

# The John of Gaunt School

## Little book of Exams



Important information  
that you need to know about taking  
External Exams 2019

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

Name..... Tutor Group.....

### Useful information

Centre No. 66641

Your candidate number.....

School telephone number 01225 762637

Exams Manager Mrs Cottle, Deputy Exams Officer Miss Naish  
Exams Office W6/W2 (upstairs in Wingfield)

#### ➤ Uniform

Full school uniform must be worn smartly and correctly for every exam. The school reserves the right to refuse any candidate from sitting an exam if they are not wearing the correct uniform. The normal school rules regarding the wearing of jewellery and make-up apply during exams.

#### ➤ When do the external exams take place?

Summer exams are from Monday May 13<sup>th</sup> to Wednesday 26<sup>th</sup> June (*NEA, Controlled Assessments, Art, Language orals, Music and Drama performances will be timetabled prior to this. Please check with your subject teacher for these dates*). Remember that all students **MUST** be available to sit exams up to and including the **Contingency day - Wednesday 26 June 2019**. Exams are scheduled by the Awarding Bodies and cannot be moved, to ensure that they take place at the same time around the world. The only exception to this will be if a national emergency results in one or more exams having to be rescheduled to take place during the contingency period above. In this event, we will have to comply with the instructions issued by the Awarding Body.

#### ➤ At what time of day do exams start at JoG?

We start morning exams at **8.45 am** and afternoon exams at **1.15 p.m.** You will need to be ready by the door of an exam room **at least 15 minutes** before the scheduled start time. This is to allow us to get everyone seated and ready to start on time.

#### ➤ Who is responsible for you knowing when your exams are?

**You are!**

➤ **What do I do if I notice I have two or more exam papers timetabled at the same time (a timetable clash)**

Don't worry at this stage. As long as the exams are all due to take place at JOG, we will know about this. We will speak to you on an individual basis to explain what will happen. The Awarding Bodies have procedures in place for these situations.

➤ **Where do the exams take place?**

You will have a personal exam timetable issued to you and this will tell you which room your exams will be in, as well as dates, times and levels of all your exams. **Always check on the Exams Information Board prior to your exams for possible room changes.** Sometimes last minute changes are necessary. All large exams will be held in Wingfield Hall & Mackereth.

➤ **What food and drink can I take into the Exam room?**

Food is not allowed into an exam room unless special permission has been given.

You are only allowed to take into the examination room a drink of water in a clear plastic bottle and all **labels must be removed.** **There must be no writing / pattern on the drinks container and it must be completely transparent to comply with regulations.**

No other type of drink is permitted - this is in case you spill your drink over your exam paper.

➤ **Do I need to bring Stationery to an exam?**

**Yes!**

You must provide all your own equipment. Borrowing from other candidates is NOT allowed under any circumstances. Ordinary pencil cases or boxes are NOT ALLOWED in the exam room. You should bring your equipment in a **clear** plastic bag or **clear** pencil case.

**The following equipment should be brought to EVERY exam:**

2 Pens - BLACK only
2 HB pencils
Ruler (marked with millimetres)
Pencil sharpener (preferably one which catches the shavings)
Rubber

**For certain exams you will also need the following:**

Compasses
Protractor
Calculator
Coloured pencils

**YOU ARE NOT ALLOWED TO USE CORRECTING FLUID, PENS OR 'MICE' IN ANY ANSWER BOOKLETS.**

Exam rooms do have supplies of basic stationery but these are limited and for emergencies only, they are not to be used as your own stationery supply.

➤ **What if I am ill or injured on the day of an exam?**

If you are ill on the day or suffer from the effects of an accident, please inform an invigilator, Miss Naish or Mrs Cottle. It is important that you still attempt the exam. If you are very ill and unable to think clearly, you should contact Miss Naish or Mrs Cottle and seek advice. In all situations, you will need to provide medical evidence to the invigilator or, later, to Miss Naish or Mrs Cottle so that a special consideration form can be sent off for you. If you sustain an injury that affects your ability to write or draw, see Miss Naish or Mrs Cottle, as soon as possible, before the exam begins.

➤ **Can I change my level of entry at GCSE on the day?**

This should never be needed. Your level of entry will have been discussed with you and also with your parents at parents' evening.

**The question of a last minute change should never arise.**

➤ **When will I get my FINAL personal exam timetable?**

At the beginning of May for summer exams.

➤ **When do I get my results?**

**Summer GCSE: 22<sup>nd</sup> August 2019**

**Summer A Level: 15<sup>th</sup> August 2019**

Please note that you **MUST** collect your own results, unless you have provided a stamped, addressed envelope or nominated someone in writing to collect them on your behalf.

➤ **What if I'm not happy with my results (Post-results services)**

Post-results services are offered by awarding bodies after the issue of exam results. There are currently two main services provided - Reviews of Results (RoRs) and Access to Scripts (ATS).

On results days there are staff with whom results and post-results services may be discussed. You will be notified of fees and deadlines nearer to results days.

Your consent/permission must be obtained after you have received your results before we can proceed with a Post result service.

➤ **When do I get my certificates?**

These are presented at a special event in late November/early December. Details will follow. The school is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose them) they can only be replaced by direct application to the appropriate Awarding Bodies. This will require proof of identity and a substantial fee per Awarding Body. You are therefore urged to collect your certificates at the Presentation Event or as soon as possible thereafter and keep them safely. Please note that we cannot post certificates and you must collect them in person, or provide a named person with signed, written consent to collect the certificates on your behalf.

**WARNING**

**YOU MUST KEEP ALL YOUR CERTIFICATES SAFE AS IN MOST CIRCUMSTANCES  
THEY CANNOT BE REPLACED**

**This section contains very important notices.  
It is your responsibility to read them.**

**If you do not understand anything, please ask your tutor or someone from  
the exams team to explain them to you.**

## **Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)**

The John of Gaunt School is committed to making sure that whenever our staff mark a candidate's work it is done consistently and follows the relevant regulations.

A candidates' work will be marked by staff who have been trained. They will have the right knowledge, understanding and skills and if more than one member of staff is needed, they will use that experience to mark the work between them. This means it will be marked fairly and consistently.

1. The John of Gaunt School will ensure that the candidate is told what their centre assessed mark was. This means that if there is a problem they can then ask for the marks to be reviewed before they are sent to the awarding body. Please note that the work cannot be altered once a mark has been issued.
2. The John of Gaunt School will provide any materials / information to help a candidate decide whether to ask for a review of their marks.
3. The John of Gaunt School will make sure that all necessary materials and information are provided as quickly as possible.
4. The John of Gaunt School will give candidates enough time to make a decision using those materials/ information.
5. Requests for reviews of marking **must** be made in writing.
6. The John of Gaunt School will make sure that there is enough time to review the marks and let the candidate know the final decision before the awarding body's deadline.
7. The John of Gaunt School will ensure that the people reviewing the marking are trained, but were not involved with marking the work of this candidate originally.
8. The John of Gaunt School will make sure that the person reviewing the marks is consistent in applying the standards set by the school.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The John of Gaunt School and is not covered by this procedure.

**Internal appeals & Complaints procedures can be found here <https://johnofgauntschool.org/about-the-school/exams/>**

## JCQ Information for candidates – written exams

You **must** read this information before you undertake any externally assessed timetabled written exams.

### Information to Candidates For written examinations – effective from 1 September 2018

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

<b>A 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 <b>must not</b> take into the exam room: a) <b>notes</b> ; b) <b>potential technological/web enabled sources of information such as an, iPod, a mobile phone, a MP3/4 player or similar device, a Smartwatch or a wrist watch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <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.
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 <b>must not write inappropriate, obscene or offensive material.</b>
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 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 <b>must</b> 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
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <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 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: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details in on 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.

## JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking any GCE and/or GCSE qualifications that contain components of non-examination assessment.

### **Information to Candidates: non-examination assessments**

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

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

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

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

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

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

#### **Preparing your work – good practice**

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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

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

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

## **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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

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## JCQ Information for candidates – Privacy Notice

You **must** read this information as it informs you how the “JCQ awarding bodies will process your personal data.”

### Information for Candidates

#### Information About You and How We Use It

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

AQA <https://www.aqa.org.uk/about-us/privacy-notice>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://www.pearson.com/corporate/privacy-notice.html>

WJEC <https://www.wjec.co.uk/about-us/data-protection/WJECPrivacyNotice.pdf>

#### Who we are and how to contact us

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

#### Information about you and from where it is obtained

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

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

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

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

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

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

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

## **Your rights**

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

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

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

## **How long the information about you is held**

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

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

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

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

## **Please note**

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

## JCQ Information for candidates – social media

You must read this information to help you stay within examination/assessment regulations when using social media.

### Information for candidates: Using social media and examinations/assessments

**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.

#### **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 rumor's 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>



**JCQ No Mobile Phones poster**

This poster will be displayed outside each exam room. You **must** note that “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.”



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

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

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

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

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

©2017 – Effective from 1 September 2017

## JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

### 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**

## **Remember:**

The most common errors:

- Reading notices but not looking at column headings and confusing the start time of an exam with its length.
- Relying on what a friend tells you.
- Copying a timetable incorrectly into a student planner and using that instead of the original.

**Don't forget your clear pencil case with black pens, pencils, ruler, eraser, pencil sharpener, protractor, compass and calculator**

**DO NOT bring correction fluid of any sort into the exam room**

### **Word of Advice:**

Remember to have something to eat and drink before taking your exams, especially on hot days, when we do experience a number of students who become dehydrated and are unable to complete their exams due to a lack of fluid intake. A banana eaten half an hour before the start of an exam can boost your concentration levels.