



**CARLETON  
HIGH SCHOOL**

**Examinations and Assessments  
Guidelines for Students and Parents/Carers  
2018/19**

**Examinations and Assessments**  
**Guidelines for Students and Parents/Carers 2018-2019**

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## **1. Introduction and Information**

It is important that all students have the best possible conditions and preparation to help them achieve the best examination results they can. This document gives guidance and advice and outlines the national examination rules and regulations. It is intended to help students, parents and carers understand the exams process and what you have to do, where the school can help and what the rules are. There may be occasions when exam instructions change, students will be informed of these and any updates to this document will be available on the school website.

Students should ensure they read the information found in the Appendices of this document.

The Joint Council for Qualifications (JCQ) publishes instructions for how exams should be undertaken in schools and colleges. Carleton High School's Senior Leadership Team, teaching and support staff, exams officer and invigilators work together to ensure that the school follows these instructions.

The full set of national rules and regulations can be found on: <http://www.jcq.org.uk/exams-office>

This guidance booklet will be updated each year and issued to students. If you have any questions about the examination processes please contact the Exams Officer on the main school number 01977 781555. If you have any questions about a particular subject, please contact the relevant subject teacher.

## **2. Examination Entries**

Every student who is being taught a subject will be entered, by the school, for the most appropriate level of exam. The school pays for the registration and initial entry for exams. The school works with 6 Examination Boards - Pearson Edexcel, NCFE, AQA, OCR, City & Guilds and WJEC. Each of these boards has a website which provides further information about their courses and examinations.

All students will receive a timetable of entry before their first exam date. This must be checked by students and parents to confirm that **all entries have been made and are correct.** Subject teachers will also make their own checks.

## **3. Candidate Examination Number**

Each student from Year 9 upwards will be given a unique 4 digit candidate number that will stay with them throughout all examinations and when submitting coursework at Carleton High School. This number will need to be written on all examination and coursework papers.

## **4. Exam dates and timetable**

The GCSE Exam periods are published on the school calendar on the website. The dates for GCSE exams are fixed by the Exam Boards. Parents are reminded that they require the permission of the school to take students out of school and no time out will be authorised during the exam season. Details of revision sessions are provided by the teachers. There can be late changes to exam timetables and students will be advised of this via a revised exam timetable/information given to each student and Exam Notice Boards.

All students will be issued with an **exam timetable** at least 2 weeks before their first scheduled exam. The exam timetable information will give the details of the exam, date, venue, time and length of exam. **This is very important.** If you think there are any mistakes (e.g. name, spelling, date of birth, exams) you must inform the Exams Officer **immediately.** Check each examination unit, subject, level and date/start time carefully.

The length of exams can vary and some may not finish until after school. Students and parents should be aware of this and make appropriate arrangements for getting home. **Students will not be allowed out of an exam early.**

If a candidate is timetabled to sit more than one exam at the same time this is known as a **clash**. If you notice a clash on your timetable you must notify the Exams Officer immediately. Special arrangements are made in these circumstances that involve the student being kept in isolation until the exams that clash have been completed.

Students who have been assessed as requiring particular access arrangements will be given information about the arrangements prior to the exam.

## **5. Non-examined assessments**

Subject teachers organise the non-examined assessments and the school will set deadlines in line with exam board requirements. If the work is not submitted by the deadlines set it is possible that marks will not be given and the overall subject grade will suffer. Dates for non-examined assessments are **not** included in the exam timetable; this information will be provided by the subject teachers and if you have any questions these should be directed to teachers. Information can be found at the end of this document about what you must and must not do when completing non-examined assessments; this includes guidance about the use of the Internet.

## **6. Other examinations**

The school runs internal tests and mock GCSE exams. The timing of the mocks will be shared directly with students. The mock exams are generally conducted under exam conditions and students are expected to take account of the rules as outlined in this booklet. Mock exams are an important opportunity to practice the revision and preparation for exams, as well sitting them under these conditions.

## **7. Exam Day**

You are required to be at the correct venue 15 minutes before the published start time of the exam.

If you are ill on the day of the exam and do not think you can sit the exam you must call the Exams Officer as soon as possible. A student will need to present a doctor's certificate or note or give other evidence of a satisfactory medical reason for the school to make a special consideration application to the Exam Board. Exam Boards use the information sent to them to make a decision on any allowance that may be made. The allowance in terms of marks will only ever be a small percentage, the maximum being 5% and this is only given in very extreme cases.

In most examinations you will be seated in numerical order within each subject. Information about the seating plan for each exam will be clearly displayed and when you enter the examination room you must always ensure that you sit at the correct desk.

If a student does not attend at the start of an exam the school will try to contact the parents and the student. There is a short time when the student can still enter the exam room to take the exam. The Exams Officer will advise on the details when this situation arises.

If you think you will be late for an exam, you should telephone the school immediately and contact the Exams Officer. You may still be allowed to enter the exam room to take the exam but the regulations are very strict and if you arrive more than an half an hour after the start of the exam you may not be admitted. If the exam has finished, late candidates will not be allowed to sit the paper under any circumstances. Exams cannot be scheduled for another time or date.

## **8. Materials and Equipment**

Candidates **must** bring their own relevant equipment to the exams.

Equipment needed:

- 3 x black biros (blue biros and any kind of gel pens are not permitted)
- 3 x pencils, rubber, ruler, sharpener
- coloured pencils (for DT subjects)
- highlighter pens
- calculator, protractor and compass

All items should be brought in a transparent pencil case or bag. Non-transparent pencil cases or bags will not be permitted in the exam room.

Calculators may be used for some examinations. Subject teachers will tell you if they are allowed or not for specific papers. If you are going to buy a calculator ask your Maths teacher for advice.

Your calculator should be no larger than the regular handheld size and no printed instructions or cases or lids are allowed. Calculators must be either battery or solar powered. Candidates are responsible for ensuring that their calculator is cleared of anything stored on it before entering the examination room. You are not allowed to use a mobile phone as a calculator and must not borrow a calculator from another candidate during an examination for any reason. Please note that Exam Boards make no allowances for calculator failures.

Pens/pencils etc. are available from Student Services, but should be bought well in advance of the exams.

## **9. Exam Room – Rules and Regulations**

The Exam Boards issue a 'Notice to Candidates' and a 'Warning to Candidates' which are included in the Appendices at the end of this document and are also on the school website. These **must** be read carefully.

The Exam Boards take the integrity of exams very seriously and it is important that all candidates heed the instructions. They are intended to ensure exams are fair for all students. All schools are inspected in terms of their examinations management and administration.

'Malpractice' is the term that Exam Boards use for cheating. The Exams Officer will report any infringements to the Exam Boards and they will decide on the action to be taken. If you are caught cheating in any way in any examination you **WILL** be reported to the examination board.

The rules and guidance should be followed:

- No bags, books or notes are allowed at your examination desk.
- Bags should be left in lockers or in the designated area.
- **No wristwatches of any kind are permitted to be worn.**
- You are advised not to bring valuables with you when you are coming into school for an examination. The school can take no responsibility for bags or valuables left in bags.
- Tippex or correction pens are not allowed.
- You can take water in a clear bottle with the label removed – you will not be able to leave the room to fill it up or ask invigilators to do this for you.

### **Mobile phones or products with an electronic communication/storage device or digital facility**

- Mobile phones, iPods, MP3/4 players, iWatches/Smart watches (or any other devices that can store data) should not be brought into the exam room. They should be turned off completely (including alarms) and left in lockers, or if in bags, stored in the designated area during the exam.
- **It is a very serious offence to be found with a mobile phone, iPod, iWatch, smart watch or MP3/4 Player (music player) or products with an electronic storage facility during**

**an exam.** It is considered as cheating. If this rule is breached you could be disqualified from that paper, or from all exams in the series (even those already taken).

- You must be silent at all times when you are in the examination room; this includes when you enter and when you are leaving. **Do not let others ruin your chances of success by being distracted and do not risk your friends' exams by trying to distract them.**
- Candidates who try to make eye contact with other candidates, or communicate with other candidates inside the venue, or who create a disturbance in the exam room may be asked to leave and the circumstances will be reported to the Exam Board. This may result in the candidate not receiving a grade for the whole exam.
- Absolute silence must be maintained while papers are being collected. Question papers, answer booklets and additional paper must not be taken from the examination room.
- Each exam paper will also give specific instructions about completing the exam paper. These instructions will be read out at the beginning of each exam.
- If you need assistance during the exam put your hand up and wait for an invigilator to come to you.
- You can ask to go to the toilet and an invigilator will escort you. You will be asked to remove your blazer before you enter the toilet.
- Never use ordinary lined paper – rough work must be in answer booklets provided. You should always cross through anything that you do not wish to be marked.
- Highlighter pens must not be used in answers or in answer booklets but you are allowed to highlight parts of printed questions if you want to.
- Bad behaviour or disruptive behaviour will not be tolerated. The Head Teacher and the Exams Officer have the power and responsibility to remove disruptive candidates.
- All candidates **must** wear normal uniform. Students not dressed properly will not be permitted to sit the exams and may be charged for the entry.
- Students missing an exam without a valid reason, and in case of illness, a medical certificate, may be charged the entry fee for the exam.
- Items of jewellery such as bracelets or bangles should not be worn as they may make a noise on the desk which could disrupt other students.

### **10. Exam Invigilation Team**

Members of staff known as invigilators will supervise students in the exam rooms and will be working to the exam boards' rules and regulations under the direct management of the school's Exams Officer. Once you enter the venue you must follow the instructions of the invigilators at all time. Failure to do so may mean you are removed from the exam, prevented from sitting the exam or even disqualified. Invigilators are trained and experienced in exam procedures.

If you need assistance during the exam put your hand up and wait for an invigilator to come to you. They cannot help you with your exam but they will be able to clarify information you have been given and deal with other issues and queries in line with regulations.

If there is an emergency during the exam you must listen to and follow the instructions from the invigilator. **If you are asked to leave the examination room as directed by the invigilator you must leave in silence, do not communicate with any other students at all.**

If the exam is disrupted or stopped for any reason (evacuation, candidate being sick etc.) you will be told to stop writing and the time noted. Once the exam re-starts the missed time will be added to the end. The exam board will also be asked to give all affected candidates special consideration.

### **11. Illness and Special Consideration**

If a student is ill or experiences extreme circumstances (e.g. bereavement or family difficulties) in the weeks leading up to the exam and this affects revision it is essential that you inform the school by letter detailing the nature of the illness. The Exams Officer may be able to apply to the Exam Boards for consideration of exam papers in light of this.

If a student is unable to attend an exam due to ill health or extreme circumstances (e.g. bereavement or family difficulties) the Exams Officer must be notified as soon as possible on the day of the exam and medical certification or other proof is required if an application is to be made to the Exams Boards.

Parents and students must be aware that any adjustments in marks as a result of an application for special consideration will be small and are only at the discretion of the exam board.

If after the examination you think you have good reason for applying for special consideration you need to contact the Exams Officer as soon as possible to clarify your position.

### **12. Accommodation**

**The exams will take place in the Theatre.** During exam times therefore the Theatre and a number of smaller rooms will be unavailable. We recognise that this can be inconvenient for students and teachers, but it is important that examinations and assessments are accommodated as effectively as possible. The patience and tolerance of all students is appreciated. Students are asked to take notice of 'no entry' signs and signs asking for quiet because exams are in progress. It is important that students respect the needs of others during these busy and important times

### **13. Results and Post Results services**

Results of GCSE and BTEC exams are issued in August; details of dates and times will be on the school website and sent to all relevant students. Results cannot be issued over the phone or by email. Any results not collected by 2pm on the day will be posted to the home address we hold on the system.

Candidates can nominate another person to collect results on their behalf by providing written permission, either in a signed letter or by email. The nominated person must have either a copy of the letter/email and appropriate ID with them on collection.

Following the publication of results, the awarding bodies offer post-results services. Requests for Access to Scripts (ATS) or a Review of Results (RoRs) must be made through the school; individuals will not be able to request these services directly from the examination boards. The school is charged for these services and so the costs are passed on to the student or department requesting them. If requested by a student, a cheque or cash payment must be received before the request is submitted. If a review results in a grade changing, the charge will then be refunded. The costs vary from board to board; a list of charges will be available on Results Day.

Requests must be made within a short period of time of the issuing of results, and signed consent from the student must be obtained. Forms will be made available on results day, and for a few weeks afterward from the exams office.

**Please be aware that a RoR can result in a mark and grade falling OR rising as the result of such a review, and therefore such a request must be considered carefully.**

Please see the Internal Appeals Procedure in the appendix of this document. This document explains how an appeal can be made regarding the outcome of a RoR.

#### **14. Certificates**

Certificates are sent to the school during the term following exams and can be collected from the Exams Office, usually in November. Certificates must be signed for, and therefore cannot be posted. We will store certificates for 5 years before shredding them. After 5 years, it may be possible to get copies of certificates from the exam boards for a fee, although some boards may only provide certified copies of exam results (these are considered to be valid evidence of grades for university): please see [www.gov.uk/replacement-exam-certificate](http://www.gov.uk/replacement-exam-certificate) for advice. Students may also collect certificates on Presentation Evening in November.

Candidates can nominate another person to collect certificates on their behalf by providing written permission, either in a signed letter or by email to the Exams Officer at [jblackburn@carletonhigh.patrust.org.uk](mailto:jblackburn@carletonhigh.patrust.org.uk) . The nominated person must have appropriate ID with them on collection.



**Appendices:**

Appendix 1: Internal Appeals Procedure

Appendix 2: Links to JCQ Information for Candidates and other documents



# GCSE/COA

## Internal Assessment Appeals Procedure

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APPENDIX 1 Notices to Candidates

APPENDIX 2 Pupil Appeals

APPENDIX 3 Pupil Appeals Application

## 1. INTRODUCTION

The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.

### 1.1 Aim

The policy is designed to promote quality, consistency, accuracy and fairness in the assessment of coursework/controlled assessment.

### 1.2 Definitions

1.2.1 Coursework/controlled assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to an award from an external examining board or public body.

1.2.2 Assessor – a member of Carleton High School staff responsible for the internal award of coursework/controlled assessment marks

1.2.3 Moderator – an external assessor appointed by an Examining Board or public body to scrutinise internally awarded coursework/controlled assessment marks.

1.2.4 Examinations Officer – the member of Carleton High School staff appointed to manage the examining process within the school.

### 1.3 Grounds for an appeal.

1.3.1 The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.

1.3.2 The Awarding Body moderates the assessed coursework/oral tapes/controlled assessment and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

### 1.4 The Examinations Officer's responsibilities.

1.4.1 Before any coursework/controlled assessment is started all candidates will be given the 'Notice to Candidates' from the Joint Council for Qualifications about Coursework/Controlled Assessment Regulations (appendix 1).

1.4.2 Information about the appeals procedure will be given at the start of KS 4(appendix 2).

### 1.5 Subject Department's responsibilities.

1.5.1 Within a department, all candidates will be given adequate and appropriate time to produce the coursework/controlled assessment.

1.5.2 Deadlines for coursework/controlled assessment are clearly and consistently set.

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

1.5.3 The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization as necessary.

1.5.4 Each Awarding Body specifies detailed criteria for the internal assessment of the work and for the staff responsible for internal standardisation to attend any training sessions given by the Awarding Bodies.

## 1.6 Student responsibilities.

1.6.1 Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework/Controlled Assessment Regulations (appendix 1).

1.6.2 Coursework/controlled assessment should be handed in by the agreed departmental deadline.

1.6.3 If there are any special circumstances e.g. prolonged absence, covered by medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Department concerned.

## 2. THE APPEALS PROCEDURE

### 2.1 General.

2.1.1 The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgment themselves.

2.1.2 The appeal must be made in writing (appeals form – appendix 3) to the **School's Examination Officer by 5 May** of the year that the coursework/controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

2.1.3 The Head of School will nominate a senior member of staff, normally the Examinations Officer, to lead the enquiry. An experienced Co-Ordinator of Department and School Governor to act as an independent member will also be on the panel.

2.1.4 The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

2.1.5 The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.

2.1.6 Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

### 2.2 Evidence to be provided by the subject department.

2.2.1 Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework/controlled assessments was discussed and given out to new and existing members of the department. Absentees were given their copy.

2.2.2 The mark scheme or marking criteria for the coursework/controlled assessment provided by the awarding body.

2.2.3 The departmental mark scheme or marking criteria given to the teachers for marking the coursework/controlled assessment if this differs from that of the awarding body.

2.2.4 Dates when the coursework/controlled assessment was set and to be handed in for that student.

2.2.5 Evidence that all teaching groups have been given an appropriate length of time to complete the work.

2.2.6 The departmental policy for candidates who were absent when the coursework/controlled assessment was set or were absent for part of the period during which the internal assessment was being carried out.

2.2.7 Dates when the coursework/controlled assessment was marked by the teachers.

2.2.8 The name of the teacher in charge of the internal standardisation.

2.2.9 Dates when members of the department attended the last awarding body standardisation meeting.

2.2.10 Evidence that the information from this meeting was disseminated to the department.

2.2.11 Date(s) for departmental standardisation meeting and teacher attendance.

2.2.12 If the teacher assessing the piece of coursework/controlled assessment was absent, what was done to ensure that the information was given to this teacher.

2.2.13 Copy of coursework/controlled assessment marks sent to the awarding body.

### 2.3 Maintenance of departmental evidence.

2.3.1 The above information should be provided suitably filed.

2.3.2 It would be advisable to set up this file at the beginning of the course and update it each year.

2.3.3 If an appeal application is made, the HOD would only have a short time to provide this information for the appeal panel. **Appeals have to be made by 5 May in the year that the work was assessed.**

2.3.4 The evidence above may also be requested by an awarding body inspector visiting the school or the awarding body if a parent makes a further appeal against the panel's decision.

To be reviewed on an annual basis.

Signed : \_\_\_\_\_ J Cross (Head of School)

Dated : \_\_\_\_\_



**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 2016.

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 drew 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**



**Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

## **Information for candidates – Privacy Notice**

### **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 qualification 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, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments 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 certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work 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-results services. Examination results will be retained for a minimum of forty years.

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 DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data are to/may be disclosed, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) 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 secure and accurate, including any third parties to whom it may be passed to.



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.

## Carleton High School

### Student appeals on coursework/controlled assessments

Coursework/controlled assessment is any piece of written or practical work which is marked by the school or an external examiner and which contributes to an award from an external examining board or public body.

The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgment themselves (i.e. an appeal cannot be made on the marks awarded).

#### Your responsibilities.

Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework/Controlled Assessment Regulations.

Internal assessments should be handed in by the agreed departmental deadline.

If there are any special circumstances e.g. prolonged absence, covered by medical certificate, there is a possibility of an extension but this must be negotiated with the Co-Ordinator of Department concerned.

#### The appeal procedure.

The appeal must be made in writing on an appeals form (obtained from the Examinations Officer) to the **School's Examination Officer by 5 May (at the latest)** of the year that the coursework/controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

The Head of School will nominate a senior member of staff, normally the Examinations Officer, to lead the enquiry. An experienced Co-Ordinator of Department and School Governor to act as an independent member will also be on the panel.

The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series at the latest.

The panel's findings will be formally reported back to the candidate/parent/carer as soon as possible after the panel has met at the latest at the beginning of July.

Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

# Carleton High School

## Student Appeal Application

Student Name: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: GCSE

Assessing Teacher: \_\_\_\_\_

Description of coursework piece/controlled assessment:

Why are you appealing? [Please remember you can only appeal about the procedures used in arriving at internal assessment and **not** the mark you were awarded]

Please continue overleaf if you need more space.

Signed: \_\_\_\_\_ (Candidate)

\_\_\_\_\_ (Parent)

Date: \_\_\_\_\_

**Links to JCQ Information for Candidates and other documents**

<https://www.icq.org.uk/exams-office/information-for-candidates-documents>  
<https://www.icq.org.uk/exams-office/information-for-candidates-documents>

<https://www.icq.org.uk/exams-office/exam-room-posters/no-mobile-phones-poster>

<https://www.icq.org.uk/exams-office/exam-room-posters/warning-to-candidates>