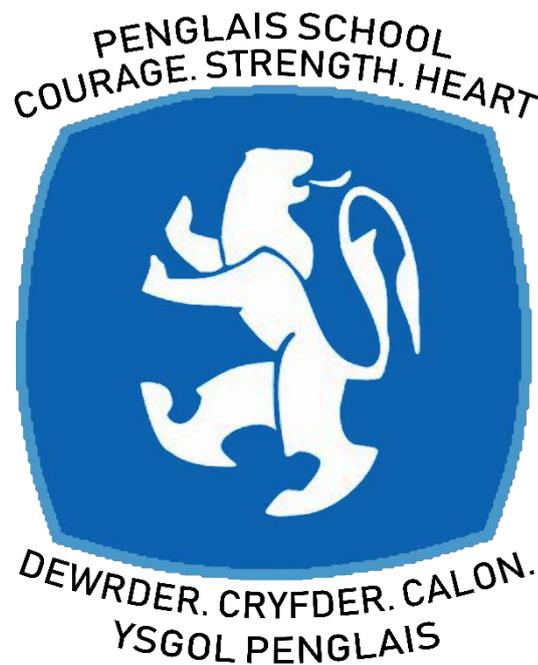


Penglais School

Exams

Student Information Booklet



2020-2021

Exams in Penglais School 2020-21

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

A Penglais 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 Miss N Hankey is the Exams Assistant. Mr Jones is based in the Finance Office. Miss Hankey is based in the data office in A Block. Your main day-to-day contact is Miss Hankey, and you can e-mail on N.Hankey@penglais.org.uk. 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, these are generally only for Year 12 and 13 students to resit these subjects. In January only a few GCSE unit exam papers can be taken, these include unit 1 English Literature and ICT papers. 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 18th October and the summer entries are made during January. Entries can be made after these dates but they will incur late fees. All key dates, when confirmed by the exam boards, will be on the school. Students must take responsibility to make sure their entries are correct, and see Mr Jones or Miss Hankey 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, Pearson and There are no longer any January exams in subjects with AQA, Edexcel or 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 course. 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 40%. Part of these assessments has 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.

In the Sixth form AS cash ins are made with Year 12 exam entries, and A2 cash ins are made with Year 13 exam entries. If a Year 13 student is following a Year 12 course they must check their entries very carefully, and inform exams staff if any changes are needed to their entries. For GCSE modular courses and all WJEC A Level 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 2020 this was £20). Students need to check this when they get their statement of entries at the beginning of February.

The mark a student 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 student 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 student may request a re-mark and/or order the return of their script. For Year 13 students 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/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 students 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.

At GCSE a student 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). For any entry that is part of the 40% terminal assessment, this is the mark that will be used when calculating the final mark – 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. At GCE a student can only re-sit once, and there is no minimum % of the course that must be entered. However, if a student wishes to sit a unit for a third time or more this triggers a 'fresh start' and the student must sit all units in the qualification in that exam season,

Remember – for a modular course if there is no 'cash in' there will be no certification and the student 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 student 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. Students 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 2020

Head of centre	Mrs M Hughes
Examinations officer	Mr P Jones
Examinations assistant	Miss N Hankey

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 Mr P.Jones or Miss Hankey 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 Miss Hankey or Mr P.Jones

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 Mr P.Jones or Miss Hankey, 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.

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Research and using references

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, encyclopaedias, journals, TV, radio and on the internet.

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

The regulations state that:

the work which you submit for assessment must be your own;

you must not copy from someone else or allow another candidate to copy from you.

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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

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>), downloaded 5 February 2019. 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/guardian 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, 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 pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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 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 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

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

This document has been written to help you. Read it carefully and follow the instructions.
 If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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	When the invigilator tells you, 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 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: <ul style="list-style-type: none"> 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.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.

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>





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
Internal Appeals Policy
for External Qualifications

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 five 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)

These are services provided AFTER results have been received, and usually fall into 2 categories.

- a) Review of marking – a senior examiner checks if the mark scheme has been applied correctly
- b) Access to scripts – you can buy back a copy of your script to check through

For both services you are required to pay before any requests are processed.

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 Subject Leader 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

When EAR dates for 2020-21 are confirmed by the exam boards, these details will be added to the exams information on the school website



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	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
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://www.pearson.com/corporate/privacy-notice.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

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.

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 to 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.

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 assessment 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.