



Colchester  
Prep & High School

**GCSE Examinations Summer 2023**

**Guidance for  
Pupils and Parents**

**Centre Number: 16421**

**School Telephone Number: (01206) 573389**

**COGNITA**

An inspiring world of education

## GCSE Examinations 2023 Guidance for Pupils & Parents

	<b>Page</b>
<b>Introduction</b>	<b>3</b>
<b>Before the Examinations:</b>	
Statements of Entry	4
Examination Boards	4
Candidate Name	4
Candidate Number/Exam Number	4
Unique Candidate Identifier (UCI)	4
Timetables	4-5
Exam Fees	5
Contact Numbers	5
Equipment	5
Using Calculators	5
Non-Examination Assessments (NEA)	5-6
Social Media	6
Candidate Malpractice	6
<b>During the Examinations:</b>	
Examination Regulations	7
Attendance at Examinations	7-9
Emergencies/Fire Alarm	9
Invigilators	9
Absence from Examinations and Illness	10
<b>After the Examinations:</b>	
Notification of Results	11
Post Results	11-12
Certificates	12
<b>Frequently Asked Questions</b>	<b>13-16</b>
<b>JCQ Information for Candidates - Privacy Notice</b>	<b>Appendix 1</b>
<b>JCQ Information for Candidates – non-examination assessments</b>	<b>Appendix 2</b>
<b>CHS Reviews of marking – centre assessed marks</b>	<b>Appendix 3</b>
<b>JCQ Warning to Candidates</b>	<b>Appendix 4</b>
<b>JCQ Information for Candidates – Written Exams</b>	<b>Appendix 5</b>
<b>JCQ Information for Candidates - Internet/Social Media Guidelines</b>	<b>Appendix 6</b>
<b>JCQ No Mobile Phones Poster</b>	<b>Appendix 7</b>

## Introduction

Dear Pupils & Parents

It is the aim of Colchester Prep & High School to make the examination experience as stress-free and successful as possible for all pupils.

Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The awarding bodies (or Examination Boards) set down strict criteria which must be followed for the conduct of examinations, and Colchester Prep & High School is required to follow them precisely. You should therefore, pay attention to the Notices to Candidates from the Awarding Bodies that are printed on the following pages.

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 have any queries or need help or advice at any time before, during or after the examinations, please contact school on (01206) 573389 or the direct line number for the Exams Office is 01206 216482. Alternatively, pupils may come to the Exams Office at break or lunch time or parents can email the Exams Office - [caroline.arbuckle@cognita.com](mailto:caroline.arbuckle@cognita.com).

Please remember that we are here to help you during this very important time at Colchester Prep & High School.

Finally, we would like to take this opportunity of wishing you the very best of luck with your examinations and for the future.

Yours faithfully

Examinations Office



## Before the Examinations

### Statements of Entry:

All candidates receive a statement of entry from the school indicating the subjects they are being entered for and the levels of entry, where applicable. You must check everything on your statements of entry 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 and costly to change them once certificates are awarded. Some subjects have only one tier of entry and some have Foundation (F) or Higher (H) tiers. If you do not think that you have been entered for the correct tier, please let us know immediately as there are deadlines that we must adhere to with the exam boards.

### Examination Boards:

For this academic year the school is using the following examination boards: AQA, OCR, and Pearson Edexcel. Please see JCQ Information for Candidates – Information About You and How We Use It (Appendix 1) which is their Privacy Notice.

### Candidate Name:

Candidates are registered using legal names, not preferred names and should be the same as birth certificates and passports. You can see from your Statement of Entry and your initial Individual Candidate Timetable the name which will appear on your certificates. **Please ensure that this is correct.** If it is not correct, please let us know immediately. This will help to prevent issues later when you may need to verify that you are the person named on the certificate(s).

### Candidate Number/Exam Number:

Each candidate has a four-digit candidate number. This is the number you will enter on examination papers. It will appear on your examination candidate card under the heading of 'Exam No' in the exam room. It is also on your Statement of Entry and on your Individual Timetable. Please try to learn your number.

### Unique Candidate Identifier (UCI):

In addition to a candidate number, each candidate has a Unique Candidate Identifier (12 numbers and 1 letter), which is shown on the top of statements of entry. This number will usually begin with the Centre Number (16421) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes, and it is not necessary for you to remember it.

### Timetables:

A copy of the whole school exam timetable is available on the school's website and in your Teams folder under Exam Information. You will receive an individual timetable along with your statement of entry which may in some cases show a clash of exams. You will need to speak to the Exams Office regarding this and they will explain how this will be managed. Prior to your written exams starting,

you will receive one last individual timetable showing your own specific examinations with details of date, time and duration of your exam, venue and seat number which may be subject to change. **This is your last chance to check that everything is correct, therefore, check it carefully. If you think something is wrong, see the Examinations Office immediately.**

### Exam Fees:

As per the school contract, examination costs are not part of the fees. Examination costs per candidate vary depending on the number, type and level of examination taken. Exam fees will be included in the summer bill. There will also be an administration fee added. If any amendments are not submitted to the exam boards by the deadline e.g. change to a tier of entry, then the exam boards impose extra costs which will be forwarded to parents.

### Contact Numbers:

Please check that school has at least one up-to-date contact number for you.

### Equipment:

Make sure you have all the correct equipment before your examinations. Supplies can be purchased from the School Office. Also, check the regulations in the Notice to Candidates in the appendixes at the back of this book.

### Using calculators:

Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet awarding bodies' regulations.

<p><b>Calculators must be:</b></p> <ul style="list-style-type: none"> <li>▪ of a size suitable for use on the desk;</li> <li>▪ either battery or solar powered;</li> <li>▪ free of lids, cases and covers which have printed instructions or formulas.</li> </ul>	<p><b>Calculators must not:</b></p> <ul style="list-style-type: none"> <li>• be designed or adapted to offer any of these facilities: -               <ul style="list-style-type: none"> <li>▪ language translators;</li> <li>▪ symbolic algebra manipulation;</li> <li>▪ symbolic differentiation or integration;</li> <li>▪ communication with other machines or the internet;</li> </ul> </li> <li>• be borrowed from another candidate during an examination for any reason;</li> <li>• have retrievable information stored in them - this includes:               <ul style="list-style-type: none"> <li>▪ databanks;</li> <li>▪ dictionaries;</li> <li>▪ mathematical formulae;</li> <li>▪ text.</li> </ul> </li> </ul>
<p><b>The candidate is responsible for the following:</b></p> <ul style="list-style-type: none"> <li>▪ the calculator's power supply;</li> <li>▪ the calculator's working condition;</li> <li>▪ clearing anything stored in the calculator.</li> </ul>	

### Non-Examination Assessments (NEA)

Hopefully you all read and understood the JCQ notices that were posted in your Teams Year group – General – Exam Information folder or on our website under Examinations and in particular to Non-Examination Assessments (Appendix 2). You also received this information near the start of the academic year in a copy of your booklet, 'Information for Candidates on: Examination and Non-Examination Assessments Information September 2022 onwards'. If you still need to clarify any points please come to the Exams Office or email us.

There is an Internal Appeals Procedure policy which can be viewed on our web site and in the above-mentioned Teams folder. Reviews of marking – centre assessed marks (Appendix 3) clearly states how we will deal with any reviews of marking in respect of any NEA.

Any queries regarding any marks issued to candidates in respect of centre assessed marks should be first discussed with the subject leader as they will be the best person to explain why a mark has been awarded.

Please do not press your teacher to express your mark into a grade as exam boards will moderate all marks and they may change.

## Social Media

We know that many of you use social media, but you need to consider very carefully what you say and any information that you share with others in relation to your examinations/assessments. Awarding bodies do monitor social media sites on a regular basis. Please pay attention to the JCQ notice (Appendix 6) and ensure that you do not inadvertently break any rules.

## Candidate Malpractice

‘Candidate malpractice’, means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Malpractice may or may not relate directly to sitting an examination. Awarding bodies are aware of the possibility of novel or unexpected forms of malpractice emerging as technologies and the nature and organisation of examination centres change.

**Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself.**

The awarding body will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved. Not all the sanctions are appropriate to every type of qualification or circumstance.

Awarding bodies may, at their discretion, impose the following sanctions against candidates.

1. **Warning** the candidate is issued with a warning that if he/she commits malpractice within a set period of time, further specified sanctions will be applied.
2. **Loss of all marks for a section** the candidate loses all the marks gained for a discrete section of work.
3. **Loss of all marks for a component/unit** the candidate loses all the marks gained for a component/unit.
4. **Disqualification from a unit** the candidate is disqualified from a unit.
5. **Disqualification from all units in one or more qualifications**
6. **Disqualification from a whole qualification** the candidate is disqualified from the whole qualification taken in that series or academic year.
7. **Disqualification from all qualifications taken in that series**
8. **Candidate debarral** the candidate is barred from entering one or more examinations for a set period of time. This sanction is applied in conjunction with any of the other sanctions above, if the circumstances warrant it.

## During the Examinations

### **Examination Regulations:**

JCQ issue rules and regulations that must be strictly followed by all examination centres. All candidates were requested to look at these on Teams – Exam Information folder or on our web site – Senior School - Examinations. They are also in the back of this booklet. All candidates must read these carefully. If there is anything that you do not understand, please come and see us in the Exams Office. Please note that if you break any of the examination rules or regulations (malpractice) the awarding body may decide to penalise you which could include disqualification. **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 and time, properly dressed in **school uniform** and **fully equipped**. Candidates must arrive 20 minutes prior to the start time of their examination. Please sign in at reception, hand in any unauthorised items which are listed in the 'Information for Candidates' (Appendix 5), then line up when requested to do so on the main playground, in seating plan order and wait quietly until you are escorted to the exam room by a member of staff.

When you arrive at your exam room, check once again, you have all the equipment that you need, you have handed in any unauthorised items, you have been to the toilet, and that there is not any writing on your hands. Wait quietly for an invigilator to invite you into the room. **Do not attempt to communicate with or distract other candidates when you have entered the exam room. You are under formal examination conditions from the moment you enter the room in which you will be taking your examination until the point at which you have left the room.**

Candidates who arrive late for an examination **may** still be admitted. If you are late, please report to reception, the Exams Office will be contacted to say that you have arrived. The Exams Office will need to know why you are late and ensure that you are in a fit condition to sit the exam prior to entering the room. If you are very late for your exam, we will have to report this to the awarding body, and they may not accept your script. There may have been an emergency at home or on your way to school that was beyond your control and in some instances the Exams Office may need to apply for special consideration to the awarding body on your behalf.

**Full school uniform must be worn by all pupils attending school for examinations.**

All items of equipment, pens, pencils, mathematical instruments (do not bring calculator lids or instructions), etc, should always be visible to the invigilators. You must either use a **transparent pencil case or clear plastic bag**.

**Pens should be black ink or ballpoint.** No tippex, or correcting pens are allowed.



For examinations that require/allow calculators, pupils should make sure their calculators conform to examination regulations. If in doubt, check with your teacher. Remove any covers or instructions prior to entering the room and make sure batteries are new.

No items may be borrowed from or lent to another candidate whilst in the examination room.

Please ensure that you hand wrist watches in prior to entering the exam room. Alternatively, leave your watch at home that day if possible.

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 may be disqualified from the examination.

Mobile telephones **MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate examination board. The awarding body decides how a candidate is penalised, which could include disqualification. **No exceptions can be made.**

No food or drink is allowed in the examination rooms, except for water, which must be in a **clear, unlabelled, see-through bottle.**

You **must not** write on examination desks. This is regarded as vandalism, and you will be asked to pay for any damage.

Do not doodle or write inappropriate comments on examination papers – if you do, the examination board may refuse to accept your paper.

**It is your responsibility to ensure that your writing is legible.**

Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the examination paper (erratum notices) that you need to know about.

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

Read all instructions carefully and number your answers clearly.

Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early without the permission of the Examinations Office. If you have finished the paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

At the end of the examination all work must be handed in. Remember to cross out any work that you do not wish to be marked. A lot of the answer booklets have extra pages at the back of the booklet. If you do require a supplementary answer booklet or loose sheets of paper, (depends on the exam board) ensure that your name and candidate number are clearly written on them and you have indicated clearly which question you are answering. Place extra booklets/pages inside the front cover of your answer booklet.

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.

### **Emergencies:**

If, for example, the fire alarm sounds during an examination the invigilators will tell you what to do. **Do not panic!** If you are required to evacuate the room you will be asked to stop writing, close your answer booklet and leave all question papers and scripts in the room. You will then be asked to leave the room in silence and in the order in which you are sitting. You will be escorted to a designated assembly point away from other pupils who are not taking an examination at that time. You must not attempt to communicate with anyone else during the evacuation and need to remain under examination conditions. When it is safe to return to the examination room, do not start writing until the invigilator tells you to do so. The time will be noted when the interruption started, and how long it lasted. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident. If we are unable to return to the exam room, we have designated the Sixth Form Centre as part of our contingency plan to be used in emergencies for any candidates sitting exams. Awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control.

### **Invigilators:**

Invigilators are in the examination rooms to supervise the conduct of the examination. All pupils are expected to behave in a respectful manner towards the invigilators and follow their instructions. 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. They are not subject specialists.

**Please note that invigilators cannot discuss the examination paper with you or explain the questions. They cannot direct you to questions or particular sections of the paper.**

Candidates who are disruptive or behave in an unacceptable manner will be removed from the examination room. If there is an incident of this nature, the Exams Office will be called initially and in turn The Headteacher and/or the Deputy Headteacher will be informed. They will contact your parents.

## **Absence from Examinations and Illness:**

**If you experience difficulties during the examination period (e.g. illness, injury, or personal problems), please inform school at the earliest possible point 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 Examinations Office, without delay, in all cases where an application is to be made for special consideration. A self-certification form (JCQ/ME Form 14) should be obtained from the Examinations Office which should be countersigned by your doctor or nurse if applicable. If you can obtain any other evidence to substantiate why you were absent from your exam, please forward that without delay to the Exams Office as well.

If a candidate is absent for acceptable reasons from an exam and has completed 25% or more of the total assessment in a given subject, and there is no further re-sit opportunity for the qualification, we can apply to an Awarding Body for special consideration for the affected component. The Awarding Body will consider the circumstances and inform us in due course of their decision.

If you know prior to any of your timetabled exams that you cannot attend for any reason, please inform the Exams Office who will advise you or your parents what the next course of action is and how it will affect your final grade.

If possible, it is better for you to sit an exam, even if you feel unwell, and apply for special consideration rather than miss an exam completely. Every circumstance is different, and any concerns or queries should be reported as soon as possible to the Exams Office. Please try and advise the Exams Office prior to sitting the exam if you have been feeling unwell, in pain etc. as we may need to make a special seating arrangement for you.

**Any missed exams cannot be sat on a different day.** Please note that misreading the timetable will not be accepted as a satisfactory explanation for absence.

## After the Examinations

### Notification of Results:

GCSE Results for Year 11 candidates will be available for collection on **Thursday 24th August 2023**. You will be advised nearer the day what time you can collect your results and from where. Results not collected on the day will be posted to the address we have for you on the school's system.

If you wish any other person (including family members) to collect your results on your behalf, **you must give your written authorisation to the Examinations Office before results day.**

If you are on a family holiday for example and do not have anyone who can come and collect your results on your behalf with written permission, we can email a copy of your results to you if requested in writing by the candidate prior to results day. However, please appreciate that results day is a very busy day for the Examinations Office and priority will be given to candidates coming into school to collect their results. Email requests from any candidates will be dealt with as soon as possible. Please ensure that the email address that you give is clearly written.

### Post Results:

Please do not rush off after receiving your results. Teaching staff may be looking to speak to you. Take time to look at the information boards giving information, e.g. grade boundaries to see if you are very close to the next grade.

You will all be asked to sign a form allowing us to access your scripts if necessary. This is useful to have at this stage and can save a lot of time, especially if you need to apply for a review of results or a teacher may wish to use your paper for further teaching and learning purposes. Regulations prohibit us from collecting this information prior to results day.

If you need post-results advice, teaching staff will be available on results day directly after you have received your results. When you collect your results, you will be able to collect precise information regarding costs and any forms that will need to be completed in respect of reviews.

You will be able to request access to scripts, clerical checks and reviews of marking. We may also ask your permission to apply for a review of moderation, but this is quite rare. Only the candidate can sign the application to request any of the post result options. Requests will only be processed when forms have been duly completed, signed by the candidate and payment(s) received. Exam boards charge per paper not per subject. You will need to make payment to **Cognita Schools Ltd**, not to the exam board. Bank transfer details will be available with the post-results information.

As much information as possible will be made available to you in respect of understanding your results, grade boundaries and what to do next, when you collect your results but this is dependent on how quickly exam boards release this information to us.

Exam boards will also issue information on their general websites regarding grade boundaries, what to do next etc. Please do not ask for a review of marking without speaking to a member of the teaching staff first. We would not refuse you the option of applying for a review of marking, but we may not necessarily recommend it as an overall grade can go down, stay the same or go up. There will be a deadline to get your request to the Exams Office and requests will not be processed unless payment and correct forms have been completed first, but the sooner the better.

You will also be able to contact the Examinations Office via telephone or email to ask any general advice; phone number and email address is on page 3 of this booklet. If you wish to come into school after results day to collect/fill in an application form in respect of any post result services, it is advisable to phone beforehand as there is a limited number of staff on site during the holiday period.

### **Certificates:**

Year 11 examination certificates will be presented to pupils at an Awards Evening which is usually held in November. Pupils who do not attend can collect their certificates from the school reception in the weeks after the Awards Evening. Please notify us in advance when you are coming in so that we can get your certificates out of a secure area and have the sheet that you need to sign ready. If you wish any other person (including family members) to collect your certificates on your behalf, **you must give your written authorisation to the Examinations Office.**

## Frequently Asked Questions

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

The school will re-schedule papers internally (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 isolated, as they must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your final individual candidate timetable which you will receive prior to going on study leave. It will be necessary for you to bring a packed lunch if you have exams in the morning and the afternoon as you will have to remain in isolation until both examinations are completed. If in doubt, please consult the Examinations Office.

### 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, you must put your hand up and tell the invigilator immediately prior to the exam starting. Do not open your paper.

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

Candidate Numbers are printed on labels which are stuck on coloured card which will be on your desk for every exam. They are also on seating plans and attendance registers. Invigilators will be able to help you find your number.

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

Inform school at the earliest possible point 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 or hospital) if you wish the school to make an application for 'Special Consideration' on your behalf (see below). A self-certification form (JCQ/ME Form 14) should be picked up from the Examinations Office, completed by the candidate, parent/carer and GP/hospital and returned to the Examinations Office within 7 days of the exam.

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

Special Consideration is a post examination adjustment to a candidate's mark to reflect temporary illness, injury, or other indisposition at the time of the examination/assessment. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for very exceptional cases). Parents and candidates 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 actual examination or assessment is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, or domestic crisis at the time of the examination/assessment. The Examinations Office must be informed immediately so that the necessary paperwork can be completed. The candidate will be required to provide evidence to support such an application.

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

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

**Q. If I am late, can I still sit the examination?**

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. If you know that you are going to be late, please try and contact the school to let us know e.g. if there has been a major incident on your way to school and you are unavoidably delayed. You should get to school as quickly and safely as possible and report to reception. A member of the Examinations Office will escort you to the examination room. **You must not enter an examination room without permission from the Exams Office after an examination has begun.**

You should also be aware that if you start the examination more than one hour after the published starting time, 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 most examinations you should bring at least two pens (black ink only), two HB pencils, a 30cm ruler (marked with cm and mm), a pencil sharpener and a rubber. For some examinations you will need a calculator (without the lid), a compass, a protractor and coloured pencils (not gel pens). Your teacher should be able to advise you prior to the examinations.

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

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

Only material that is listed on question papers is permitted in the examination room and pupils who are found to have any material with them that is not allowed will be reported to the appropriate examinations board. In such circumstances, a pupil may be disqualified from the paper or the subject concerned.

Items not permitted under examination regulations must be left in your bags outside the examination room. Do not bring any valuables into school when you attend for an examination.

No food or drink is allowed in the examination room, except for water which must be in a clear, unlabelled, see-through bottle.

Mobile phones, electronic communication or storage devices such as iPods, MP3/4 players, reading pens, smartwatches and any other products with text or digital facilities are not allowed in the exam room. **Wrist watches** are also banned from examination rooms. If you must bring a mobile phone to school, it must be switched off and left in a box provided in the main playground when you line up prior to your exams or in your bag. If you miss this opportunity to hand in your phone or any other unauthorised items, then they must be handed to an invigilator or a member of staff **prior to entering the examination room**.

Calculator lids should be removed from calculators and left in your bags outside the exam room.

### **Q. Why can't I have my mobile telephone on me in the examination room?**

Being in possession of a mobile telephone (or any other electronic communication device, e.g. iPod, headphones, Apple Watch/smart watches) is regarded as cheating and is subject to severe penalty from the awarding bodies. Please see Appendix 4 and 7.

The **minimum penalties** are as follows:

- Not in candidate's possession but makes a noise in the examination room – **Warning**.
- In the candidate's possession but no evidence of being used by the candidate – **Loss of marks**.
- In the candidate's possession and evidence of it being used by the candidate – **Loss of aggregation or certification opportunity**.

If you feel that you have to bring your mobile phone into school on examination day, you must switch it off and hand it in. You are responsible for collecting it at the end of the examination. Awarding bodies decide what sanction they apply to any offence committed in an examination or assessment, not Colchester Prep & High School.

### **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 display the finish time of the examination on the screen at the front of the examination room. There will be a clock in all examination rooms. If you cannot tell the time by using an analogue clock, then please speak to the Examinations Office prior to the start of the examination season.

### **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 Examinations Office. In an emergency, the invigilator may remove you from the room who in turn will quickly notify the Examinations Office.

### **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, close your papers, 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 will be escorted by an invigilator or if that is not possible, then the Examinations Office will be contacted to escort you. You will not be allowed any extra time.

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

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

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

Some pupils receive an allowance of up to 25% extra time. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. You should just carry on uninterrupted for the necessary additional time. The invigilators will include the additional time when they display the finishing time of your examination on the screen. Do not use a green pen to write in your extra time allowance. This is only used in mock exams as evidence if called upon by an inspector.

**Q. What do I do if I do not get the grades I need/expect?**

Teaching staff will be available to advise you on results day. If you feel strongly that it is necessary to make an enquiry about your result you should first consult the Head of Department to obtain their advice as to the advisability of requesting a 'review of marking'. You should be aware that your mark could go down as well as up or even stay the same. Review of marking requests must be submitted to the Examinations Office by the date on the form which will be issued on results day along with payment to cover the costs imposed by the exam boards. Information and forms will also be available to download from our website after the results have been issued to candidates. Please apply sooner rather than later if you wish to appeal.



## Appendix 1



### 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 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="https://ceea.org.uk/legal/privacy-notice">https://ceea.org.uk/legal/privacy-notice</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://qualifications.pearson.com/en/about-us/qualification-brands/qdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/qdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</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: <https://www.jcq.org.uk/contact-our-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).



**Appendix 2**



## **Information for candidates**

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of



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 the 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 or share it with anyone, including posting it on social media. 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 online 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, p29.

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

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.**

**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 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 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**



**Appendix 3****Reviews of marking – centre assessed marks (GCSE non-examination assessments and Project qualifications)**

Colchester Prep & High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Colchester Prep & High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Colchester Prep & High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Colchester Prep & High School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of this assessment.
3. Colchester Prep & High School will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. Colchester Prep & High School will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. Colchester Prep & High School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
6. Colchester Prep & High School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.
7. Colchester Prep & High School will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Colchester Prep & High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

9. Colchester Prep & High School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

There will be a charge of £50 to cover administration plus any costs/fees charged from an external independent reviewer.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.



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

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.**



**Appendix 5**



## Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of



© JCO 2022

**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.

### **A. Regulations – Make sure you understand the rules**

- 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) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

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 have a watch, the invigilator will ask you to hand it to them.
  - 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. Information – Make sure you attend your exams and bring what you need

- 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.

## C. Calculators, dictionaries and computer spell-checkers

- 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 formulae;
  - (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.

## D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 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 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used for rough work.

## E. Advice and assistance

- 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.

## F. At the end of the exam

- 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



## Appendix 6



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



Image by Patrice Jones

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

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

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 need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

### 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 JQC rules:

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









AQA

City &amp; Guilds

CCEA

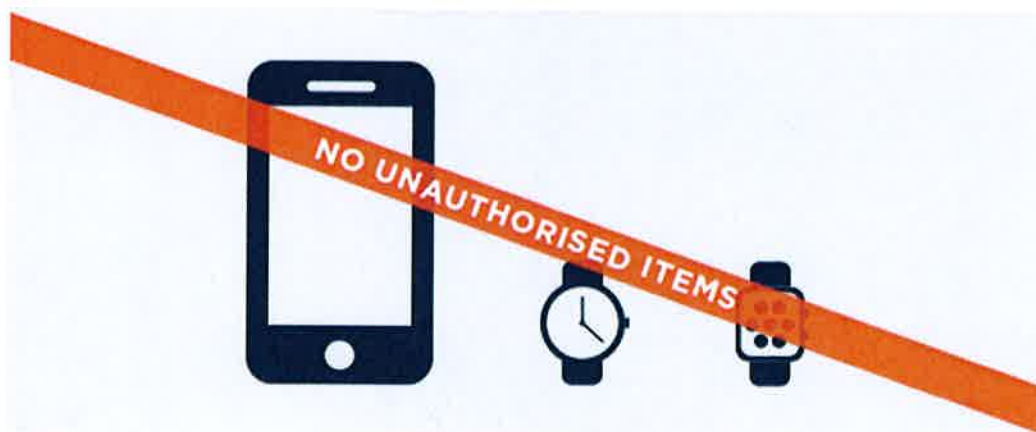
OCR

Pearson

WJEC

## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.*

