



**ASHMOLE ACADEMY**

**CENTRE NO: 12204**

**EXAMINATIONS 2018/2019**

**Public Examinations Information for  
Students**

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## INTRODUCTION

This booklet has been prepared so that you are familiar with the rules and procedures relating to public examinations. It is important that you read this carefully. Any questions should be addressed to a member of the Exams Office.

The examination boards set down very strict criteria for the conduct of public examinations and the school is required to follow them precisely. Notices to candidates are appended to this booklet and further information can also be found in the exams section on the school website.

Final details of arrangements for examinations will be issued at the start of the examination season through the tutor or year group.

Read these notes carefully. Keep them in a convenient, safe place, so that you can refer to them as necessary.

### IMPORTANT DATES

- The Summer Examination Season begins on **Monday 13<sup>th</sup> May 2019** although some practical and speaking examinations will take place before this date e.g. Art Practical Examinations.
- Non Examination Assessments will take place throughout the academic year; the relevant calendars detailing the exact dates of specific subject non examination assessments have already been issued to you. You can also find these calendars on the school web-site.

### STUDY LEAVE

Dates for study leave will be published closer to the summer examination period. Once study leave for you begins you need not come to school after this date unless you have an examination.

#### Year 11

**NB:** For Year 11 students who have examinations outside of study leave, the following arrangements have been made:

**Morning Examination:** Attend examination and return to normal lessons at the end of the exam.

<b>Afternoon Examination:</b>	P1, 2 & 3	Normal lessons
	P4	Early lunch
	1pm	Attend examination venue

#### Year 13

**NB:** For Year 13 students only who have an examination outside of study leave, the following arrangements have been made:

**Morning Examination:** Attend examination and return to normal lesson at the end of the exam.

<b>Afternoon Examination:</b>	P1 and P2	Normal lessons
	P3	Study period
	P4	Early lunch
	1pm	Attend examination venue

### Mock Examinations

- Same examination conditions as public examinations.
- Examinations will take place during lesson time.

## BEFORE PUBLIC EXAMINATIONS

- You will receive a copy of your Statement of Entry (which list all the examinations for which you have been entered) and an individual Examination Timetable. You should ensure that the Statement of Entry includes all the expected subjects and correct tiers of entry. Please check that your name and date of birth are correct as this is how they will appear on examination certificates. You should study your timetable carefully so that you know when your examinations will take place. You must return the accompanying reply slip to your form tutor confirming that the details are correct in advance of the examinations.
- Note that the Academy is required to provide relevant personal data about you, including your name, date of birth and gender to the exam boards for the purpose of examining and awarding qualifications. The awarding bodies will then maintain a comprehensive archive of any examination results that you achieve to provide an audit trail of your results and to maintain an accurate record of your achievements.
- A full timetable is available in the Examinations section of the school website.
- The examination boards have introduced a contingency date of 26<sup>th</sup> June 2019 in case it should be necessary for them to re-schedule any GCE or A level exams as a result of any sustained national or local disruption during the exam series. You should keep this date available if required.
- Please ensure that your contact details are up to date on SchoolComms.
- If there is a clash on your timetable a letter will be issued to you in due course to clarify the arrangements for the day.
- Make sure you revise for the right examination paper.
- If you miss an examination you cannot take it on another day. Your parents will be asked to repay the entry fee for any examination you miss without good cause. You should bring a medical certificate if your absence is due to illness.

IT IS YOUR RESPONSIBILITY TO CHECK YOUR EXAMINATION TIMETABLE CAREFULLY AND TO PRESENT YOURSELF FOR THE RIGHT EXAMINATION AT THE PROPER TIME. DO NOT RELY ON OTHER STUDENTS TO GIVE YOU CORRECT INFORMATION.

- Find out where you are sitting before you go in to the examination room. Study the notices on the school noticeboard as often as you can and always before you go into the examination. This is where we will put notices of any changes we are forced to make in examination arrangements. **If you do not see the notice you may be late for, or even miss, the examination.** Desks in the examination room will be numbered. The number of the desk at which you must sit will be listed on the noticeboard.
- Full adherence to the school's uniform and appearance policy applies throughout the examinations; full school uniform includes proper shoes. Outdoor coats, bags and valuables should be left in lockers (if you do not have a locker you must make your own alternative arrangements as bags and coats may not be left in the exam venues and the school cannot accept responsibility for their safe keeping). The school appearance rule relates also to hair and piercings. You must not attend with piercings or with haircuts or hair length not complying with the policy. If you are unsure, please check the uniform list in planners or on the school website, or speak to the relevant person who is responsible for your year group.
- Year 13 students must be dressed appropriately. You are **not permitted** to wear hoodies or jackets in the examination venue.
- You may be refused entry into the examination room if you do not comply with the school uniform regulations.

## DURING PUBLIC EXAMINATIONS

All examinations will take place in the Sports Hall, Assembly Hall or Training Room unless indicated otherwise on the noticeboard.

- You should arrive in the Refectory ten minutes before the start of the examination unless alternative instructions have been given.
- In the situation where Year 11 students have an examination before study leave begins form tutors will bring students to the main venue and supervise them there.

11/J1 (MA1) :	Miss Raja/Miss Sriraman	Down the Blue stairs to the main venue
11/J2 (HU5) :	Miss K Adams	Down the Blue stairs to the main venue
11/M1 (EN4) :	Ms Alexander	Down the Blue stairs to the main venue
11/M2 (IT4) :	Mr Gilfeather	Down the Green stairs to the main venue
11/N1 (LA3) :	Mr Grisedale	Along corridor to the main venue
11/N2 (LA6) :	Mr Pearson	Along corridor to the main venue
11/S1 (EN8) :	Ms K Nelson/Miss Osborne	Down the Blue Stairs past the lockers to the main venue
11/S2 (MA5) :	Mr Spink	Down the Green stairs to the main venue

- Year 13 should go to registration and then directly to the main venue.
- A member of the Leadership Team will inform you when you need to make your way to your examination venue. You must make sure that you are appropriately dressed and fully equipped for each examination.
- Examinations usually begin at **8.45am** for the morning session. Afternoon examinations will usually begin at **1.00pm**. Students who wish to take lunch before an examination should report to the Refectory at **12.10pm** and remain there until **12.50 pm**. Lockers will only be available between **12.45pm and 12.55pm**.
- You may be refused entry to the examination room if you are late.
- On entry to the examination you will be checked by a security detector. You must ensure that you have emptied your pockets, removed any electronic devices from your person and have any equipment held out in front of you. This process is the beginning of the examination and must be completed in silence.
- Before the examination commences, sit silently facing the front, do not communicate in any way with other students, do not assist other students in finding their places and do not begin to write anything until instructed to do so. Any communication must be with an invigilator or teacher inside the examination venue.
- Make sure that you come to the examination properly equipped. Bring a pen, pencil, ruler, rubber and spares. Some examinations require additional materials which **YOU MUST PROVIDE** (e.g. calculator, coloured pencils). Individual subject areas will advise you in advance. The school will not be able to provide such specialist materials, so ensure that you attend fully equipped. **Use BLACK INK only**. Leave everything else – bags, books, coats – in lockers. Do not try to take any **UNAUTHORISED** materials with you to your desk e.g. notes/exercise books etc. Writing notes on any part of your body or clothing is also prohibited.
- **Liquid paper (e.g. Tippex), mobile phones (even if they are turned off), iPods, MP3/4 players, smart watches, products with an electronic communication/storage device or digital facility are not allowed in the examination room. If you use liquid paper on your examination paper, or bring a mobile phone into the examination room, the Board will disqualify you from that and possibly subsequent examinations. STUDENTS ARE REMINDED THAT YEAR 11 ARE NOT ALLOWED TO HAVE MOBILE PHONES IN SCHOOL UNDER ANY CIRCUMSTANCES.**

- Note that if you are wearing a watch you will be asked to remove it and place it on the examination desk.
- Calculators are allowed in **some** examinations. Where calculators are allowed, the case and instructions must be handed in. Any data stored in the calculator **must** be cleared before you enter the examination room.
- Only clear pencil cases are allowed. If necessary, just use a see-through polythene bag.
- The only refreshment you may bring in to the examination room is still water, which must be in a clear container with no label and a sports cap.
- Good behaviour is required in the examination room. You are not to do anything that distracts another candidate. You are not permitted to talk at any time while you are in the examination room. Any form of misconduct could result in disqualification from **all** examinations in **all** subjects. Make sure that you have read the Examination Boards' NOTICES TO CANDIDATES. They refer to unfair practices.
- Do not draw or graffiti on papers, desks or examination number cards.
- You should use all the available time on your examinations and spend any time you have at the end to check your answers. You are not permitted to leave before the end of the exam. You must sit quietly at your desk so as not to disturb other candidates.
- At the end of the exam all work must be handed in – remember to cross out any rough work that you do not wish to have marked. If you have used more than one answer book or additional answer sheets, ensure that they are in the correct order and that your name and candidate number are written clearly on all attachments.
- Do not leave the examination until you are instructed to do so by an invigilator and then leave in absolute silence. Other examinations often continue after you leave. Remember you are still under examination conditions until you have left the room. Other students in school may still be in lessons and must not be disturbed.
- If the **FIRE ALARM** sounds during an examination the invigilators will tell you what to do. Do not panic. If the room has to be evacuated, you will be asked to leave **in silence** and in the order in which you are sitting. You will be escorted to the Multi Games Area or another designated area. You are to 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 do so. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

## CLASH EXAMINATIONS

If you have a clash examination, your parents will be informed of this clash 48 hours before the examination. Students who are entitled to free school meals will be provided with lunch on this day, all other students are required to bring a packed lunch with them. You will be informed of a designated classroom which will be open from 8:30am onwards on the day of the examination. You should leave your lunch and revision notes in this room before your first examination and the room will then be locked. Note: you are **not permitted** to bring any banned items or electronic devices as detailed previously into the designated room. After you finish your first examination, you will be escorted by an invigilator to the designated room. This is a silent study room where there is a teacher supervisor and invigilator (where possible one male and one female). At the time of your afternoon examination you will be escorted back to the examination venue. After your last examination, you can return to the designated room to retrieve your belongings.

## INVIGILATORS

- The school employs invigilators to help in the conduct of examinations. Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times. They must be treated as other members of the school staff.
- Invigilators are in the examination rooms to assist in the supervision of the conduct of the examination. They will help to distribute and collect the examination papers, hand out extra paper if required and deal with any problems that occur during the examination, for example if you are feeling ill. To attract the attention of an invigilator, please raise your hand and wait for the invigilator to come to you.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.

## MISSED EXAMS

The Joint Council for Qualifications (JCQ) has issued advice on how marks are estimated for students who miss exams, usually due to illness, or rarely because work has been lost. The main points are as follows:

- The method used to estimate a missing mark is the 'z-score' method. The z-score method is fairer than a simple pro-rata adjustment of marks as it takes into account variations in the performance of the whole cohort on the different papers. Detailed information on this method can be found at <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/other-documents/estimating-the-mark-when-a-candidate-is-absent>.
- An enhanced grade can only be awarded if you have completed at least 25% of the total assessment.

## SPECIAL CONSIDERATION

If you have suffered any adverse circumstances during the examination period, for example you are ill, sustain an injury or have suffered a recent bereavement, your parent/carer must inform Mrs Perera in writing immediately. A medical note should be given to her if appropriate. Adverse circumstances must be reported **before** the end of the examination season or they cannot be processed.

## COMMUNITY LANGUAGES

The school will endeavour to facilitate school based examinations for those students who wish to sit community languages. Entry fees and costs for invigilation will be met by the candidate. Where elements of an exam cannot be organised at the school, for example where speaking examiners are needed, you may be referred to an alternative venue/centre.

## AFTER PUBLIC EXAMINATIONS

### BOOK RETURN

#### Year 11

Textbooks should be brought to the final examination in a subject and returned immediately prior to entry to the examination venue. Any books that have not been returned by then should be brought to the main venue between **3.30pm and 4.30pm** on **Wednesday 26<sup>th</sup> June 2019 (prov)**. The correct books should be returned and your name will be checked against the number issued.

#### Year 13

Book return day will be on **Wednesday 26<sup>th</sup> June 2019 (prov)** between **3.30pm and 4.30pm**. Students should bring their books to the main venue.

### RESULTS

**GCE:** Results for exams taken in May/June will be published on **Thursday 16<sup>th</sup> August 2018**. Students should visit school on this day between **8.00am and 9:00am**. Results not collected will be posted. Staff will be in school on results day to give you necessary advice on post results services and university admissions.

**GCSE:** Results for GCSE are published on **Thursday 23<sup>rd</sup> August 2018**. Students should visit school on this day between **9.00am and 10.00am**. Results not collected from school on this day will be posted. Staff will be in school on results day to give guidance about results if you need it.

If you wish to nominate someone to collect your results on your behalf, written notification must be handed to the Exams Office before the commencement of the exam season. The person collecting them will need proof of their identity.

**UNDER NO CIRCUMSTANCES WILL ANY RESULTS BE GIVEN OVER THE TELEPHONE OR BY EMAIL**

### POST RESULTS SERVICES

The following services are available following the issue of provisional results for students who wish to query the marks that have been awarded to them.

#### Enquiries about Results

If you or the school makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, and there is no change to your grade
- Your original mark is raised so that your final grade may be higher than the original grade you received.
- Your original mark is lowered so that your final grade may be lower than the original grade you received.

#### Clerical Re-Check

This is a re-check of all the clerical procedures leading to the issue of a result. This service will include the following checks:

- That all parts of the script have been marked



- The totalling of marks
- The recording of marks

The outcome of the re-check will be reported along with a statement of total marks awarded for each unit, or component, included in the enquiry.

### **Review of Results**

The Review of Results of externally assessed units/components includes

- The clerical re-check detailed above.
- The review of the original marking is to ensure that the agreed mark scheme has been applied correctly. **It is not a re-mark of the script.**

Note: Fees for reviews are only refundable if the **overall grade** changes. If marks change but the overall grade does not the fee is not refundable. Please note that you cannot ask for a review of coursework.

### **Access to Scripts (ATS)**

Recall of a photocopy of the written script.

### **Appeals**

If you remain dissatisfied following the outcome of a review of your results, please refer initially to the exam board's Code of Practice and the JCQ publication Post Results Service. After consulting these documents, if you decide to go ahead with an appeal you **must** clearly set out the grounds for the appeal. The appeal **must** specify where the procedures or mark-scheme have not been properly and fairly applied. Charges apply at each stage of the appeal process.

Appeals must be submitted to exam boards within 30 days of the outcome of the review being issued by them and can only be submitted via the Examinations Co-ordinator.

For more information on Appeals please visit <https://www.jcq.org.uk/examination-system/the-appeals-process>

Details of post results services, how to apply for them and the fees that are applicable will be provided in your results envelope on results day.

### **CERTIFICATES**

These arrive at various times during the Autumn Term. It is not safe to send certificates through the post, so you will need to collect your certificates personally from the Academy. You will be notified by post when your certificates are available for collection, which would normally be in early November. It is important that you collect your certificates as you will need to produce them when applying for higher education courses or other employment. You may, if you wish, ask someone to collect them on your behalf. They will need to provide written confirmation from you that you have authorised them to pick up your certificates. They will also be required to show some form of ID. The Academy will keep any certificates that are not collected for a minimum of one year after which they may be destroyed.

## **INTERNAL ASSESSMENTS FOR EXTERNAL QUALIFICATIONS & MALPRACTICE PROCEDURES**

Your parents/carers have already been issued with the Information on our policy for Internal Assessments for External Qualifications and our Malpractice Procedures in the Public Examinations Information for Parents/Carers booklet. Should you wish to read this information it can also be found on the Ashmole Academy website under the Exams heading. If there are any issues relating to the examination process, you should see Mrs Perera as soon as possible.

Finally, we wish you every success.

## FREQUENTLY ASKED QUESTIONS

**Q: I have lost my exam timetable – how do I get another one?**

- You should keep your timetable safe but should you lose it you may go to the Exams Office and Mrs Perera will print out a timetable for you. There is a charge of £1.00 for this. The Exams Office is open for students at morning break and lunch break.

**Q: I think I should have been entered for an exam which is not on my timetable – what should I do?**

- Speak to the Head of Department.

**Q: I think I have been entered for the wrong tier – what should I do?**

- Speak to the Head of Department. If he/she thinks your tier of entry should be changed this will be discussed with your parent/carer and the Exams Office will be informed if a change needs to be made in advance of the examination.

**Q: I have more than one exam in the morning/afternoon on my timetable – what should I do?**

- If you have two exams timetabled for the same session (morning or afternoon) on the same day and the total time for both exams does not exceed three hours you will take the papers one after the other.
- If you have more than three hours timetabled for the same session, it is likely that one of your exams will be rescheduled to a different session that day. You will have to be supervised by a member of staff between the end of your morning exam and the start of your afternoon exam. You will be given detailed instructions on what to do.
- If you have more than five and a half hours of exams at GCSE level or more than six hours at GCE level, timetabled for the same day, you must go the Exams Office immediately and in exceptional circumstances it may be possible to reschedule one of your exams for the following day.

**Q: What do I do if I think I have the wrong paper in the exam?**

- You will be asked to check that you have the correct paper before the exam starts. If you think something is wrong, raise your hand and tell the invigilator immediately.

**Q: What do I do if I don't understand a question on the paper?**

- Exam invigilators cannot give you any advice about answering questions.

**Q: What do I do if I forget my candidate number?**

- A card with your name and candidate number will be on your exam desk.

**Q: What do I do if I feel unwell during the exam?**

- Raise your hand and an invigilator will help you. If you feel ill before the exam starts, tell an invigilator.

**Q: If I am late, can I still sit the exam?**

- Candidates who arrive late with good reason may be allowed to sit the exam. It may not be possible to allow you any extra time if you start the exam late. If you start the exam more than an hour late (for exams which last one hour or more) or 30 minutes late (for exams which last less than an hour), the school has to inform the exam board and they may decide not to accept your work.

**Q: If I miss the exam, 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: Can I leave the exam early?**

- **NO** – It is school policy not to allow candidates to leave the exam room early. A candidate may not leave the exam room without the permission of an invigilator.

**Q: What do I do if there is a fire alarm?**

- The exam 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 as instructed by an invigilator. You must not attempt to communicate with any other candidates during an evacuation. As with any fire alarm the evacuation area is the Multi Games Area. You will be asked to line up in a separate area from the rest of the school and full rules of the examination remain throughout the evacuation.

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

- Raise your hand and an invigilator will help you. Students will not be allowed to go to the toilet in the final fifteen minutes of an examination. Please try and go to the toilet in advance of the examinations.

**FURTHER INFORMATION:**

Students must ensure that they have read the information for candidates for written examinations and non-examination assessments on the pages below.

In addition, the following documents are available in the Public Exam section of the Ashmole Academy web-site. Students are advised that they **MUST** make themselves familiar with the contents of these documents:

- ❖ GCE, GCSE & BTEC Syllabus Numbers
- ❖ JCQ Information for Candidates – on-screen tests
- ❖ JCQ Information for Candidates – Privacy notice
- ❖ JCQ Information for Candidates – social media

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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 must not take into the exam room: a) notes; 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.  Any pencil cases taken into the exam room must be see-through.  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.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
1	If you have used more than one answer booklet and/or any 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**

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