



# RATCLIFFE COLLEGE

## Guidance for Students & Parents

### Public Examinations School Year 2019 - 2020



#### **EXAMINATION BOARD CONTINGENCY DATE**

**WEDNESDAY 24<sup>TH</sup> JUNE 2020**

*You are strongly advised to ensure students remain available until this date.*

**Centre Name:** Ratcliffe College

**Centre Number:** 25170

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## INTRODUCTION

Public examinations have long been an integral part of school life. Over the years they have become ever more sophisticated and, from the management point of view, more complex. This booklet is designed to inform you of all aspects of the conduct of public examinations, not just at Ratcliffe, but wherever they are conducted. One of our main jobs is to see that examinations are conducted according to the requirements of the examination boards. The following examination boards are co-ordinated by the Joint Council for Qualifications (JCQ), whose website contains a wealth of detail. It is [www.jcq.org.uk](http://www.jcq.org.uk)

AQA	<a href="http://www.aqa.org.uk">www.aqa.org.uk</a>
Pearson	<a href="http://www.uk.pearson.com">www.uk.pearson.com</a>
OCR	<a href="http://www.ocr.org.uk">www.ocr.org.uk</a>
WJEC/Eduqas	<a href="http://www.wjec.co.uk">www.wjec.co.uk</a>

We also administer public examinations for the following examination boards:

Cambridge Assessment English	<a href="http://www.cambridgeenglish.org">www.cambridgeenglish.org</a>
Cambridge Assessment International Education	<a href="http://www.cambridgeinternational.org">www.cambridgeinternational.org</a>
ECDL Foundation	<a href="http://www.ecdl.org">www.ecdl.org</a>

It is the aim of the staff at Ratcliffe College to make the examination experience as stress-free and successful as possible for all candidates, so that they can achieve their academic potential.

The awarding bodies (or examination boards) set down strict criteria which must be followed for the conduct of examinations and Ratcliffe College is required to follow them precisely. You should therefore pay particular attention to the notices that are printed on the following pages for the examination boards who are co-ordinated by the Joint Council for Qualifications (JCQ). Any students sitting examinations with the non JCQ awarding bodies will be given details of the relevant regulations prior to sitting any examinations.

**We should remind candidates that they must remain available until Wednesday 24<sup>th</sup> June 2020 should an awarding body need to invoke its contingency plan.**

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or any question that has not been addressed, PLEASE ASK.**

If you or your parents/guardians have any queries or need help or advice at any time before, during or after the examinations please contact the relevant subject teacher, or tutor.

The Examinations Team:

**Mr D Charlish**                      **Tel:** 01509 817592  
Examinations and Data Manager

**Mrs S Harris**                      **Tel:** 01509 817592  
Examinations Assistant

**E-Mail:** [examinations@ratcliffecollege.com](mailto:examinations@ratcliffecollege.com)

Remember – we are here to help.

**GOOD LUCK!**

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

### For written examinations – effective from 1 September 2019

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</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. 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: 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	<b>When the invigilator tells you</b> , 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 for rough work.
<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 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.

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

### For on-screen tests – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, ask your teacher.

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>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></li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>d) pre-prepared templates.</li> </ul> <p><b>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</b></p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> <li>a) you have been entered for the wrong on-screen test;</li> <li>b) the on-screen test is in another candidate's name;</li> <li>c) you experience system delays or any other IT irregularities.</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> <li>a) you have a problem with your computer and are in doubt about what you should do;</li> <li>b) you do not feel well.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

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

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

Effective from 1 September 2014

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

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

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

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

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



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

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

**Information for candidates – 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.

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 2019.

You may be required to produce 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**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 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, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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

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

Don't be tempted to use pre-prepared on-line solutions — 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.

The awarding body will decide which penalty is appropriate.

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



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

**AQA, 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.

**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 pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## Research and using references

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 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**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.**

## 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 work 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 Using social media and examinations/assessments



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.**  
**Please read it carefully.**

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

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

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

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

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



Image by Ben Wight

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

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

### Penalties that awarding bodies apply include:

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

**Please take the time to familiarise yourself with the JCQ rules:**

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



## **DATA PROTECTION, FREEDOM OF INFORMATION AND COPYRIGHT**

Examination Centres and awarding bodies have an obligation with regard to holding personal data during the examination process and details of this can be found in the Data Protection Act 2018, the Freedom of Information Act 2000 and The General Data Protection regulations 2018.

### **Data Protection**

Personal data will be transferred by the Centre to awarding bodies for the purpose of examining and awarding qualifications.

Awarding bodies may be required to provide data held to educational agencies such as UCAS, DfE, ISI, ISC, Alps and Local Authorities, or to a central record of qualifications approved by awarding bodies, for statistical and policy development purposes. Awarding bodies maintain a comprehensive archive record of candidates' examination results. The purpose is to provide an audit trail of the results certificated and to maintain an accurate record of an individual's achievements.

Awarding bodies must also make the personal data they hold available to candidates when requested. Candidates may, on payment of the appropriate fee, obtain access to their personal data by applying to the appropriate awarding body's data protection officer.

### **Freedom of Information**

Under the Freedom of Information Act 2000, the general public is allowed access to any recorded information held by public authorities.

Examination Centres or awarding bodies holding information on behalf of public authorities such as DfE or Ofqual must comply with the statutory rights of anyone who applies to see it. They must adopt and maintain a publication scheme setting out how the different classes of information are made available.

This obligation does not apply to centres or awarding bodies that are private entities or to centres' or awarding bodies' own information. The latter will be available for public scrutiny however, should it be passed to a public authority.

### **Copyright**

All candidate scripts or practical work carried out under examination conditions are the property of the respective awarding bodies and will not be returned to centres other than through the access to scripts arrangements.

The awarding bodies reserve the right to use extracts from examination scripts/centre-assessed material on an anonymous basis in educational presentations, material and products in accordance with copyright law, and to retain examples of centre-assessed work for archive purposes (e.g. standardising and guidance to teachers).

While the intellectual property copyright in relation to the production of controlled assessment, coursework or portfolio material remains with the candidate, awarding bodies own such material and therefore reserve the right to submit candidates' work to a third party IT service providers in order to detect potential and suspected malpractice. Any such submissions will be done in a way which protects the identity of the candidate.



## **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.

## BEFORE THE EXAMINATIONS

### STATEMENTS OF ENTRY:

- All candidates will receive a statement of entry from school indicating the subjects they are being entered for and the levels of entry, where applicable. These must be checked very carefully. Particularly check that all personal details (date of birth, spelling of names) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.
- All entries for examinations and coursework will incur a fee, which is added to the school bill. Typical fees are as follows:

<b>GCSE</b>	Approximately £40 per subject award
<b>A Level</b>	Approximately £90 to £180 per subject award

Each examination board displays its current fees on its website.

### CANDIDATE NAME:

- Candidates are entered under their LEGAL NAME.
- The name format of first name + one middle initial + surname, e.g. Adam J. Smith.

### CANDIDATE NUMBER:

- Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on the card indicating where you sit.

### TIMETABLES

- You will receive an individual timetable showing your own specific examinations with details of the venue, date, time and duration. Check it carefully. If you think something is incorrect, please see the Examinations Team straightaway.
- A few candidates may have a clash where two subjects are timetabled at the same time. The school will make special timetable arrangements for these candidates only. You must check your individual timetable and see the Examinations Team if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see the Examinations Team immediately.

### EQUIPMENT

- Make sure you have all the correct equipment before your examinations. Check the regulations in the "Information for Candidates" notices and the information on the following pages.

### EXAMINATIONS NOTICEBOARD AND SHARED AREA

- The examinations noticeboard is situated inside the Emery Library during public examinations and contains up to date information about examination times and venues.
- Full information is also regularly updated on the school network shared area.

## DURING THE EXAMINATIONS

### EXAMINATION REGULATIONS

- Copies of “Information for Candidates” notices that are issued jointly by all the examining boards, are printed at the front of this booklet. All candidates must read these carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school **must** report any breach of regulations to the awarding body.

### ATTENDANCE AT EXAMINATIONS

- Candidates are responsible for checking their own timetable and arriving at school on the correct day, at the correct venue on time, properly dressed and equipped. Candidates must arrive 10 minutes prior to the start time of their examination. Please wait quietly outside the examination room until you are invited to enter by the Examinations Team.
- Candidates who arrive late for an examination may still be admitted but may not receive any additional time.
- Full school uniform must be worn by all students attending school for examinations.
- Check your hands, cuffs etc. to make sure there is no writing on them. Any writing will be interpreted by the invigilators as cheating, and you will be reported to the examination board.
- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. You must either use a transparent pencil case or clear plastic bag.
- Pens should be black ink or ballpoint. Correcting fluid is not allowed. You are responsible for producing legible writing.
- For Mathematics and Science examinations, students should make sure their calculators conform to the examination regulations including the removal of any saved data in the calculator memory. If in doubt, check with your teacher. Remove any covers or instructions and make sure batteries are new.
- Watches (of any type) are not permitted in the examination room. They must either be left outside or handed to an invigilator before the examination starts.
- For those candidates whose first language is other than English a bilingual dictionary will be provided on request for examinations that allow their use.
- Do not attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room (see FAQs at the end of this booklet). If you break these rules you will be disqualified from the examination.
- **Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If any device as mentioned on the JCQ digital equipment poster, 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 examination board. No exceptions can be made.

- No food (including chewing gum) or drink may be brought to the examination rooms. Water will be available on request.
- Please do not write on examination desks. This is regarded as vandalism and you will be asked to pay for any damage.
- Do not draw graffiti or write offensive comments on examination papers – if you do the examination board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper that you need to know about.
- **ALWAYS check you have the correct question paper – check the subject, paper and tier of entry.**
- Read all instructions carefully and number your answers clearly.
- You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets, please make sure that they all show the question numbers that you have answered and that they are inserted in the correct order inside the front cover of your original booklet. Make sure that all answers sheets have your legal name written on as per the photocard on your desk.
- Invigilators will collect your examination papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under examination conditions until you have left the room.
- Question papers, answer booklets and additional paper must **NOT** be taken from the examination room.
- Remain seated in silence until told to leave the examination room. Please leave the room in silence and show consideration for other candidates who may still be working.
- 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 examination 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.

## **INVIGILATORS**

- The school employs external invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Subject specialist teachers may be present at the start of an examination only.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Examination Team.

## **ABSENCE FROM EXAMINATIONS**

- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform school at the earliest possible opportunity so we can help or advise you.
- Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examination Officer without delay in all cases where an application is to be made for special consideration. Remember that school medical staff are here to help.
- For the award of a grade by special consideration, where a student misses part of an examination through illness or personal misfortune, a minimum of 25% of the examination (including coursework) must be completed.
- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

## **STUDY LEAVE**

- Students in Years 11-13 will be entitled to a period of study leave which may be spent in or out of school. Details will be published in due course.
- Students in Years 10 and 11 who are involved in language orals are given 15 minutes prior to their oral examination to prepare. They should spend this time in the language hexagon, where they will be supervised. Students should return to their normal class immediately after the examination has finished.

## **AFTER THE EXAMINATIONS**

### **RESULTS DAYS**

Results will be published on:

- Thursday 13<sup>th</sup> August 2020 for Summer AS/A Level Examinations. Candidates may collect their results at 10.00am (Year 13) and 10.30am (Year 12) in the Sixth Form Centre. The results for Year 13 candidates will be emailed directly to their School email account at approx. 7.30am.
- Thursday 20<sup>th</sup> August 2020 for Summer GCSE Examinations. Candidates may collect their results at 10.00am (Year 11).

Candidates will receive their Statement of Results on the above results days in person at the School. Results for those who do not attend will be posted to their home address. Year 11 and Year 12 candidates can also provide a written request to have their results emailed to their School email address.

Please send any e-mail requests to the Examinations Office at [examinations@ratcliffecollege.com](mailto:examinations@ratcliffecollege.com)

### **POST RESULTS**

Details of Post Results Services will be given to students with their Statement of Results on the published results dates detailed above.

All Post Results requests (clerical re-check and review of marking) must be made by using the form enclosed with the Statement of Results, and must be agreed by the subject Head of Department before a request can be made. This must be returned to the Examinations Office before the deadlines stated on the request form.

### **APPEALS ON INTERNAL ASSESSMENT MARKS FOR EXTERNAL QUALIFICATIONS**

Students have the right to appeal their internally assessed marks. The details of this process can be found on the Reviews of Marking Policy-Centre Assessed Marks. This policy can be found on the Ratcliffe College website in the 'About Us' section.

### **EXAMINATION CERTIFICATES**

Certificates are distributed in November, either in person at school or by recorded delivery to your home address. Uncollected certificates will be destroyed confidentially after 12 months.

## FREQUENTLY ASKED QUESTIONS

### Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (usually on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. If in doubt, please consult the Examinations Team.

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

- Invigilators will ask you to check your paper before the examination starts. If you think something is wrong put your hand up immediately to advise the invigilator.

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

- Candidate Numbers are printed on cards, which will be on your examination desk.

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

- The Centre Number is **25170** which is also printed on your examination card on your desk. It will be clearly displayed in all examination rooms.

### Q. What do I do if I have an accident or am ill before the examination?

- Inform school at the earliest possible opportunity so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible.

You may need to obtain medical evidence (from your GP, hospital or school medical staff) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

### Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Team must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last examination session for each subject) and the candidate will be required to provide evidence to support such an application.

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

- Provided you are not more than 1 hour late for an examination that lasts 1 hour or more, it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will escort you to the examination 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 examination more than 1 hour after the published starting time, or after the awarding bodies finish time on examinations less than 1 hour, the school must inform the examination board and it is possible that the 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 examination 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 examinations?**

- For all examinations you should bring at least two pens (black ink only).
- For some examinations you will also need a calculator, a ruler, pencil sharpener, rubber, compass, protractor and coloured pencil crayons and a highlighter to annotate question papers. **Please do not bring erasable pens or gel pens.**
- You are responsible for providing your own equipment for examinations. Make sure calculators are working and the batteries are fresh. You must not attempt to borrow equipment from another candidate during the examination.

**Q. What items are not allowed into the examination room?**

- Only material that is listed on question papers (e.g. an anthology) is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate examination board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- **No food or drink is allowed in the examination room.** However, water is provided on request.
- Mobile telephones must not be brought into the examination room even if they are turned off.

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

- Being in possession of a mobile 'phone (or any other electronic communication/storage device, e.g. ipod, headphones) is regarded as cheating and is subject to a 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.

Phone rings during the examination **wherever it is in the room** the examination board must be informed and you will be **disqualified from all papers for the subject (including any already taken).**

- If there is an emergency that requires that you bring a mobile telephone to school, you must switch it off and leave it in the school office **before** entering the examination room. You are responsible for collecting it at the end of the examination.

**Q. How do I know how long the examination 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 examination. They will write the finish time of the examination on a flip chart or board at the front of the examination room. There will be a clock in all examination rooms.

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

- It is not the school's policy to allow candidates to leave the examination room early, as this is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators.

**Q. What do I do if the fire alarm goes?**

- The examination invigilators will tell you what to do. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

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

- Only if it is absolutely necessary, you may go to the toilet. You will have had the opportunity to go before the exam starts. You will be escorted by an invigilator but you will not be allowed any extra time.

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

- The details on your Statement of Entry/Timetable 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 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.

**Q. If I am entitled to extra time – how will this affect the way I take my examinations?**

- Some students receive an allowance of extra time. The invigilators will include the additional time when they display the finishing time of your examination on the board.

**Q. If I withdraw from an examination will I be entitled to a refund?**

- Examination boards may grant a refund if the withdrawal is made before the relevant deadline.