do so well – this is very useful if you are thinking of re-sitting units the following year. There are strict deadlines for EAR requests; once the deadline has gone no further enquiries will be allowed. From 2018 at GCSE priority scripts can also be ordered, these are often received within two days of the request being made.

At GCE level a student may re-sit a unit up to twice before making a cash in, and they can sit as many or as few units as they wish. The pupil will keep the best mark they have achieved for a unit. Since January 2018 if a third attempt is wanted then the student has a ‘fresh start’ – this means all the units must be entered and the marks achieved in this season are added up to award a final grade – it is no longer the best mark of any attempt. At GCSE a pupil can only re-sit once before a cash in is made, and at least 40% of the assessment must be made when a cash in is made (i.e. a pupil cannot only re-sit 25% of a course and cash in). If a unit is part of the 40% terminal assessment then that mark will be used in awarding the final grade – even if it lower than a previous attempt. If the re-sit is in addition to the 40% rule then the better of your marks will be used when calculating the final grade. Remember – for a modular course if there is no ‘cash in’ there will be no certification and the pupil will not receive a ‘new’ overall grade. If you are wishing to re-sit after you have received a final grade for a subject then you must also ask for a new ‘cash in’.

In most cases if a pupil does re-sit an exam they are required to pay for this before the entry is made. The same applies for any post results services. Pupils may pay in cash or by cheque – any cheques should be made payable to ‘CCC’ (Ceredigion County Council).

Exams can be stressful for everybody involved, but if you prepare in advance, follow the rules and regulations, and ask about any problems in good time then most problems can either be solved or avoided!

**Examination Staffing Sept 2018**

<table>
<thead>
<tr>
<th>Head of centre</th>
<th>Mrs M Hughes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations officer</td>
<td>Mr P Jones</td>
</tr>
<tr>
<td>Examinations clerk</td>
<td>Mrs R Rock</td>
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</tbody>
</table>
Exam rules and regulations

To ensure consistency across exam boards and schools there are common rules and regulations with all examination work. These rules and regulations are set by the Joint Council for Qualifications (JCQ) and apply to all examination centres. Several of these documents are reproduced later on in this booklet. If these rules and regulations are not met then malpractice has occurred. The JCQ definition of this is

‘Malpractice’, which includes maladministration and non-compliance, means any act, default or practice which is a breach of the Regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Any suspected malpractice has to be reported to the Exam Board of that subject – this can include having unauthorised material during a controlled assessment, or disruptive behaviour in an exam room. Pupils have been disqualified as a result of malpractice.

The rules and regulations of examinations can be found on the JCQ website (jcq.org.uk).

Tips to avoid problems during the exam seasons

1) Check your exam timetable as soon as you receive it. If there are any concerns / questions you must see PJJ or RAR as soon as possible, this includes if there are exam clashes. For summer exams you will receive this at the start of February. Year 11 and 13 pupils must check that all modular courses have a cash in if you are expecting a final grade to be issued. The timetable includes the date, time, candidate number and seating plan information – you can take this sheet into the examination. It is your responsibility to know which exams you have, where and when. If you are taught in class, with other pupils, the exam regulations state you must sit your exams with the other pupils, however where you are seated in the Sports Hall or Main Hall can be changed – see RAR or PJJ.

2) Be on time for all exams. Exams start at 9am and 1pm you must be there at least 15 minutes before the start time. If you are going to be late for the exam, you must contact the school and explain the situation. When you arrive to school report to main reception. If you are very late and are with a parent make sure you don't have any contact with other pupils and that your parent has your phone. If you are very late the exam board may not accept your paper.

3) Make arrangements to leave your coat, books, bag and any electronic equipment in a safe place well away from the exam room – you cannot take these into the exam. VI Form pupils need to use the VI Form centre. Years 10 and 11 will use roll containers to put bags and coats into, and these will be locked away during the exams. The containers will be available at the end of the exam in the quad area if dry, or in the corridor if wet.

4) YOU MUST NOT TAKE ANY UNAUTHORISED ELECTRONIC EQUIPMENT INTO THE EXAM ROOM e.g. mobile phones, i-pods, i-watches. If you break this exam regulation you can expect to be disqualified, it makes no difference if the equipment is switched on or off.

5) Wear full school uniform – if you are not in full uniform you can be sent away.

6) Bring all required stationary to the exam. You must write in black pen and have spares. It is your responsibility to bring pens, calculators, rulers etc. to the correct exam. If you have a pencil case it must be see through. You may bring in a water bottle but any labels must be removed.

7) Remain in the examination room for the full duration of the examination. Do not ask to leave early.

8) If you have an exam finishing after 3.15 it is your responsibility to have made any necessary transport arrangements before the exam begins.

9) Follow all instructions from the invigilator(s) at all times, especially if the fire alarm goes off. If you do not follow these instructions and/or behave badly you can expect to be disqualified.

10) If you have any questions/concerns during the exam raise your hand and wait for the invigilator. Do not leave this until after the exam has finished, but remember they cannot help you with any of the questions.

11) Make sure you have read the information provided in this booklet. If you have any further questions you must see PJJ or RAR, and as a general rule with examinations if you have any questions ask them asap. Most problems can be solved if we know about them early enough, and there are deadlines for late fees which can be avoided if you ask early enough.
This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

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.

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 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

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 essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

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

©2018 – Effective from 1 September 2018
This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

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

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

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

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, 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.bbc.co.uk/schools/16/sosteacher/history/49766.shtml](http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml)), downloaded 5 February 2019.

You must also include 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: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

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 and should not be included.

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, 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. 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 essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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• 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

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Information for candidates
For written examinations - effective from 1 September 2018

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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.

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

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

5 If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8 You must not write inappropriate, obscene or offensive material.
9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10 Do not borrow anything from another candidate during the exam.

B Information - Make sure you attend your exams and bring what you need
1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
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 formulas;
   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. Follow their instructions at all times.
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 Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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.

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.
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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Warning to Candidates

1. You must be on time for all your examinations.

2. You must not become involved in any unfair or dishonest practice in any part of the examination.

3. You must not:
   - sit an examination in the name of another candidate;
   - have in your possession any unauthorised material or equipment which might give you an unfair advantage.

4. Possession of a mobile phone or other 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. You must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

6. You must follow the instructions of the invigilator.

7. If you are in any doubt speak to the 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.

Effective from 1 September 2014
NO iPods, Mobile Phones
MP3/4 Players
Smartwatches

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.

©2017 – Effective from 1 September 2017
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. 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.

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

JCQ 2017 – Effective from 1 September 2017
Emergency Evacuation of an Examination Room

On Hearing the Fire Alarm - the invigilator must take the following action in an emergency such as a fire alarm:

1. In the Sports Hall and Main Hall – continue the examination until advised to follow the instructions below by a member of the SLT:
2. In the School building – immediately follow the instructions below:

- Tell the candidates to stop writing and leave the question papers and scripts on their desks.

- Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.

- The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.

- CANDIDATES WHO HAVE A DECLARED DISABILITY WILL BE SUBJECT TO THE Personal Evacuation Procedures in place, and will be evacuated by the allocated member of staff

- Assemble the candidates in:

  THE BUS AREA AT FRONT OF SCHOOL or LOWER STAFF CAR PARK IN FRONT OF THE SPORTS HALL (OR LOWER HOCKEY FIELD IF MANY CANDIDATES)

- When assembled check the candidates against the exams register.

- The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.

- Make sure that the candidates are supervised as closely as possible while they are out of the examination room.

- Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.

- Make a note of the time of the interruption and how long it lasted.

- At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to return to the examination room.

- On return to the examination room allow the candidates the full working time set for the examination.

- Make a full written report of the incident to the EXAMINATIONS OFFICER.
Penglais School

Policy on Appeals is in two parts:

1) Policy on Internal Assessments for External Qualifications
2) Policy on External Assessments for External Qualifications (Enquiries about Results)

1. Policy on Internal Assessments for External Qualifications

Penglais School is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation.
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams (controlled assessment / coursework / portfolios), s/he should discuss the matter with the Head of Subject immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:

“The work you submit for assessment must be your own”

“You must not copy from someone else or allow another candidate to copy from you”

“If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken.

The student, parent or guardian of a student has the right to appeal against any decisions to reject a candidate’s internally assessed work on the grounds of malpractice.

Written Appeals Procedure

All students are to be informed of their moderated mark for internally assessed units at least 10 school days before the marks are submitted to the exam boards. The class teacher is to inform students of the moderated mark. Students are also to be advised by subject teachers that they may request copies of materials to assist them in considering whether to request a review of the centre mark, where this is requested the materials must be made available to the pupils promptly.

If a student wishes to appeal against this mark, or the procedures used, they must write to the Examinations Officer as soon as the matter arises. In this letter the student must explain on
what grounds they wish to request the review. The deadline for the receipt of appeal applications to reach the school is seven school days prior to the submission deadline of internally assessed marks.

Internal appeals will be considered, and resolved, by the date of the deadline for submission.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Management Team and a Head of Faculty (or Subject Leader) not involved in the internal assessment decision, and with no personal interest in the outcome of the review. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and JCQ and also whether the mark scheme has been followed correctly.

The outcome of the appeal will be reported in writing to the student (including relevant correspondence with the Awarding Body) as soon as the investigation is complete. This must provide reason(s) for either upholding or changing the mark.

A written record of the appeal and the outcome will be kept on file at the centre and will be available for Awarding bodies or Inspection purposes.

2. Policy on External Assessments for External Qualifications - Enquiries about Results (EARs)

Any student who wants to query a mark / grade awarded by an Awarding Body upon issue of results should follow the following procedure:

Contact the Examinations Officer and the subject teacher as soon as possible (but at least 5 working days before the published deadline for standard EARs) in person to discuss the mark / grade. For any A2 EARs there is a priority service requiring very prompt action. The Examinations Officer will advise on the options available to query the mark / grade and the costs involved.

Students should be aware that EARs can result in marks / grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.

The subject teacher will review the student’s marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student’s predicted grades.

Requests must be made in person, with the consent form, to the Examinations Officer in good time before the published deadline for EARs. No EARs will be made until fees are paid. If the enquiry is successful the fee will be refunded to the student.

Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

Students must be aware that no EAR can be made after the deadline. These dates are shown below, and it is the student’s responsibility to make any requests before these deadlines
**Key dates 2018-19: Exam results and Enquiries About Results (EAR)**

<table>
<thead>
<tr>
<th>Exam Season</th>
<th>Results Day</th>
<th>EAR deadline</th>
</tr>
</thead>
</table>
| November 2018  | 17\textsuperscript{th} January 2019 | Priority scripts 24\textsuperscript{th} Jan 2019  
Re-mark 14\textsuperscript{th} February 2019  
Scripts 21 Feb 2019 |
| January 2019   | 7\textsuperscript{th} March 2018    | 14\textsuperscript{th} March – Priority scripts  
Re-mark 4\textsuperscript{th} April 2019  
Scripts 11\textsuperscript{th} April 2019 |
| May /June 2019 | A Level 15\textsuperscript{th} August 2018  
GCSE 23\textsuperscript{rd} August 2018 | 22\textsuperscript{nd} Aug 2019 – Priority A2 re-mark and scripts  
29\textsuperscript{th} Aug 2019 – GCSE Priority scripts  
Re-mark 20\textsuperscript{th} September 2019  
(non-priority)  
27\textsuperscript{th} September 2019 – non-priority scripts |
Information for candidates - Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate’s examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates’ personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.

2. A candidate’s personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.

3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates’ personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
4. Personal data within candidates’ work will be collected and processed by an awarding body for
the purposes of marking, issuing of examination results and providing candidates with access to
post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to
third parties such as examiners, who may in some instances, reside outside the European
Economic Area.

5. Awarding bodies may be required to provide a candidate’s personal data to educational agencies
such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA
and Learning Records Service (LRS). Additionally, candidates’ personal data may be provided to a
central record of qualifications approved by the awarding bodies for statistical and policy
development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its
statutory functions, issue/verify a candidate’s Unique Learner Number (ULN) and update/check a
candidate’s Personal Learning Record.

The Skills Funding Agency may share a candidate’s ULN and Personal Learning Record with other
education related organisations, such as a careers service, a candidate’s school or college,
Government Departments and public bodies responsible for education. Further details of how
information is processed and shared can be found at:
http://www.learningrecordsservice.org.uk/

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom
the data is to/may be disclosed to, and disclose the information that they hold about data
subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject
to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body’s data protection officer.
Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your
parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of
Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency
(SFA) are all ‘data controllers’ under the Data Protection Act 1998. They will determine the purpose(s)
for which ‘personal data’ (information about living individuals from which they can be identified) is
processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of
personal data) with details of who they are, the purposes for which they process the personal data,
and any other information that is necessary to make the processing of the personal data secure and
accurate, including any third parties to whom it may be passed to.