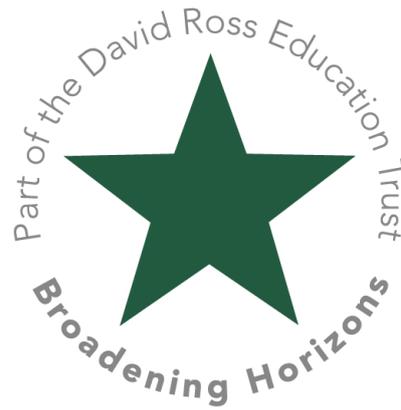




BARNES WALLIS  
ACADEMY

*Broadening Horizons*



## **Barnes Wallis Academy**

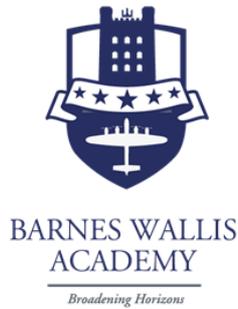
Student Examination Handbook

Centre Number: 26370

2019

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### **Examination Information**

It is the intention of the Barnes Wallis Academy to make the examination process as stress-free and successful as possible for our students and we aim to create the best environment for students to achieve their full potential during their examinations.

Hopefully this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so they are also aware of the examination regulations, the procedures to follow and also what is expected of you during examinations.

External examinations are governed by awarding bodies and they set down strict criteria which must be followed for the conduct of examinations and controlled assessments, Barnes Wallis Academy is required to follow them precisely, you should therefore pay particular attention to the 'Information for Candidates' printed on the following pages.

Some of the questions you may have are answered inside this booklet, along with the school's internal appeals procedure. If there is anything you do not understand or any question that has not been addressed, please ask.

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

Rebecca Grimsley – Examinations Officer  
[RGrimsley@barneswallisacademy.co.uk](mailto:RGrimsley@barneswallisacademy.co.uk) or 01526 342379

Remember – we are here to help.

**Good luck!**

# SUMMER EXAMS 2019

## EXAM RULES

Once in the exam room you are under exam conditions i.e. no communicating with anyone. If you need to ask something, put up your hand and an Invigilator will come to you.

The time allowed for each exam will be written on the board and clocks will be displayed.

No food is allowed in the examination rooms and only water in a clear plastic bottle may be brought in.

You will be asked to remove your watch and place it on the exam desk. SMART WATCHES or DATA STORAGE DEVICES ARE NOT PERMITTED IN THE EXAM ROOM.

**Mobile telephones MUST BE SWITCHED OFF AND GIVEN TO AN INVIGILATOR BEFORE THE START OF THE EXAM OR LEFT IN YOUR BAG/LOCKER. Please note that if your mobile phone has an alarm set, this may activate even if the phone is switched off.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made.

The following table shows items that should and should not be taken into the exam room.

| ALLOWED                                    | NOT ALLOWED                        |
|--|------------------------------------|
| Black biro                                 | MP3/ipod                           |
| Spare biros                                | Pencil case - unless 'see through' |
| Ruler                                      | Tins                               |
| Pencil                                     | Correction fluid                   |
| Tissues (loose)                            | Mobile Phone                       |
| Water (clear bottle, no label)             | Talking                            |
| Normal medication (loose)                  | Sign Language                      |
| Geometry items                             | Desk Graffiti                      |
| Calculator (certain exams only - no cases) | Noise & Fidgeting                  |
| Highlighters                               | Watch on your wrist                |

Please leave the candidate identity card face up on your desk; the Invigilators look at the candidate number to work out who needs which paper. Not all candidates will be doing the same exam.

Remember to **read the instructions on the front of the exam paper so you know which questions to answer. Read the questions carefully.**

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about

Check you have the correct question paper – check the subject, paper and tier of entry.

Read all instructions carefully and number your answers clearly.

Do not draw graffiti or write offensive comments on examination papers – if you do the examination board will refuse to accept your paper.

When you have finished, use the time left for checking the exam paper and reading your answers.

#### **EMERGENCY EVACUATION PROCEDURE**

If the **fire alarm** sounds during an examination the examination invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation.

When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## **AFTER THE EXAMINATIONS**

### **NOTIFICATION OF RESULTS**

Results will be available for collection on results day - Thursday 22<sup>nd</sup> August.

If you wish any other person (including family members) to collect your results on your behalf, you must give written/email authorisation to The Exams Office before school breaks for the summer.

**No results will be given out by telephone under any circumstances.**

### **PROCEDURE FOR ENQUIRING ABOUT GCSE RESULTS**

A query about an exam result can be discussed with any member of staff; however they will refer the query to the Head of Faculty and the Exams Officer.

All such queries must be referred by the Exams Officer to the Principal to see if the school can support an application for a remark.

A candidate may still request a remark without support from the school for which they will pay their own fees. The fees differ between exam boards but are available from the Exams Officer (fees are returned if the grade is changed).

The Principal and Head of Faculty will examine other results for cases which they want to query.

In all cases, written permission or an email is required from the candidate confirming it is their wish for the paper to be remarked on the understanding that marks can go down as well as up. This permission and the fee, if applicable, must be received before the published cut-off date (4 weeks after the official results date). The Exams Officer will then apply to the appropriate board for a remark and let the candidate know the outcome.

### **COLLECTION OF CERTIFICATES**

Students will be contacted when certificates are available to be collected from the school. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation and they will not be posted to any candidates as they have to be signed for.

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 their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board.

You are therefore urged to collect your certificates as soon as possible and to store them safely.

## FREQUENTLY ASKED QUESTIONS

### **Q. What do I do if I think I have the wrong paper?**

Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

### **Q. What do I do if I forget my Candidate Number?**

Candidate Numbers are printed on your candidate ID card which will be attached to your desk. Alternatively, you can check with the Exams Office before going into the exam room.

### **Q. What do I do if I forget the school Centre Number?**

The Centre Number is **26370**. It will be clearly displayed in the examination rooms.

### **Q. What do I do if I feel ill during the exam?**

Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may have affected your performance.

### **Q. If I'm late can I still sit the examination?**

Provided you are not more than 1 hour late, it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Student Services. A member of staff will escort you to the exam room. You must not enter an examination room without permission after an examination has begun. It may not be possible to allow you any extra time if you start the examination late.

You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Exam Board may decide not to accept your work. Please ensure that you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

### **Q. If I miss the examination can I take it on another day?**

No. Timetables are regulated by the exam boards and you must attend on the given date and time.

### **Q. Do I have to wear school uniform?**

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

### **Q. What equipment should I bring for my exams?**

For most exams you should bring at least 2 pens (black ink only).

For Science and Maths, where you need to draw diagrams or graphs, you need 2 pencils.

For some exams you will need a calculator (Maths/Science), a 30cm ruler (marked with cm and mm), pencil sharpener and eraser, compasses, protractor, coloured pencils (not gel pens) and highlighters for English & Literature.

You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

**Q. Why can't I bring my mobile telephone into the exam room?**

Being in possession of a mobile phone (or any other electronic communication device, e.g. ipod, headphones) is regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned **ON** - **disqualification for the entire subject award.**

Device found on you and turned **OFF** – **disqualification from the specific paper** you are sitting at the time.

If your phone rings during the exam **wherever it is in the room**, the exam board must be informed and you may be **disqualified from all papers for the subject (including any already taken).**

**Q. How do I know how long the exam is?**

The length of the examination is shown in minutes on your individual timetable under the heading 'duration'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on the board at the front of the exam room. There will be a clock in all examination rooms.

**Q. Can I leave the exam early?**

It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. Can I go to the toilet during the exam?**

You should use the toilets before the exam.

**Q. Why do I need to check the details on the Statement of Entry?**

The details on your Statement of Entry will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

|     |               |      |     |         |      |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

### Information for 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:<br>a) <b>notes;</b><br>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><br><b>Any pencil cases taken into the exam room must be see-through.</b><br><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</b> 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 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 clearly and in black ink.<br>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 Calculators, Dictionaries and Computer Spell-checkers</b>                 |   |
| 1  | You may use a calculator unless you are told otherwise.   |
| 2  | If you use a calculator:<br>a) make sure it works properly; check that the batteries are working properly;<br>b) clear anything stored in it;<br>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;<br>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:<br>a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;<br>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:<br>a) you have a problem and are in doubt about what you should do;<br>b) you do not feel well;<br>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 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.   |



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

**AQA, OCR, Pearson and WJEC**

**Information for 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.

**The regulations state that:**

**the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.**

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

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

## **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           | <a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>   |
| CCEA          | <a href="http://ccea.org.uk/legal/privacy_policy">http://ccea.org.uk/legal/privacy_policy</a>   |
| City & Guilds | <a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>                 |
| NCFE          | <a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>   |
| OCR           | <a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>   |
| Pearson       | <a href="https://www.pearson.com/corporate/privacy-notice.html">https://www.pearson.com/corporate/privacy-notice.html</a>   |
| WJEC          | <a href="https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf">https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf</a> |

### **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 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; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## 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 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 |
|-----|---------------|------|-----|---------|------|

## 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

|     |               |      |     |         |      |
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| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
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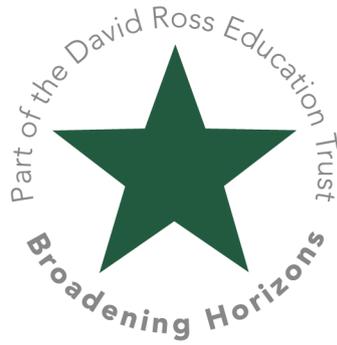
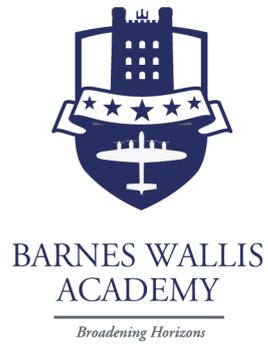
**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

**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.



## Internal Appeals Procedure 2018/2019

|                                       |   |
|---------------------------------------|---|
| This plan is operational from:        | May 2018  |
| This plan is to be reviewed annually: |   |
| The next review date:                 | September 2019                                  |
| Signed off by:                        | Name<br>Mr J Scarrott<br><br>Title<br>Principal |

## Appeals procedure against internally assessed marks

Barnes Wallis Academy is committed to ensuring that, whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Where the marking of a set of work is divided between staff, internal moderation and standardisation is carried out to ensure consistency.

Barnes Wallis Academy is committed to ensuring that all assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.

If a student feels that this may not have happened in relation to his/her work, he or she may make use of this appeals procedure.

**Note that appeals may only be made against the *procedures* used in internal assessment and *not against the actual mark or grade* submitted by the school for moderation by the awarding body. Students will be told the window of when they can appeal (normally as soon as they receive marks from teachers) by their teachers for internally assessed work.**

1. Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series (e.g. the last GCSE written paper in the June examination series).
2. Appeals should be made in writing (using the **internal appeals form obtained from the school**) by the candidate's parent/carer to the Principal, stating the details of the complaint and the reasons for the appeal. The Principal will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Examinations and Data Administrator is not able to assist in the investigation for some reason, the Principal will appoint another member of staff of similar or greater seniority to carry out the investigation.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Principal and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
6. After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of Barnes Wallis Academy and is not covered by this procedure. If you have concerns about it, please ask the Exams Officer for a copy of the appeals procedure of the relevant awarding body.

## Appeals procedure regarding the centre's decision not to support an enquiry about results

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

The service, *enquiries about results* (EARs), may be requested by centre staff or candidates (or their parents/carers). EAR service 3 is not available to individual candidates. If a query is raised about a particular examination result, the exams officer, teaching staff and head of centre will investigate the feasibility of requesting an enquiry at the centre's expense.

When the centre does not uphold a request from a candidate, the candidate may pay the appropriate fee, and a request will be made to the awarding body on the candidate's behalf.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the **internal appeals form** at least **one week prior to** the internal deadline for submitting an EAR.

## Appeals procedure following the outcome of an enquiry about results

Where the head of centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>.

Where the head of centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the head of centre. Following this, the head of centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the head of centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.