

Penglais School

Exams

Student Information Booklet



2023-2024

Exams in Penglais School 2023-24

This booklet contains 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 the following information carefully, this attempts 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 the Exams Assistant is Mrs M Fulton. Mr Jones is based in the Finance Office. Mrs Fulton is based in the data office, next to student services. 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 three main exam seasons during the year – November, January, and May/June. Maths and English Language GCSE re-sits are offered in November, these are generally only for Year 12 and 13 students to re-sit these subjects. In January only a few GCSE unit exam papers can be taken, this includes unit 1 English Literature re-sit. In January, there are also practical assessments in double or triple award science GCSE. All exams are offered in the summer exam season of May/June.

Entries for November GCSE exams must be made by 2nd October.

January GCSE entries must be made by 18th October, BTEC 15th Oct, WBQ 20th Nov.

Summer entries are made during January, with a deadline of 18th February.

For any other exam boards, students need to speak with exams staff before the dates shown above.

Entries can be made after these dates, but they will incur late fees. If these are due to students not checking their entries or making re-sit entries before the deadlines, these are payable by students. All key dates are in this information booklet and reminders will also be given in school. Students must take responsibility to make sure their entries are correct and see exams staff 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 OCR. There are no longer any January exams in subjects with AQA, Edexcel or OCR.

Most GCSE subjects are 'linear' courses, this means students sit all the written exams at the end of the course, and there is only one entry code for the subject. Most GCE (Year 12 and 13) courses are modular, this means students will sit 'chunks' of the course throughout the two years of study. A few GCSE courses are still modular (e.g. English Literature, Science). GCE subjects can also be split into AS Level (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 must be done in a 'controlled environment' – this means in the classroom. Part of these assessments may be completed under exam conditions where the teacher is not allowed to provide any further help. Some work might not be completed in the classroom, but all work students hand in **must be their own** or referenced correctly. JCQ regulations on this are included in this booklet. If work is not student's own work, this will be treated as malpractice and can result in formal investigations and disqualification from courses. Since 2022 there are particular concerns over the use of Artificial Intelligence websites, and students must be clear on the regulations about this. Controlled assessment can vary from 20% of the overall marks for a course to over 40%. Some GCE courses still contain coursework.

With modular courses when the final 'chunk' of the course is taken we also must make a separate entry to tell the board to add up all 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. In Year 12 students will complete AS assessments and receive AS results in August and in Year 13 students will complete A2 assessments and receive the full A Level results in August. 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 2023 this was £20). Students need to check these entries 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 boundaries to see how close the overall mark is to another grade. WJEC grade boundaries are on their website, under the administration section.

Post Results Services are available after Results' Day. A student may request a copy of their written exam paper or request a review of marking for their exam paper(s). For Year 13 students there is a priority service for reviews of marking if university places are at stake. Review of marking requests should be discussed with a member of staff first. You must be aware that if a review of marking is requested, a possible result could be a lower mark/grade. This risk should be considered when requesting a review. Grades will only be changed following a review of marking if there is clear evidence the original marker has failed to follow the marking scheme. It is strongly advised that students check a copy of their written exam paper with their teacher before deciding whether to put in for a review of marking. To help with your learning, students in

Year 10 and 12 may wish to order your scripts back as this will allow you and your teacher 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 requesting copies of scripts or reviews of marking requests; once the deadline has passed, 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 (such as if repeating Year 12) 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 an 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 reviews of marking. Students must now pay for these through ParentPay. This means parents must have activated a ParentPay account and put money onto the account. If you need further help in setting up a ParentPay account, please contact Mrs Sharon Jones in the Finance Office on SJ@penglains.org.uk. If a student receives free school meals, they can contact their Head of Year to discuss if there is any financial support available.

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

Examination Staffing Sept 2023

Head of centre	Mrs M Hughes
Examinations officer	Mr P Jones
Examinations assistant	Mrs M Fulton

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 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.
- Most suspected malpractice must 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. Students have been disqualified as a result of malpractice.

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

Top 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 exams staff 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, 12 and 13 students 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 students, however where you are seated in the Sports Hall or Main Hall can be changed – see exams staff.
- 2) **Know your candidate number and seat position** – you can bring your exam timetable with you to your exams and these details are also shown on the seating plans outside the exam room. If you know these details, it helps you have a smooth start to each exam.
- 3) **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 students and that your parent has your phone. If you are very late the exam board may not accept your paper.
- 4) **Do not take you coat, bag or contents to an exam room.** All non-exam equipment must be left in a safe place well away from the exam room – you cannot take these into the exam rooms. Sixth Form students need to use the Sixth Form centre. Years 10 & 11 will have roll containers in the foyer 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 a corridor area away from the exam room if wet.
- 5) **DO NOT BRING any unauthorised electronic equipment into the exam room.** e.g. mobile phones, watches, ear pods. If you break this exam regulation you can expect to be disqualified, it makes no difference if the equipment is switched on or off.
- 6) **Wear full school uniform** – if you are not in full uniform you can be sent away to get in uniform.
- 7) **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 this must also be see-through and any labels on the bottle must be removed.
- 8) **Remain in the examination room for the full duration** of the examination. Do not ask to leave early. If you have finished before the end, use the time to check your answers.
- 9) **If you have an exam finishing after 3.15** it is your responsibility to have made any necessary transport arrangements before the exam begins. The buses cannot wait.
- 10) **Always follow all instructions from the invigilator(s),** especially if the fire alarm goes off. If you do not follow these instructions and/or behave badly you can expect to be disqualified.
- 11) **If you have any questions/concerns during the exam,** raise your hand at that time and speak with an invigilator when they get to you. Do not leave questions/concerns until after the exam has finished. Invigilators cannot help you with any of the questions or explain what words mean.
- 12) **If you have any further questions, you must see exams staff as soon as possible.** Most problems can be solved if we know about them early enough, and there are deadlines for late fees and extra pressure which can be avoided if you ask early enough.



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2023

Produced on behalf of:



©JCQ^{CIC} 2023

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 the 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 or share it with anyone, including posting it on social media. 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 or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

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

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to 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, ideas or outputs 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

If 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



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2023

Produced on behalf of:



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

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

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

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

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material – you **cannot** copy it and claim it as your own work.

The regulations state that:

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

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

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called ‘referencing’. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

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You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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

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

Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Plagiarism

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

Don't think you won't be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the 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



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2023

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

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

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods or earphones/earbuds.

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

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

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

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

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

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

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

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

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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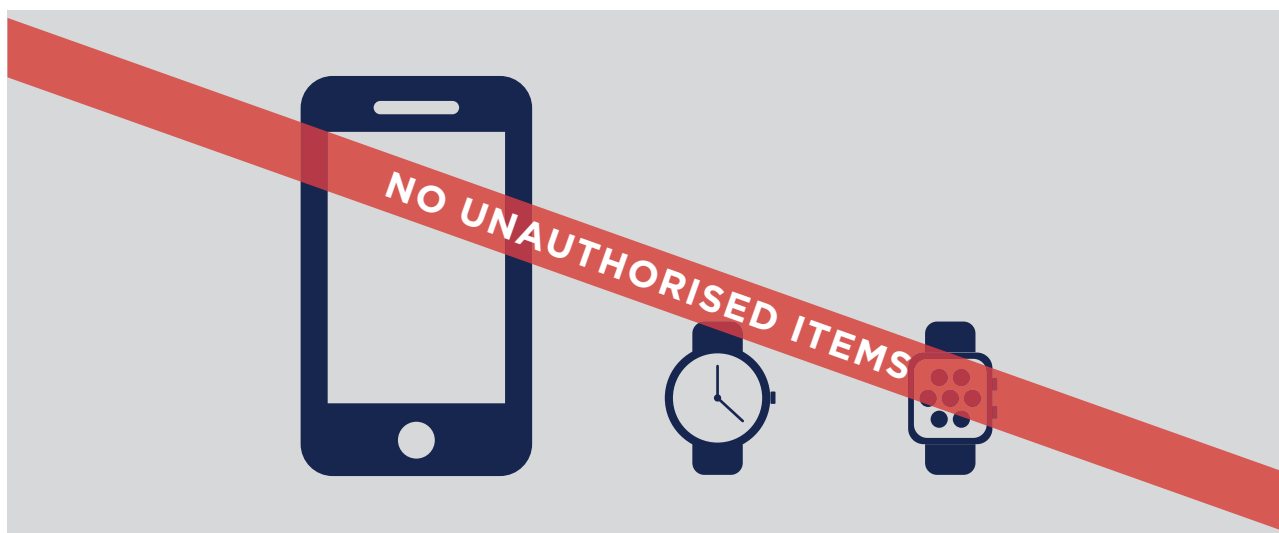
Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



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

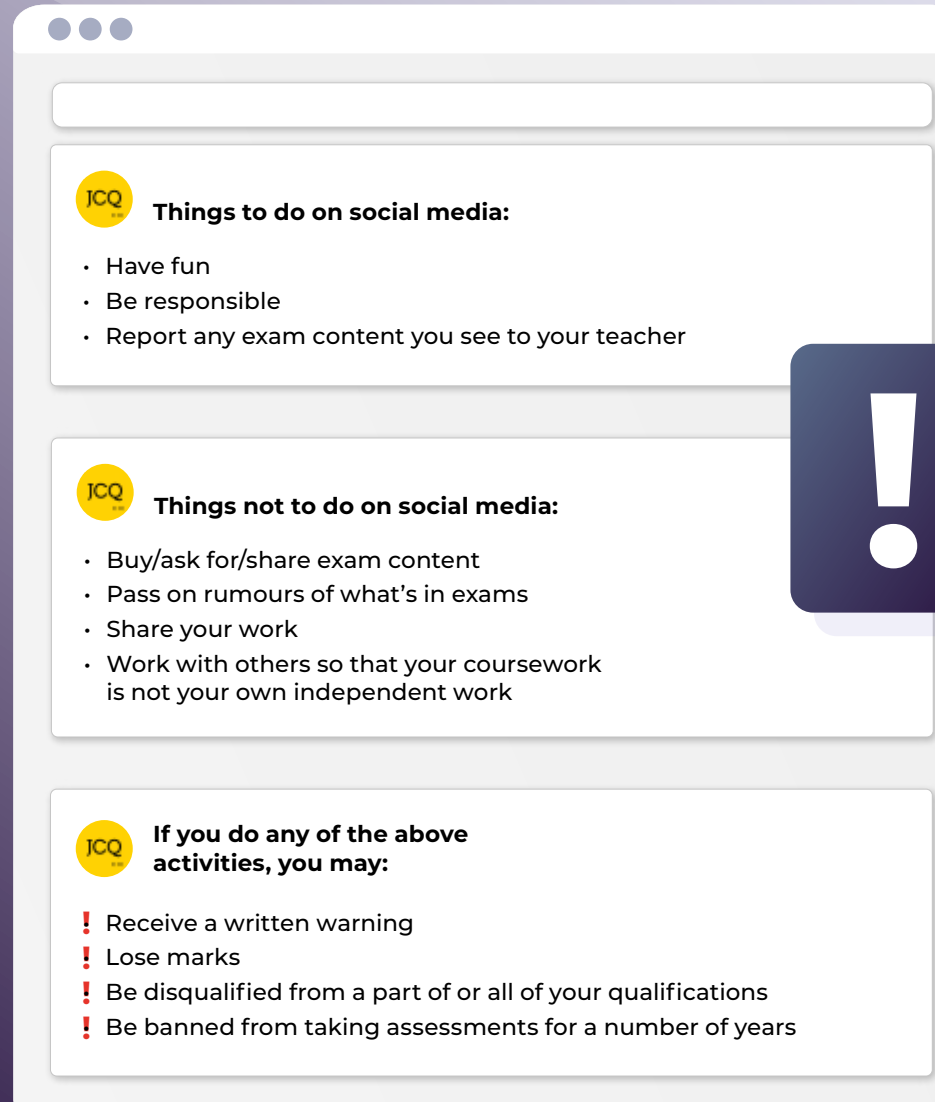
DISQUALIFICATION

from your examination and your overall qualification.

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

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers

Things to do on social media:

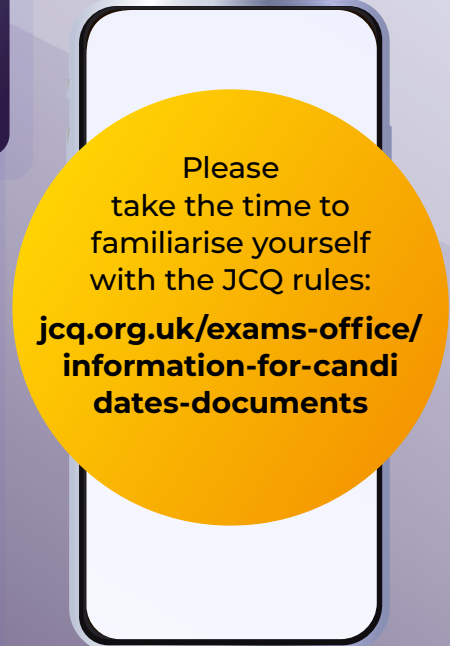
- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years



Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://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 unless advised to stop by a member of the Senior Leadership Team:
 2. In classrooms or offices 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 Lead 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 students 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, and adjust the displayed end time of the exam(s)
- Make a full written report of the incident to the EXAMINATIONS OFFICER.

Exam Results Timetable

Exam results are due on the following dates:

November 2023: Thursday 11th January 2024

January 2024: Thursday 7th March 2024

Summer GCE exams: Thursday 15th August 2024

Summer GCSE exams: Thursday 22nd August 2024

Collecting your exam results

The November and January results will be distributed during the school day. Year 11 results will be given out during tutor time. Sixth Form results will be distributed to sixth form pigeon holes.

Summer exam results

You are **strongly advised** to come into school to collect your summer exam results. Exact times to collect exam results will be given to you nearer the time. Summer exam results are usually available in school from 08.00 – 11.00. Some school staff will be available for help and guidance on these mornings. Results are not e-mailed or given out over the telephone.

If you make other arrangements for these days, or you do not collect your results, you will not be able to access any of the support available in school.

You can give permission for someone else to collect your results, this should be handed in to Mrs M Fulton in the data office, or your Head of Year before the end of the summer term.

When you collect your results, you are strongly advised to check these against the grade boundaries to see exactly where your result is, in comparison to the grade boundaries. In school, staff can help you with this. Grade boundaries are also shown on the exam board websites, for WJEC subjects you should look under the administration section on www.wjec.co.uk. Staff in school will have access to the grade boundaries for linear subjects, such as GCSE Maths and English Language.



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.

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 internally 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 student promptly.

If a student wishes to appeal against this mark, or the procedures used, they must e-mail the Examinations Officer as soon as the matter arises. In the e-mail, 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 an appeal request, a review into the internal assessment will be conducted by the Examinations Officer and a Head of Faculty (or Subject Leader) not involved in the original internal assessment decision, who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. As part of the review, the examinations officer will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

The Head of Centre will be informed of the outcome of the review, and the outcome will be reported in writing / by e-mail 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.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

2. Policy on External Assessments for External Qualifications

[Review of Marking and Moderation- ROMM]

These are services provided by exam boards 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 request a copy of your written examination papers (from summer 2023 there was no further charge to request copies of exam scripts)

Information on these services for the summer exams are included with your results slip on the results' day.

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

Contact exams office staff or Faculty Leaders to request a copy of your written exam paper

Review your answers with your subject teacher, or subject leader / Head of Faculty, checking these against the mark scheme.

If your teacher / subject staff believe there is a clear failure to follow the mark scheme in the marking of your paper, you should then contact exams office staff and request a review of marking for the paper(s).

You will need to pay for this review on ParentPay, before the request is submitted to the exam board. Exams Office staff will confirm further details on this to you, including the cost of this and how to make the payment.

For any review of marking for Year 13 written exam papers, there is a priority service for this. You should contact exams staff on GCE Results' day for this service.

Students should be aware that reviews of marking can result in marks / grades being raised, confirmed or lowered. Students must give consent that they understand the consequence of a review of marking. Consent forms are available from the Examinations Officer.

Requests must be made to the Examinations Officer in good time before the published deadline for Reviews of marking. No requests will be submitted until fees are paid using ParentPay. If the enquiry results in a change in the grade issued, the fee will be refunded to the student.

Outcomes following reviews 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. The deadlines for the January and Summer exams will be issued with candidates' results.

Deadlines for the November and January GCSE series are shown below. It is the student's responsibility to make any requests before these deadlines

15/02/24 - final date for reviews of marking or ordering scripts from November 2023 exams

11/04/24 – final date for reviews of marking and ordering scripts from January 2024 exams



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

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

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies hold. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

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

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information and why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessments themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.


On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

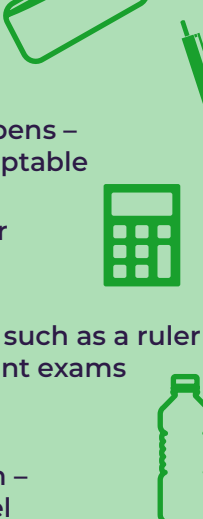
Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
 - revision notes
 - any type of watch (this includes analogue, digital and smart watches)
- 

What you will need:

- a clear pencil case
 - at least two black ink pens – blue pens are not acceptable
 - an approved calculator for relevant exams
 - appropriate apparatus such as a ruler or protractor for relevant exams
 - a clear water bottle if you wish to take one in – it must not have a label
- 

Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

Contingency sessions:

- There are contingency sessions within the Summer 2024 exam timetable – the afternoon of 6 June and 13 June 2024 and the morning and afternoon of 26 June 2024. Make sure you are available on all three dates even if you do not have an exam.

If you have any questions about your exams, please ask your teacher or exams officer.

