



BANBURY SCHOOL

**GCSE, AS and A2
PUBLIC EXAMINATIONS**

INFORMATION

FOR

PARENTS & STUDENTS

2009 - 2010

Introduction

Public examinations can be a stressful time for students and parents and it is important that all those involved are as well informed as possible. Well informed students will realize that the rules and regulations are designed to ensure fairness and minimize disturbance and it is in the interest of all that the exams run smoothly.

The school will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their best. Internal exams are run to the same standards and rules in order that students are familiar with the process beforehand.

This booklet is intended to inform about the examination procedures, to answer some of the most frequently asked questions and to help to guide and support students and parents through the examination process.

It also contains the formal notices that are required by regulation to be given to each candidate.

If you have any other questions contact the Exams Office. The Exam staff are:

Mrs Angela Foster, Senior Examinations Officer

Miss Stephanie Fowler, Examinations Officer

Telephone Direct Line: 01295 225206

On exams days it is best to contact the main school reception on

01295 251451

And leave a message, with the nature of your query, since the Exams Officer and staff will be in the exam rooms.

You can also contact

Mr Mat Hunter, Vice Principal Curriculum, with exam queries

Telephone Direct Line: 01295 225214

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Who is responsible for the examinations?

The school's Examinations Officer is delegated by the Head of Centre (the Principal) to administer and oversee all exam arrangements.

There is a team of adult invigilators who conform to CRB Regulations. They will be present during the exams at all times and are supervised by the Exams staff and Senior Leadership.

The Awarding Bodies or Examination Boards set down strict criteria which must be followed for the conduct of exams, and the school is required to follow them precisely.

Who is entered for Public examinations?

It is School policy to enter every student who is being taught a subject, for the most appropriate level of Exam. Only by exception, after consultation with parents, will Vice Principal, Curriculum decide that a student should not be entered for an exam.

Can Students take Holidays during term time?

Dates for exams are rigidly fixed by the Exam Boards and are subject to change until close to the time that students start study leave. The Examinations Officer will not provide precise exam dates to students before the spring term. Parents should be aware that the "window" for written exam dates runs from the start of May until early July. This does not include practical work, language speaking tests etc which are scheduled by the subject teachers. Parents are reminded that they require the school's permission to take students out of school during term time and they book holidays at their own risk. It is strongly against good practice, careful preparation and school policy to take holidays in term time.

Coursework deadlines

Most of the subjects have an element of coursework included in them which has to be completed, be marked and assessed and the marks and work sent to the boards well before the formal exam sessions take place. The school sets deadlines that allow time for the process and to meet the board deadline. These cannot be changed. Students who don't submit coursework on time will not be allocated a mark for this portion and their overall grade will suffer. They may also not be eligible for special consideration for the formal exams should they be ill as they will not have completed the minimum 35% (GCSE) or 50% (A Level) of the course. There are strict regulations about the coursework students submit.

The Notice to Candidates about Coursework is included at the end of this booklet. Internal Appeals Procedure for Internally Assessed work is also included at the end of the booklet. There is also a notice about controlled assessments relating to new specification GCSEs.

What arrangements are made for study leave?

Study leave begins for Year 12 & 13 students in May on dates notified by the school. After those dates students are only required to be in school when they actually have examinations.

What information will students receive about their examination entries?

When the entries have been keyed in to the school's computer system, students will receive a provisional Statement of Entry detailing the subjects and tiers (GCSE and BTEC) or units (GCE) for which they have been entered. The students will return the checked statements to confirm they are correct and to clear up any problems or queries regarding their entries or personal details.

During the spring term, once entries have been submitted to the Exam Boards, we are able to issue final statements of entry with the dates of the examinations. We ask parent/carer to:

- Discuss and check this with your child and sign to confirm entries are correct.
- Sign to agree to pay the entry fees should your son/daughter fail to take an exam without good reason.

Final entry statements should be kept safely by the candidate as they are evidence that an entry has been made. Sometimes candidates will receive updated statements if the entries made for them change.

What are GCE examinations?

A levels are made up of 4 or 6 units, AS level of 2 or 3 units. Normally the first 2 or 3 units (as appropriate) are taken in Year 12. The student may decide to drop the subject at the end of Year 12, or go on to full "A2" certification by taking the remaining units in Year 13. All units will then count towards the final "A2" level grade. Currently at Banbury School students who discontinue study after completing AS units, are "cashed-in" for the AS certificate to be received together with A2 grade awards at the end of Year 13. There is an exam series in January and the main Exam period is in the summer.

What are unitised examinations?

In some GCSE subjects the written examinations on sections of the syllabus are taken as units throughout the course rather than all at the end. This is why your child may have a public examination in January as well as the summer. Examples are Science, Languages, Health & Social Care and ICT.

Where will the examinations be held?

The main locations for written papers are the Sports Hall and Wykham Gym but other rooms may be used if necessary. Candidates are asked to be there 15 minutes before the advertised start time to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are asked to wait quietly outside the room until invited to enter. Where a candidate sits will be determined by their candidate number, which appears on all statements of entry. The candidate will sit at the desk bearing a card with their candidate number. This arrangement follows Examination Board rules.

How do I know when the exams take place?

The main period for exams is from the start of May until the end of June/early July but some oral examinations and practical examinations will take place earlier. Candidates will receive a timetable for written exams at the end of Term 4. It is advisable for parents to make sure a copy of this timetable is available to them at home.

At what times do the exam sessions begin?

Morning exams begin at 9 am. Afternoon exams begin at 2 pm.

The Exam boards dictate the permissible start times for exams. Candidates are asked to report no later than 8.45 am for morning examinations and 1.45 pm for afternoon examinations. The length of examination papers varies and they will frequently not finish until after school finishes. Students and parents should be aware of this and make appropriate arrangements for getting home. Students will only be allowed out of an exam early in exceptional circumstances, usually by prior arrangement.

Some students may also receive an allowance of extra time for the examinations and so their finish times will be even later. Timings for some papers may deviate from this pattern and the candidates will be made aware of this. It is the candidates responsibility to be aware of the start time of each exam, but parents should be warned there is a tendency for students to confuse am and pm sessions. **Please ensure**

Your son/daughter checks his/her exam commitments for each day on the previous evening.

What happens if a student has more than one exam at the same time?

If a candidate is timetabled to sit two or more exams at the same time this is known as a clash. If these are for the same subject this is intentional on the part of the board and the exams are meant to run one after another. If not, then this should be picked up during the checking process and notified immediately to the Examinations Officer who can arrange for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers. In rare cases it may be necessary for a paper to be taken the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the candidate will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink, as we may not be able to arrange for them to buy food. We ask clash candidates to relinquish their mobile phones for the duration of the supervision. Attempting to communicate with any one is a serious breach of the rules, and would probably result in disqualification.

How are students supervised?

Members of staff and/or external invigilators will supervise students under the management of the Exams staff. Once candidates enter the exam room they are under exam regulations and must follow the invigilators' instructions at all times. The invigilators are experienced in exams procedures and subject to strict regulation, references and police checks. They usually work in teams and can contact the Exams Officer to resolve any issues.

Candidates will be called in to the room and helped to find the desk with their candidate number card on it. In some sessions, papers will already be on exam desks, these must not be opened until candidates are advised to do so.

What happens if a student cannot find his/her place in the exam room?

Occasionally problems arise because a student's number card is not where he/she thinks it should be. There are a number of possible reasons for this and the situation has to be investigated. Your son/daughter will be asked to wait at the front for a few moments whilst the invigilator on duty in that venue checks the entry and, if necessary,

sorts out the query with the Exams Officer. Every effort is made to keep these problems to a minimum and they will not prejudice any student's chance of taking an examination for which he/she has been entered.

It is not essential for candidates to memorise their 4 digit exam number but it will help them to find their exam desk if they do so.

What happens if a student is late?

If a candidate has got the timing of the examination wrong and missed the start, they or their parent/carer should telephone the school immediately and get a message to the Examinations Officer. Depending on security and invigilation arrangements, it may be possible for the candidate to be admitted. Normally, we will make every effort to help candidates with a genuine reason and who are brought straight to school to sit the exam. However, students and parents should be aware that a report of the circumstances will be sent to the Examination Board who may decide not to accept the paper.

Candidates who arrive after the end of the exam will not be admitted.

What should students bring to the examinations?

Candidates should bring writing equipment, coloured pencils, erasers, ruler, mathematics equipment etc. in a transparent plastic bag or pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room. Pens should be BLACK.

Candidates will be advised by their subject teachers about any subject specific materials required for the exam, eg set texts.

Candidates are responsible for ensuring that they bring everything they need to the examination.

What should candidates not bring with them?

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances. The Exam Boards treat mere possession of these items as an infringement.

- Mobile phones
- iPods, MP3 players, pagers or any other products with text / digital facilities

These items can be handed to an invigilator before the start of an exam, but the school cannot be responsible for the security of these while the examination is in progress.

- The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked. Blotting paper is not allowed.
- Highlighter pens and gel pens are not allowed in answer books.
- Students should not have in their possession any notes, papers books etc except where specifically required (see above).
- Candidates should not bring lucky mascots etc. into the examination room.
- No food items or chewing gum are allowed.
- Rough work must be done in the answer book and neatly crossed through but not obliterated as it will be forwarded to the Examiner. Separate rough paper is not allowed unless stated on the question paper.

May students bring a drink?

Candidates are permitted a small bottle of still water. No fizzy drinks, cans or pouches will be allowed due to the risk of spillage. Bottles should be placed on the floor next to the exam desk.

Regulations governing the use of calculators
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Calculators are allowed in exams except where the paper specifically prohibits them, for example certain Maths papers. In such a case candidates must make sure they hand their calculator to the invigilator. The candidate is responsible for bringing a calculator to the exam and ensuring it is in good working order.

It is forbidden to borrow a calculator from another candidate during the exam. Invigilators may lend calculators if enough spares are available.

Calculators with any of the following facilities are prohibited:

- data banks
- dictionaries
- language translators
- retrieval of text or formulae
- built-in symbolic algebra manipulations
- symbolic differentiation or integration
- capability of remote communication with other machines

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or program before the examination.

Calculator lids often have instructions or formulae printed on them. If these cannot be removed and left away from the exam desk they should be securely covered. Candidates may place calculator lids face down on the floor beside them.

What are the regulations regarding mobile phones?

Possession of a mobile phone at the exam desk is strictly forbidden. Any student found to have a phone in the exam room will be reported to the appropriate Examination Board. Should this happen they will be disqualified from that paper and possibly from the whole examination in that subject.

It is a very serious offence and our advice is that the phone should not be brought to school. If candidates must bring them they are required to leave them with the invigilator in an envelope on which they write their name. Exam staff can take no responsibility for loss or theft of mobile phones in these circumstances.

What is meant by malpractice?

Malpractice is the term that the Exam Boards use for any irregularity, or breach of the regulations of any kind. The Exams Officer is required to, and will, report all infringements to the appropriate Examining Body who will decide on what action to take based on the nature of the infringement. There is a tariff system of actions from which they can decide and some infringements carry automatic loss of marks as a minimum penalty. The Exam Boards take the integrity of exams very seriously and it is important that candidates heed the Exam Officers instructions carefully.

What happens if a student does not turn up for an examination

A student who absents themselves from any examination without presenting a doctor's note or a satisfactory reason for a request for

special consideration will receive a grade based only on those elements of the examinations which have been marked.

Parents should be aware that the school will seek to recover the exam fees if there is no good reason for absence. Repayment is in the region of £26 per GCSE subject and between £12 - £25 per unit for Advanced Level (depending on subject and Board). It is in all our interests to ensure that the school's examination budget is not wasted.

How are exams started?

A member of Leadership Team, exams office staff or the lead invigilator will announce that candidates are subject to the regulations. Any instructions or Board notices, changes to papers etc will be read out and the candidates asked to complete their details on the answer papers. The exam will be formally started when all candidates in the room have received their instructions, have been reminded of the duration of their exam and have been asked if they are ready to begin.

What standards of behaviour are expected during examinations?

The Examining Bodies produce the 'Notice to Candidates'. This gives general guidelines for conduct which must be observed. [A copy is included at the back of this booklet.](#)

The school and the Examination Boards regard breaches of examination regulations very seriously. Parents should please impress on your son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The Head of Centre and designated Senior Staff have the authority to remove disruptive candidates.

Candidates are asked to wait quietly outside the exam venue, and to enter and leave in silence. This avoids disturbance to other candidates and does help to maintain a calm atmosphere for those students who are nervous about their exams.

Candidates who try to communicate with other candidates inside the venue, or who create a disturbance in the examination room will be asked to leave and the circumstances will be reported to the examination board. This may result in the candidate not receiving a grade for the whole of that examination.

What should students wear for examinations?

Year 11 are required to wear uniform to all exams. Students must remove hats and gloves before taking their place in the exam room.

Jackets, jumpers or other clothing are not allowed over the backs of the chairs. Candidates should bring as little as possible in the way of coats and baggage into the examination room.

What do I do if my son/daughter is unwell at the time of one of the examinations?

Even if you would not normally visit your doctor's surgery for minor illnesses it is important that you do so at examination time. Your doctor will advise whether or not your son/daughter is fit to sit the examination. If the candidate takes the paper, your doctor should give you a letter, which the school can forward to the Examination Board asking for special consideration on the grounds of illness. If the candidate is unable to sit a paper for this reason, the board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is unlikely that an AS mark will be awarded if a unit is missed as the candidate will have further opportunities to sit the exam. It is essential that you see your doctor on or before the day of the examination. Retrospective information is not accepted by the Examination Boards and any doctors' letters must be forwarded to the Examination Officer without delay, as there is a tight deadline.

Please telephone the school if your son/daughter will not be attending an examination or if he/she will be present but is unwell. It is helpful for the invigilator to be aware that a candidate is not feeling well. For instance, they may be moved to sit by the door. Please be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date on which the papers were taken. Otherwise we cannot guarantee that all relevant examinations will be covered.

In the case of A2 exams, there is a standard JCQ form (JCQ/ME Form14) available from the Exams Officer for self-certification for a missed exam, which can be countersigned by your doctor/nurse or surgery receptionist.

What do students do who finish early?

Students should use all of the available time on their exams and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the exam. They must sit quietly at their desk so as not to disturb other candidates.

What do I need to do if a student has problems that may affect his/her examination performance?

Some candidates are eligible for extra time or special examination arrangements, for example, use of a computer. Appropriate applications are made to the Exam Boards as long as they are supported by the correct evidence which may be medical evidence, a Statement of Educational Needs, or an Educational Psychologist's report. Student Services is the first point of contact if you believe your child should have a special arrangement. Requests must reach the boards by February for Summer exam, so please do not leave contact until just before Examinations. Student Services will then liaise with the Exams Office to put requests for arrangements in place.

Should an emergency arise just prior to the exams, for instance a student breaks his/her writing arm – then we can make special arrangements. In such a case the candidate can dictate answers to a scribe. Please notify any such event as early as possible so that the arrangements can be made and the student suffers no delay or uncertainty on the day.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the Examinations Officer so that we can request special consideration at the grading stage. Parents should be aware that any adjustment is likely to be small and that no feedback is ever provided.

How can parents best help their son/daughter during the examination period?

Examinations are a stressful time for some candidates and support from both school and parents can be helpful. The school will provide advice about revision programmes and examination techniques, and if this is followed it should not be necessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and some opportunities for relaxation.

It is a good idea to keep your own copy of the exam timetable and ensure the candidate checks his/her exam commitments for each day on the previous evening.

What happens about the return of school books and equipment at the end of the examination period?

Students will be informed by subject departments of the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly to school.

When and how are the results distributed?

Summer Exam Results are collected from the Sixth Form Centre. Students wishing a relative or friend to collect their results must send a signed letter of authorisation with the collector. Results will not be given over the telephone under any circumstances.

2010 dates are:

A Level results/ BTEC National and OCR National Awards	Thursday 19 August 9.30 am
AS Level results	Thursday 19 August 11.00 am
GCSE, BTEC and Entry Level results	Tuesday 24 August 11.00 am

Candidates who would like their results to be posted, should leave an A5 stamped addressed envelope (also bearing their candidate number), with the Exams Officer, Hall Secretary or Sixth Form Reception. Result slips not collected or posted on results day will be retained in school for collection at the start of term, again with the necessary authority.

During the rest of the year students will be informed of arrangement prior to the publication date.

What can I do if results are substantially different from what is anticipated?

It must be remembered that examinations can only measure performance on the day, and that candidates can do better or worse than anticipated for a variety of reasons. For A levels it is possible to obtain a photocopy of the script and mark scheme before proceeding to an EAR (enquiry about result) which is very expensive. Forms are available from the Exams Office on and after results day. If there are serious grounds for concern about a result then the school can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved will be included in the Results envelope on the day.

In the summer there is a priority service for A2 results needing to be resolved for University which can be initiated up to one week following results day.

- Board Deadline for this is Friday 27 August

The Head of Sixth Form will be available at a pre-arranged time to counsel any students in this situation. The process should be started as soon as possible after consultation with the subject teacher or a senior member of staff concerned.

The final date for non-priority EAR submission to the Board is

- 20 September for summer exams and 4 weeks after results for others

EAR request forms must be signed by candidate and by parent (if candidate under 18) and must be accompanied by the fees (unless school has agreed to pay).

How do I go about obtaining copies of marked examination scripts?

It is possible to have access to marked scripts for most AS/A2 units and GCSEs. Up to one week following the A Level results day it is possible to request a photocopy of an exam script. This is to assist in making the decision about whether to initiate an Enquiry about Result. You will need to complete a request form available from the Exams Office from Exam Results day onwards.

Original scripts can be returned to candidates and fees and deadlines will be included in the results envelope. The deadline to the board for summer exams is 4 October.

How do candidates apply to re-sit?

If a student in years 9, 10, or 11 needs to resit a GCSE unit this will be arranged by the teacher and the fees are normally paid by the school. Students and parents can liaise with the teacher to decide if this is advisable. Year 11 students are given the opportunity to pay £10 per test to resit their On Screen Literacy and/or On Screen Numeracy test if appropriate.

Students in year 12 and 13 must complete a resit form (available from the Exams Office) and return it with the correct fee by the deadline shown on the form. It is the candidate's responsibility to make sure they request the correct exam/unit. Most AS and A2 units are offered in January but there are exceptions. All units are offered in the summer. Students should discuss their decision to resit with their subject teacher who should countersign the form. GCSE English and Maths resits are available in November and in the summer. Students receive information about the arrangements with their summer results and further information on entry to the sixth form. November resit forms are available from the Exams Office at the start of term 1. For summer resits students should collect a form from the Exams Office at the start of term 3.

WHERE A STUDENT IS RESPONSIBLE FOR A RESIT ENTRY IT IS VITAL THAT EXAMS OFFICE DEADLINES ARE MET. FAILURE TO DO SO CAN RESULT IN HEAVY PENALTY FEES. FEES ARE LISTED ON RESIT FORMS. As long as students meet the internally set deadlines they are in no danger of having to pay these very heavy extra costs.

Board exam entry deadlines are:

November GCSE	4 October 2009
January GCSE	21 October 2009
January AS and A2	21 October 2009
Summer GCSE	21 February 2010
Summer AS & A2	21 March 2010

Year 13 students can resit exams at Banbury School after they have left but no entry will be made unless accompanied by the fees and we will charge for invigilation at £7.50 per hour if no current Banbury School candidates have exams at the same time.

How should fees be paid?

Fees should accompany the form and cheques should be made payable to Oxfordshire County Council.

All deadlines given above are set by the boards and the Exams Office will publish internal deadlines in order to meet board deadlines.

When do students receive certificates?
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Certificates are available in school from the end of October. CERTIFICATES ARE NOT AUTOMATICALLY POSTED HOME. Leavers will be invited to the Sixth Form Certificate Evening which will take place on the 15th December 2009. Year 11 students who have continued into Year 12 will be informed of availability and collection arrangements via their tutors. Leavers should phone school to check whether certificates are ready for collection. A friend or family member may collect them but must bring a letter of request signed by the candidate and some form of ID.

Certificates should be looked after carefully as they will be needed in the future by employers and education establishments of all kinds. They are very expensive to replace (up to £35 each) and the Boards will require proof of identity such as an original birth certificate. Although we are not required to keep certificates for more than one year, we like to be as helpful as possible. However, after the one year period we do not guarantee to be able to produce certificates from our files.

INTERNALLY ASSESSED WORK – INTERNAL APPEALS PROCEDURE
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In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Banbury School is committed to ensuring that:

Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.

Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.

The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.

Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Written Appeals Procedure

Appeals may be made by pupils or parents regarding the procedures used in internal assessment by not the actual marks or grades submitted by the school for moderations by the Awarding Body.

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (eg, coursework / portfolios / projects) you should see the Examinations Officer, Mrs Angela Foster, who will provide you with the full internal appeals procedure document.


Internal appeals will be managed by the Principal. A pupil or parent wishing to appeals against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal and a written appeal must be received by the School at least two weeks before the date of the last external exam in the subject.

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Notice to Candidates

For written examinations held in the period 1 September 2009 to 31 August 2010

**This notice 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 examinations. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the examination.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, including mobile telephones , iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the examination 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. 
6	Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
7	Do not talk to or try to communicate with or disturb other candidates once the examination has started.
8	If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the examination.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your examinations.
2	Arrive at least ten minutes before the start of each examination.
3	If you arrive late for an examination, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
5	Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6	You must write in black ink. Coloured pencils or inks may be used only 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"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination 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 examination
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> • if you think you have not been given the right question paper or all of the materials listed on the front of the paper; • if the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.
E	Advice and assistance
1	If on the day of the examination 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 examination if: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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 examination
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
2	Do not leave the examination room until told to do so by the invigilator.
3	Do not take from the examination room any examination stationery, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.
The invigilator will tell you when you may leave the examination room.	



This notice has been produced on behalf of:

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

Notice to Candidates

GCSE, GCE, ELC, Functional Skills and Project Qualifications: Coursework Assessments

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

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

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

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

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but 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, 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 12 February 2010.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and don't 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.

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

You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time 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 don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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.

Your awarding body will decide which penalty is appropriate.

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

This notice has been produced on behalf of:

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

Notice to Candidates

GCSE and Principal Learning: Controlled Assessments

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

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

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

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

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but 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, 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 12 February 2010.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

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

AQA	City & Guilds	CCEA	Edexcel	OCR	WJEC
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Notice to Candidates

For on-screen tests held in the period 1 September 2009 to 31 August 2010

**This notice has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.**

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	<p>You must not take into the examination room the following items which might give you an unfair advantage:</p> <ul style="list-style-type: none"> • notes; • calculator cases/instruction leaflets; • bags; • personal TVs/stereos, reading pens and electronic communication/storage devices, including mobile telephones, iPods, MP3/4 players or any other products with text/digital facilities. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <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>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the examination room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • do not bring into the examination 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 on-screen test	
1	Listen to the invigilator and follow their instructions at all times.
2	<p>Tell the invigilator at once:</p> <ul style="list-style-type: none"> • if you have been entered for the wrong on-screen test; • if you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your printout(s).
3	Do not leave the examination room until told to do so by the invigilator.
4	Do not take from the examination room any examination stationery, rough work, printouts or any other materials provided for the examination.
The invigilator will tell you when you may leave the examination room.	

Notice to Candidates – Fair Processing

General and Vocational Qualifications

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the regulators of England, Wales and Northern Ireland.

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

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information will also be collected to support requests for access arrangements and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certificate claims.
3. Such data collected will not be used for any purposes by an awarding body other than for the administration of the examinations process, the conduct of assessments and the certification of results claims.
4. Personal data within a completed answer script will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-result services. In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may, in some instances, reside outside the European Economic Area.
5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DCSF, QCA, UCAS, HESA, Local Authorities and LSC as part of the Managing Information Across Partners (MIAP) programme in order to check a Unique Learner Number (ULN). Additionally, candidates' personal data may be provided to a central record of qualifications approved by awarding bodies for statistical and policy development purposes.
6. Awarding bodies are obliged to disclose the information that they hold about data subjects, such as candidates, to them within 40 days of receiving a formal request for disclosure. Candidates should make an application to the appropriate awarding body's data protection officer.

Awarding bodies may charge a fee for this service. Awarding bodies, schools, the Department for Children, Schools and Families (DCSF), Learning and Skills Council (LSC), Local Authorities, Ofsted, the Qualifications and Curriculum Authority (QCA), and the Welsh Assembly Government (WAG) are all 'data controllers' under the Data Protection Act 1998 in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

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

Examinations Officer

September 2010

This booklet is on Banbury School website: www.banbury.oxon.sch.uk