



**RIDGEWOOD  
SCHOOL**

**GCE A LEVEL / LEVEL 3  
EXAMINATIONS 2019  
GUIDANCE FOR  
STUDENTS & PARENTS**

**Candidate Name:**

**Candidate Number:**

**CENTRE NUMBER: 36325**

**Examinations Manager - Mr Clements**

**Post 16**  
**@Ridgewood**

## **INTRODUCTION**

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents/carers so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (Examination Boards) and JCQ (Joint Council for Qualifications) publish strict criteria which must be followed for the conduct of examinations and Ridgewood is required to follow them precisely. You should therefore, pay particular attention to the Notice to Candidates that is printed in this booklet.

If you or your parents have any queries or need help or advice at any time before, during or after the examinations please contact:

**Examinations Officer - Mr M Clements**

Please use the 'Contact Us' link via the school website

**Please remember, we are here to help! GOOD LUCK!**

**Results will be released on**  
**Thursday 15<sup>th</sup> August (GCE)**  
**and**  
**Thursday 22<sup>nd</sup> August (GCSE)**

Provisional Results Slips will be printed in school for collection on the above dates from 8.00am onwards (Year 13 – UCAS Applicants) and 10.00am onwards (Year 12).

Certificates for awards taken whilst attending Post 16 @ Ridgewood will be available for yourself or a nominated adult to collect from school in December. Please check the school website for information nearer the time.

## **BEFORE THE EXAMINATION**

- Examinations will normally be held in F5 (Faraday Auditorium). Every attempt has been made to accommodate Post 16 examinations separately to GCSEs.
- Check the notice boards in Faraday. Any last minute instructions will appear there, as will your seating arrangements for the next examination. Make sure you know where to go and you know your seat number BEFORE entering the examination venue. This will help towards an efficient start to the exam.
- All candidates will have received an individual examination timetable indicating subjects and level of entry where applicable. Please keep this very safe. If you require a further copy, you should contact the examinations office. A whole centre timetable is also available on the school website.
- Candidates are entered for exams under their legal name that is held on the school system and your certificates must also contain your legal name. This should be checked with school immediately if there are any queries.
- The school has a five digit centre number – 36325. Additionally, each candidate has a unique four digit candidate number. It will appear next to your name on seating plans and examination registers. The seating plans are carefully prepared in a specific way. It is imperative that you sit at the correct desk designated to you. You must not remove or deface the photo candidate ID card which must remain visible on your desk at all times during the exam.
- Candidates may have clashes where two or more subjects are timetabled at the same time. Special arrangements will be made for these candidates nearer the time. If you identify a clash on your timetable and you have not received any further guidance, you must see the Examinations Manager as soon as possible. If you have a clash, you **MUST** adhere to all regulations otherwise you are at risk of jeopardising your results and possibly those of others. Please see Mr Clements if you are unsure of these arrangements.
- Clashes are very common with Post 16 examinations. When you receive your clash resolution sheets, you must read and understand them, then sign, date and return the second copy to the examinations office as soon as possible. Component clashes are when there are two units for the same subject scheduled at the same time. These will usually run consecutively with possibly a short break in between. You will be required to remain in the exam room under supervision.
- Make sure you arrive with all the correct equipment before your examinations. This will consist of several **BLACK** biro pens, pencil, pencil sharpener, rubber, ruler, mathematics equipment, drawing equipment and calculator (no lids or instructions). You should already be aware of any items you may bring to the exam which are permitted for that particular component (set texts for example). Do not rely on the school to provide equipment. It is your responsibility to find out what you need for each examination and to bring it with you.
- Arrive 15 minutes early for each examination. Morning exams start at **9.10am (so arrive at the latest by 8:55am)**. Afternoon exams start at **1.00pm (so arrive at the latest by 12.45pm)**. (Unless otherwise stated, or if you have received a 'clash exam' letter explaining alternative arrangements). You need to be dressed in accordance with the 'business dress' policy for Post 16 @ Ridgewood.  
Clash rules which must be adhered to:

- You must bring all the equipment you need for all of the examinations when you report for the first exam.
- You must obey all of the instructions given to you by any member of staff.
- When the first examination is over you must remain in the examination room unless conducted elsewhere.
- You may communicate only with the members of staff who escort you and other candidates waiting in the same room as yourself with the same class.
- You must not use any mobile phones or have access to any internet facilities.
- If you wish to use the toilet you must wait until a member of staff can escort you.
- **You may use revision books to revise during the class supervision period between examinations.**
- **If supervision is required over a lunchtime period, you are advised to bring a packed lunch with you; you will not be able to use the dining hall or leave the room.**
- These are the requirements of the Examination Boards. If you fail to fulfil them you endanger your own results and possibly those of other candidates.

### **DURING THE EXAMINATION – RULES, REGULATIONS AND AVOIDING MALPRACTICE**

- **The following items are NOT allowed to be taken into the exam room:**
  - Correction fluid
  - Gel pens / highlighter pens (may be used in texts but not in answers)
  - Dictionaries (unless specified)
  - Electronic devices (mobiles, iPods, earphones, smart watches etc)
  - Calculator lids or instruction leaflets
  - Pencil cases that are not transparent
  - Bottles (unless they are clear with the label removed, only still water)
  - Food of any kind (unless for medical purposes – must carry permission slip and any packaging must be checked by an invigilator)
  - Any item that is specifically not allowed for that particular exam paper – for example using a calculator in a non-calculator paper.
  - Any written revision notes and any writing/marks/symbols must be removed from skin before entering the exam room.
- Remember that once in the examination room, rules of conduct are very strict and must be obeyed totally. Infringement of examination rules could lead to you being disqualified from **ALL** examinations of that Board.
- **YOU ARE NOT ALLOWED TO HAVE ANY MOBILE PHONES / ELECTRONIC DEVICES / SMART WATCHES WITH YOU IN THE EXAM. THIS INCLUDES HAVING YOUR DEVICE IN YOUR POCKET AND SWITCHED OFF, EVEN IF YOU HAD NO INTENTION OF USING IT. YOU MAY HAVE A BASIC WATCH ON YOUR DESK BUT MUST NOT WEAR THIS ON YOUR WRIST.**
- **An Ofqual blog on mobile phone malpractice states that the discovery of a mobile phone in exams has increased by 22% year on year, with 900 penalties last summer. We have had disqualifications in the past for candidates who were late with no good reason, notes found in a pocket (for a completely different subject), mobile phone in pocket (both switched on and switched off) etc. All these situations are completely avoidable and ignorance of the rules is not an excuse.**
- For any very late arrivals after 10.00am\* for morning exams and 2.30pm\* for afternoon exams - you may be refused admission to the exam if it considered that you would jeopardise the integrity of the exam for the school. It is very likely that the exam board will

refuse to mark the exam paper after this time, as they will deem that security of the examination has been compromised and you could have been in contact with other students that may have already completed it. We have to supply a written explanation to the exam board for late candidates and trivial reasons such as oversleeping, missing the bus or misreading the exam timetable are not deemed as acceptable. Please make appropriate transport arrangements to ensure that you arrive for your exam in plenty of time. (*\*Sometimes earlier for exams with a shorter duration which may have already finished if you arrive late*).

- If you are likely to be late for an exam, please contact school as early as possible informing them that you have an exam and ensure a message is transferred through to the exams office. Do NOT use your mobile phone after 9.10am or 1.00pm, ensure it is then switched off. This may sound strange, but the Exam Board will need to ensure that the security of the exam paper is not compromised. If you have spoken to anyone after these times, it is likely that your paper will not be marked and your phone log will be checked.
- You will be expected to arrange alternative transport home where exams are scheduled to finish beyond 3.30pm, as the school buses cannot be held. Some afternoon exams may be longer than 1hr 30mins. Unexpected events may prevent the examination from starting at the time published by the school.
- Any appointments, whether it is medical or not, should be re-arranged. The school is not allowed to change the start times of the exams whatsoever, except when it is a clash situation (see paragraph on clashes).

### **INVIGILATORS**

- The school employs external invigilators to conduct the examinations. Candidates are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times, as they would with other members of school staff. The Examinations Manager or another invigilator will enter the room during the exam to perform checks on the room, or to pass on critical information to the students and/or staff. This is part of the JCQ regulations and you should be aware of this.
- Invigilators are in the examination room to supervise the conduct of the examination room and to ensure everyone is given a fair chance of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination and deal with any issues that occur during the examination. They are trained with regards the rules and regulations in the conduct of public examinations and perform a highly responsible role.
- They are unable to help with any part of the examination, read any words or provide any explanation other than the instructions on the front of the examination paper. If candidates fail to follow invigilator instructions, this would be classed as malpractice and must be reported to the Examination Board which may result in sanctions and penalties being issued.
- Candidates are not allowed to communicate with each other and must only look forward while in the exam room, not around as this could be considered disruptive. Candidates who behave in an unacceptable manner will be removed from the examination room and escorted to a member of the senior management team. These candidates face disqualification from the examination, and may well be asked to reimburse the school for the entry fee.

## **ABSENCE FROM EXAMINATIONS AND 'SPECIAL CONSIDERATION'**

- **WE ARE NOT PERMITTED TO VARY THE START TIME OF ANY EXAM, OR TO 'CATCH UP' ANY MISSED EXAMINATION, REGARDLESS OF THE REASON FOR ABSENCE.**
- If you experience difficulties during the examination period (e.g. illness, injury, or personal problems) please inform school at the earliest possible time so we can help and advise you. A parent/carer must contact the 'Post 16 Attendance' at school by telephone on 01302 783939. We must receive a call for EVERY missed exam.
- Not attending the examination, even due to illness, has to be the very last resort. All possible attempts must be made to sit the examination even if disadvantaged in some way. However, please make the examinations officer aware of any such disadvantage before the examination. It is essential that any medical or other appropriate evidence is obtained on the day by the candidate/carer and given to the Exams Office without delay. A self-certification form may be required which can be supplied by the Exams Office.
- Only in 'very exceptional circumstances' are candidates granted special consideration for absence from any part of an examination. In all cases where an application can be made for Special Consideration, it must be submitted within 5 days following the examination. It may be that if you do not sit a particular unit – you may not obtain an overall result for that subject. Where an application for special consideration is submitted to the Exam Board, it is for them to consider - it is not the decision of the school.
- Special Consideration requests are not normally permitted for students who have a medical condition, unless there is a significant occurrence at the time of the exam. If Special Consideration is accepted by the Exam Board, only a very small amount of adjustment is made depending on the circumstances. The school does not find out the level of any adjustment – if any - which is made.
- Parents and candidates are reminded that the school will require payment for any entry fees, should a candidate fail to attend an examination without good reason. Medical evidence is usually required. Please check with the Exams Office.
- If a significant part of the examined elements have been missed for any reason, it may not be possible to award an overall grade for the subject.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **AFTER THE EXAMINATIONS**

### **RESULTS**

- It is really important to collect your results on the designated results days as indicated below. On the morning, there will be teaching staff available to discuss your next steps and celebrate your successes with you.

- Results are available in school on Thursday 15<sup>th</sup> August (GCE/L3) in Faraday social space from 8.00am (Year 13s only for UCAS applications) and 10.00am for other students. Thursday 22<sup>nd</sup> August (GCSE/L2) from 9.00am in the Faraday social space.
- A printout of results will be provided for all examinations taken in the Academic Year of 2018-19. The highest unit grade will have been used to aggregate the overall AS/A2 grade/award (if applicable).
- These provisional Statement of Results are NOT certificates and will not be sufficient for proof of qualifications for potential employers (please see 'Certificates' section).
- Results CANNOT be given over the telephone to anyone under any circumstances. Students should collect their own results in person ideally.
- If the student is unable to collect their own results in person, the following is required:
  - A written request, signed by the student, with full details of the nominated person authorised to collect the results. A proforma has been included within this booklet if you wish to use this,
  - Photographic proof of identity of the nominated person (not the student), in the form of a driver's licence or passport.
- The results belong to the student and to protect student confidentiality, we will be unable to release results without such consent and evidence.
- If you are on holiday or cannot come into school for your results you can leave an A4 stamped addressed envelope (with sufficient postage for a large letter where applicable) with the exams office for your results to be posted to you on Results Day. This can be done at any time during the remainder of the summer term.
- Any remaining uncollected results envelopes may be posted to the home address held on the school database. Please ensure the address is up to date and correct.

### **POST RESULTS SERVICES**

- Should you require a review of marking, or access to your exam paper(s), you would need to discuss this with a teacher or a member of Senior Team. If you require a results enquiry to support a UCAS application, you must progress this on results day and it is imperative that you speak to a member of staff to agree the best course of action and to complete the forms which will be available on the day.

### **REFERENCES**

- If you need an official school reference for employment or other purposes you should ensure that under normal circumstances employers contact The Headteacher at the school address and not individual teachers.

### **CERTIFICATES**

- Certificates arrive at different times and are carefully checked and collated before being ready for collection. This should be from 1<sup>st</sup> December onwards. You will be given ALL of your certificates gained for qualifications taken at Ridgewood.



- You will be able to collect your certificates in person during school hours. You should bring in ID with you and will be asked to sign a collection register.
- Certificates will **NOT** be issued to any person other than yourself unless that person has a signed, written authorisation from you to collect certificates on your behalf. They must also bring their own ID with them and sign the collection register. A proforma has been included within this booklet.
- Once issued, certificates cannot be replaced by the school if lost or damaged and duplicates are rarely issued by exam boards. It is very expensive to replace lost or damaged certificates. To do this, you must contact each exam board individually.
- **IT IS VITAL THAT YOU COLLECT YOUR CERTIFICATES AND LOOK AFTER THEM. The school is obliged by the exam boards to hold certificates for a period of one year until they are returned and securely destroyed.**
- It is your responsibility to ensure these are collected and kept safe. You will need to provide certificates to colleges, training providers and employers as proof of your qualifications.

## The Use of Calculators in Exams

Ridgewood advises that students bring and use their own scientific calculators for exams. They should ensure that they are familiar with the use of the calculator which will save time during the exam. Candidates who need to borrow calculators may waste valuable time during the exam as they may be unfamiliar with them. There are very few calculators available to borrow in the exam room and some students may find themselves to be disadvantaged if they fail to bring their own equipment.

### JCQ - Important information about the use of calculators in exams

For question papers where the use of calculators is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in the appropriate awarding body's subject-specific instructions.

<p><b>Candidates should be told these regulations beforehand and be familiar with the Information for Candidates documents.</b></p> <p><b>Calculators must be:</b></p> <ul style="list-style-type: none"><li>• of a size suitable for use on the desk;</li><li>• either battery or solar powered</li><li>• free of lids, cases and covers which have printed instructions or formulas</li></ul>	<p><b>Calculators must not:</b></p> <ol style="list-style-type: none"><li>1. be designed or adapted to offer any of these facilities: -<ul style="list-style-type: none"><li>• language translators;</li><li>• symbolic algebra manipulation;</li><li>• symbolic differentiation or integration;</li><li>• communication with other machines or the internet.</li></ul></li><li>2. be borrowed from another candidate during an examination for any reason;</li><li>3. have retrievable information stored in them - this includes: -<ul style="list-style-type: none"><li>• databanks;</li><li>• dictionaries;</li><li>• mathematical formulas;</li><li>• text.</li></ul></li></ol>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"><li>• the calculator's power supply;</li><li>• the calculator's working condition;</li><li>• clearing anything stored in the calculator.</li></ul>	

Where access is permitted to a calculator for part of an examination, it will normally be acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator section of the exam.

Calculator lids and instruction leaflets are not allowed in the exam room; all students must leave them in their bags or hand them in to an invigilator before entering the exam room.

Pencil cases and spectacle cases that are not transparent must NOT be taken into the exam room and must certainly not be on the candidate's desk.

**Post 16**  
**@Ridgewood**

## Examination and Assessment Malpractice



### What is malpractice?

"Malpractice" is any act, default or practice which is a breach of the JCQ regulations or which:

- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate

This malpractice can occur in the course of any exam or assessment, including the preparation and authentication of any coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any exam paper.

### Penalties for possession of a mobile phone – issued by the JCQ

If a mobile telephone is found in your possession in an examination or quarantine room – **even if it is turned off** – it will be taken from you and a report made to the appropriate awarding body. The awarding bodies now operate a no-tolerance policy on all candidates discovered to be in infringement of the regulations and have stated that students discovered to have a mobile phone with them during an examination or quarantine face disqualification from the subject concerned.

TYPE OF MOBILE PHONE OFFENCE	PENALTIES GIVEN
Not in the candidate's possession but makes a noise in the examination room	<b>Penalty 1</b>
In the candidate's possession, but no evidence of being used by the candidate	<b>Penalties 2 - 4</b>
In the candidate's possession and evidence of it being used by the candidate	<b>Penalties 5 - 9</b>



**Did you know that the following all constitute malpractice offences for which there are penalties imposed by the awarding bodies?**

- Possessing a mobile telephone (even with the SIM card or battery removed), or MP3, iPod or unauthorised device whilst in the exam room or quarantine room
- Altering results documentation, including certificates
- A breach of the instructions or advice given by an invigilator, or awarding body in relation to the examination rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations
- Collusion – working collaboratively with other candidates beyond what is permitted
- Copying from another candidate – including coursework and during the exam, including the misuse of IT
- Deliberate destruction of work – including defacing your own script
- Disruptive behaviour in the exam room or assessment session, including the use of offensive language
- Talking in the exam room, or attempting to contact and/or distract other candidates
- Written communication between candidates
- Using social media – accepting, passing or distributing exam related information to/from others
- Taking unauthorised notes into the exam room and/or using permitted notes/books that have been over annotated, own paper, calculators/dictionaries when prohibited. Writing or symbols on hands/skin.
- Including inappropriate, obscene or offensive material in scripts or coursework, including drawings/comments which could cause offence to others
- Plagiarism – unacknowledged copying from published sources, including the internet; incomplete referencing
- Making a false declaration of authenticity – using work of others and declaring it is your own work
- Theft of someone else’s work (project or coursework) to pass off as your own
- Leaving the exam room or quarantine room unescorted before the end of the exam or during clash supervision
- Personation – deliberate using of wrong name or number or arranging to be impersonated

Make sure you know what you can and cannot do in an exam room, before it is too late. Do not take unnecessary risks otherwise all your efforts during the year could be wasted.

## **Penalties imposed against candidates for malpractice**

Awarding bodies may, at their discretion impose the following sanctions and penalties against candidates found guilty of malpractice.

▪ **PENALTY 1 – Warning**

The candidate is issued with a warning that if the offence is repeated within a set period of time further penalties will be applied.

▪ **PENALTY 2 – Loss of marks for a section**

The candidate loses all the marks gained for a section of the work. A section may be part of a component or a single piece of coursework if this consists of several items.

▪ **PENALTY 3 – Loss of marks for a component**

The candidate loses all the marks gained for a component.

▪ **PENALTY 4 – Loss of all marks for a unit**

The candidate loses all the marks gained for a unit. This penalty usually still allows the candidate to aggregate or request certification.

▪ **PENALTY 5 – Disqualification from a unit**

The candidate is disqualified from the unit and is therefore prevented from aggregating or requesting certification in that series.

▪ **PENALTY 6 – Disqualification from all units in one or more qualifications**

If circumstances suggest, penalty 5 may be applied to other units taken in the same exam series (units banked in previous series are retained.)

▪ **PENALTY 7 – Disqualification from a whole qualification**

The candidate is disqualified from the whole qualification taken in that series or academic year. This penalty can only be applied if the candidate has requested aggregation. Any units banked in previous series are retained, but the units taken in the present series and aggregation opportunity are lost. If the candidate has not requested aggregation then the option is penalty 6.

▪ **PENALTY 8 – Disqualification from all qualifications taken in that series**

If circumstances suggest, penalty 7 may be applied to other qualifications. It can only be applied to other qualifications if aggregation has been requested. Any units banked previously are retained but the units taken in the present series and the aggregation opportunity are lost.

If the candidate has not requested aggregation the option is penalty 6.

▪ **PENALTY 9 – Candidate debarred**

The candidate is barred from entering for one or more examinations for a set period of time. This penalty is applied in conjunction with any of the other penalties above if the circumstances warrant it.

**The school also has the right to take further action against a student once a penalty has been imposed by the awarding body.**



**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION**

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

**DISQUALIFICATION**  
**from your examination and your overall  
qualification.**

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



**This notice has been produced on behalf of:**

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

**Information for candidates**

**GCE, ELC and Project qualifications - coursework assessments**

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

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

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

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

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

**The regulations state that:**

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

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

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:  
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

You must also include a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

**If you copy the words or ideas of others and 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.

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

### **Plagiarism**

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**



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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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

**Effective from 1 September 2014**

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates  
For written examinations – effective from 1 September 2017**

**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.**

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p>Any pencil cases taken into the exam room must be see-through.</p> <p><b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
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 <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## Information for candidates

### Using social media and examinations/assessments



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

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

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

### **Penalties that awarding bodies apply include:**

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

**Please take the time to familiarise yourself with the JCQ rules:**  
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>





AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## **Information for candidates**

### **Guidelines when referring to examinations/assessments through the Internet**

**This document has been written to help you. Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications<sup>CIC</sup> (JCQ<sup>CIC</sup>) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

**This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.**

If you are found guilty of breaching any of these rules you could find yourself facing:

- a warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from sitting exams for a set period of time.

**You must familiarise yourself with the rules:**

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Take care to avoid possible malpractice and the application of a penalty.

# RESULTS DAY!

## GCE A Level / L3

THURSDAY 15<sup>th</sup> AUGUST  
2019

**8.00am** onwards (Year 13 – UCAS/Clearing support for individual students)

**10.00am** onwards (Year 12)

Faraday Social Area

**Results should be collected in person ideally by the student themselves.**

Any representative collecting results on their behalf will need a letter of authorisation (see template) from the student and a form of their own identification. Results cannot be released otherwise.

The results you will be given on this date are not certificates. Please see the information section about certificates.

# RESULTS DAY!

## GCSE & Level 2

THURSDAY 22<sup>nd</sup>

AUGUST 2019

9.00am onwards

Faraday Social Area

**Results should be collected in person ideally by the student themselves.**

Any representative collecting results on their behalf will need a letter of authorisation (see template) from the student and a form of their own identification. Results cannot be released otherwise.

The results you will be given on this date are not certificates, see information about certificates.



# RESULTS THIRD PARTY COLLECTION



RIDGEWOOD  
SCHOOL

## PERMISSION TO COLLECT A CANDIDATE'S RESULTS

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

To: Examinations Office

I will not be able to collect my results on results day and, therefore, give permission for

\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my results.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

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This form must be handed in on Results Day by the nominated person named above for the collection of student results (as signed above).

Office Use Only: I.D Checked – please initial



# CERTIFICATES THIRD PARTY COLLECTION



RIDGEWOOD  
SCHOOL

## PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

To Student: Please print and complete this form

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address 1)

\_\_\_\_\_ (Address 2)

\_\_\_\_\_ (Address 3)

\_\_\_\_\_ (Address 4)

\_\_\_\_\_ (Address 5)

\_\_\_\_\_ (Date)

### TO: Examinations Office

I am unable to collect my certificates in person from school, and therefore, give permission for \_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_  
(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

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This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

Office Use Only: I.D Checked – please initial

**Post 16**  
**@Ridgewood**