

Read School Drax

GCSE & A Level Examinations

Information and Guidance For Parents & Pupils

(Updated March 2017)

Produced on behalf of:



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Introduction

Public examinations can be a stressful time for pupils and parents and it is important that all those involved are as well informed as possible. Well-informed pupils will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that exams run smoothly.

The centre will make every effort to ensure that candidates receive the best possible preparation for their examinations, that the administrative arrangements run smoothly and that the examinations are conducted in a way that will cause as little stress as possible and help pupils to achieve their best. Trial exams are run to the same standards and rules in order that pupils are familiar with the process beforehand.

This booklet is intended to inform about examination procedures, to answer any questions you may have and to guide and support pupils and parents through the examination process.

Teachers responsible for public examinations are:

- **Head: Dr J A Sweetman** overall responsibility for the school as an examinations centre
- **Deputy Head (DH): Mr M A Voisey**, guidance and careers information
- **Assistant Head (Curriculum) (AH): Ms C Palmer**, guidance and pastoral oversight of examination candidates, offering advice on subjects studied and level of examination entry
- **Examinations Officer (EO): Mrs E Sowersby**, responsible for all examinations
- **DoLL: Mrs K E Patrick**, responsible for special arrangement applications
- **School Teaching Staff**, responsible for communicating examination entries to EO

The examination boards set down strict criteria, which must be followed for the conduct of exams, and the centre is required to follow them precisely.

If you have any questions that are not answered in this booklet, please feel free to contact the EO at any time. You can make contact in the following ways:

Telephone: 01757 618248

E-mail: Sowersby@readschool.co.uk

On examination days it is probably best to make contact through the School Secretary, Miss Julie Walker on 01757 618248, leaving a message, with the nature of your query, since the main priority for the EO will be the starting of examinations sessions on time.

Revision

It is very important that work is thoroughly revised before examinations. Revision sessions should be organised beforehand and pupils should have started revision **before the end of the spring term**. Time spent on thorough revision will be rewarded with good examination results. Teachers will be available to help with revision, but it is up to the pupil to seek help when they need it. They will also be able to give guidance on exam technique and specific topics of study.

Coursework / Controlled assessment Deadlines

Some subjects at GCSE and A level have an element of coursework included in them, which has to be completed and marked well before the examinations begin. It is important that coursework is completed by the deadlines set by teachers and ultimately by examination boards, as failure to do so may result in no grade being awarded in that subject. As a general rule, coursework should be completed by the end of the spring term, as it must be submitted to the examination board at the beginning of May.

GCSE and A Level

- All pupils should be entitled to and enabled to achieve an entry for qualifications from an external awarding body
- If a pupil's entry in any subject is to be withdrawn, it must be done in consultation with the AH
- If a level of entry in any subject is to be changed, it must be done in consultation with the AH
- Maths and English resits will be available in November 2017 for those pupils who did not achieve their predicted grade
- Re-marks may be agreed in consultation with the EO. If a pupil requires this service, they will be charged for it and a consent form must be signed.

A Level

- It is expected that AS examination will be completed during the Lower Sixth
- Each module entry will be charged to pupils
- Pupils must achieve a pass in any AS examinations taken before being allowed to progress to A2 courses. Where pupils haven't entered an external examination, internal assessments will be used to determine entry into the Upper Sixth.

Study Leave

Study leave for Year 11 and Upper Sixth usually begins in the week before the summer half-term holiday. After this time pupils can still come in to school and follow their normal timetable, which gives access to teachers and resources. If pupils prefer to stay at home during study leave, a letter requesting time off must be sent to the AH so that absences can be authorized. Pupils would only be required to be in the centre when they actually have examinations. Study leave is **not** given to Lower Sixth pupils and A2 teaching will begin once all AS modules have been taken. Pupils must be in **full school uniform** when attending school during study leave.

Examination Entries and Timetable

Once the examination board have received entries, a candidate Statement of Entry will be issued showing the subjects entered with that board, and giving the dates of the examinations. These should be checked and kept safe by pupils, as they are evidence that an entry has been made. The pupil should bring this document to each examination as an additional check on paper, tier of

entry and candidate number. If a candidate has made changes to their entries, they will receive an updated Statement of Entry. Parents will also be sent a copy of the Statement of Entry for their son/daughter.

Clashes

This is when a candidate is timetabled to sit two or more exams at the same time. If they are for the same subject this is intentional on the part of the board and the exams are meant to run one after another. If not, then this should be picked up by the pupil and notified to the EO, who will then arrange for one of the papers to be moved to a different time on the same day. The candidate will remain under supervision between the two papers, as it is very important that they do not make contact with any other pupils during that time. In rare cases it may be necessary for a paper to be done on the next day and it is a requirement that the pupil is supervised overnight. This process is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

Performance in Examinations

Some candidates are eligible for extra time or special examination arrangements. These are usually identified by the DoIL and appropriate applications are made, and the necessary arrangements put in place.

Any illness, injury or family circumstances whatsoever, which may affect examination performance, arising shortly before or during the exams, should be notified as soon as possible to the EO so that an application for special consideration can be made to the boards. Any illness must be supported by medical evidence, for example a letter from a doctor on headed notepaper. Parents should be aware that any adjustment is likely to be small, and will only be considered if a pupil is close to a grade boundary. We can provide wheelchair access if required and are fully compliant with DDA regulations.

Return of Text Books

The pupils in Year 11 will be issued with a book returns certificate as they go on study leave. This must be filled in by them and signed by their subject teachers as they hand their text books back. It is best to give books back after the last examination has been sat in that subject. Any pupils failing to return text books or hand in their leavers certificate to the AH, may be charged for their books.

GCSE and A Level Results

- When results are published, the EO will distribute results and be available to give guidance to pupils
- Boundary grades will be considered and pupils will be advised if they are close to the next grade boundary

The dates for release of results will be sent home with the end of term mailing in July. Pupils are asked not to ring for their results before 10am on the day of publication; remaining results will be posted to pupils at midday on the day of publication. Certificates are usually posted around October/November time. Pupils results will be published as one of the following grades:

GCSE	A*	A	B	C	D	E	F	G	U
	Good passes					Passes			Fail
GCSE English & Maths only	9	8	7	6	5	4	3	2	1
	Good passes					Passes			Fail
A Level	A*	A	B	C		D	E		U
	Good passes					Passes			Fail

Examination Entry Fees

The school will charge pupils for their initial entries in a particular series. In addition to this the school may also charge for:

- Pupils whose entries are withdrawn because of lack of coursework
- Pupils who make a decision to change their entry after the late entry/withdrawal deadline
- Pupils who fail to attend an examination and do not produce evidence of mitigating circumstances.

The fees are charged by the examining body to the school. The school then charges the parents accordingly. The breakdown of entry fees is as follows (all costs are approximate):

GCSE

- Initial Entry** Between £31.60 – 34.00 (depending on awarding body)
- Late Entry Fee** Double the entry fee (entry made after 21 February)
- Very Late Entry Fee** Triple the entry fee (entry made after 21 April)
- Amendment Fee** Triple the entry fee (amendment made after 21 April)

A Level

- Initial Entry:** Between £16.15 - £50.00 per module (depending on awarding body)
- Late Entry Fee:** Double the entry fee (entry made after 21 February)
- Very Late Entry Fee:** Triple the entry fee (entry made after 21 April)
- Amendment Fee:** Triple the entry fee (amendment made after 21 April)

Any pupil withdrawn from an examination will be refunded the cost of entry for any withdrawal made up to 21 April for June examinations.

Examination Entry Deadlines

GCSE & A'Levels - 21 February

Examination Instructions for Pupils

1. **Make sure you know your candidate number.**
2. Make sure that you know exactly when your exams are, especially whether they are morning or afternoon examinations. Morning exams **begin** at 9am and afternoon exams **begin** at 1.30pm. Make sure you arrive in plenty of time to get seated before the exam.
3. Make sure you are dressed in **proper school uniform**. You will not be admitted if you are incorrectly dressed. You are not allowed to bring bags, coats or any electrical equipment into the exam room. Leave them in your locker. You are also not permitted to bring any notes or books into the room.
4. You need to make sure that you bring **ALL** relevant equipment for each exam. Please make sure you also bring **black** pens, pencils, eraser, ruler and a sharpener in a **clear** pencil case. Most examination papers require the use of a **black ballpoint pen**.
5. Calculators must only be used when allowed, and must **not** have any of the following functions on them:
 - Data banks
 - Dictionaries or language translators
 - Retrieval of text or formulae
 - QWERTY keyboards
 - Differentiation or Integration functions
 - Remote communication facilities

PLEASE NOTE: For ANY exams calculators need Subject department approval, without an approved 'OK' sticker invigilators have the right to remove your calculator and replacements will not be provided.

You are not allowed to use Tippex in any examination.

6. You should not go to registration but should be ready outside the examination room at least **15 minutes** before the examination is due to start. Wait quietly outside the exam room, and you will be called in in alphabetical order and told where to sit. Once you are in the examination room, you **MUST BE SILENT**. If there is any communication between any pupils it will be assumed that you are cheating and you will be treated accordingly. You must not talk to anyone except the invigilator until you leave the exam room.
7. You are allowed to bring a clear bottle of drink into the examination room (label removed). However, you are not allowed to bring the following items:
 - Canned or cartons of drinks
 - Chewing Gum or any other food
8. If you are late, go straight to the examination room and report to the staff on duty. If you arrive **less than 30 minutes** late, you will be allowed to enter and write your examination, getting the allocated time. If you arrive **more than 30 minutes** late, the EO will decide whether you will be able to sit the exam. The exam board will have to be notified. If you arrive more than **1 hour** after the beginning of an examination, you may not be allowed to sit your exam.
9. If you miss an exam, you will not be able to do it again. If you are too ill to sit an exam, you **must** telephone the school immediately and leave a message for the EO. You **must** provide a sick note from your doctor. If you are feeling unwell, it is better to attend and apply for special consideration than to miss an examination. Special consideration for examinations missed will only be given in extreme cases. Any examination missed will still be charged for.

10. You are not allowed to leave the exam room before the end of examination time, so do not ask! Spend some time checking through your paper for mistakes. Do not waste any time.
11. You must not cause any disturbance during the examination. Any attempt at communication or other disturbance may result in your removal from the examination and no grade being awarded to you for that subject. You must also leave the examination room in silence as other examinations may still be in progress.

Mobile Phones & other electronic equipment including iWatches and Smart watches, Fitbits etc

If you are found with a mobile phone on your desk or on your person once the exam has started the exam board must be informed and:

If the phone is switched off:

The board will allocate **0%** for the specific exam paper you are taking.

If the phone is switched on:

The board will disqualify **all papers** which are related to the specific exam subject you are taking.

If your mobile phone **rings during the exam (wherever it is in the room):**

The board must be informed and you will be disqualified from all papers (including any already taken) for the specific subject.

The easiest thing to do is to not take a mobile phone into the exam

Mobile phones will be collected before each exam; however the school will not accept responsibility for them.

Instructions for a FIRE DRILL during the Examinations

We hope that no fire alarms go off during the exam period, however if one does go off these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly **do not panic**. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **MUST** be at least 1.25 metres away from the pupils in front and behind you.
4. If you are in the hall, you go to the grassed area between Moloney Hall and the Sports Hall. Do **NOT** walk to where you would usually go, you will be told where to stand. You will have to be kept separate from the rest of the school.
5. When you return to your exam room, **do not** start writing until the invigilator tells you to do so.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC



Internal Appeals Procedure

The school is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the awarding body for the qualification concerned.
- All pupils' work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the specification for the qualification concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardization.

If a pupil has any concerns about the procedures used in assessing their internally assessed work for public exams (controlled assessment/coursework/portfolios), s/he should discuss the matter with the Head of Faculty immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used.

The regulations for GCSE Controlled Assessments and A Level Coursework Assignments state that:

- "The work you submit for assessment must be your own"
- "You must not copy from someone else or allow another candidate to copy from you"
- "If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating or malpractice"

Teachers have the right to reject a pupil's work on the grounds of malpractice if any of the above regulations are broken.

The pupil or parent/guardian of a pupil has the right to appeal against any decisions to reject to a candidate's internally assessed work on the grounds of malpractice.

The guidelines for the procedure are listed below:

1. Appeals should be made as soon as possible, and must be made at least two weeks before written examinations begin.
2. Appeals should be made in writing to the EO who will investigate the appeal, along with a member of the SLT and a Head of Department/Faculty not involved in the internal assessment decision . If the EO was directly involved in the assessment in question, the school will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the EO is not able to conduct the investigation for any other reason.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice. This will be done before the end of the series.
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.

5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

If a pupil believes that they may not have had a fair mark in relation to their work, they may make use of the following appeals procedure, through the EO.

1. Contact the EO, AH and the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The EO will advise on the options available to query the mark/grade and the costs involved.
2. Pupils should be aware that EARs can result in marks/grades being raised, confirmed or lowered. A consent form must be signed to confirm that pupils understand the consequence of an EAR. Consent forms will be issued by the EO.
3. The AH and subject teacher will review the pupil's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the pupil's predicted grades.

If the Department agrees to support the EAR:

The request, together with the pupils consent form, should be made to the EO **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

- a. A pupil may appeal against the decision not to support an EAR. Appeals should be made in writing to the EO, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated. The appeal information will be reviewed by the EO and a member of the SLT; the outcome of the appeal will be communicated by telephone and 1st class post within 24 hours of receipt. This decision is final.
- b. If the centre does not support the EAR the pupil may still proceed with the EAR but all costs involved will be paid by the pupil at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the EO **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the pupil.
- c. Outcomes following EARs will be forwarded by the EO to the pupil as soon as they have been received from the Awarding Bodies.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres.

Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure.

Details of the appeals procedure for the relevant awarding body are enclosed in this booklet.

Enquiries About Results (EAR)

This process is available for pupils who are unhappy with a result in a particular subject. It is a service provided by the Awarding Body, and as such it must only be used in the correct circumstances.

An enquiry should only be made if:

- The pupil is very close to a grade threshold (marks available on request)
- The pupil feels that they should have got more than one grade better based on their performance in the examination
- The teacher feels that the pupil should have got more than one grade better
- The teacher feels that the group as a whole should have done more than one grade better

If a parent decides that an enquiry should be initiated, they need to make contact with the EO at the school, either in writing or by making an appointment. The EO will then decide, with the Head, if the pupil has a case for an enquiry. If the enquiry is about an A level examination, they may decide to apply for a photocopy of the script in order to help make a more informed decision. There is a charge for this (see table below) and the school will ask for pupil and parent consent before the application is made. If they feel that the pupil does have a case for an enquiry, the EO will decide which service is required and send off the necessary forms.

Enquiries about Results **may lead to pupils' marks and grades being confirmed, raised or lowered**. As a consequence, candidates must give their informed consent for both the Clerical re-check and Re-mark enquiry services. Pupil consent is not required for Re-moderation of Coursework, but they need to be aware that their marks and grades could be lowered.

Services Available

- **Clerical Check** – this service includes checking the script has been completely marked, totalling of marks, recording of marks and application of adjustments, grade thresholds and special consideration.
- **Review of Marking** – this service includes the clerical checks detailed above plus re-assessment of the examination paper. This service can be done as a priority for those at A2 level needing results to secure a place at University.
- **Review of Moderation** – this service is for review of moderation of **ALL** candidates coursework for a particular subject. This can only be applied for if there has been a change made by the Awarding Body to the centre's coursework marks.

If the outcome of the review of marking conducted shows that there may be a concern that affects other pupils, then the Awarding Body itself may wish to extend review of marking to other candidates. If extended review occurs, the pupils' marks and subject grades may only be confirmed or raised as a consequence of this.

Enquiries About Results - Closing Dates

- For Priority Review of Marking – **24 August**
- Clerical checks for May/June examinations - **25 September**
- For all other examinations - **4 weeks from the publication of results**

Applications received after the relevant closing date will be refused.

In exceptional cases, where results have been issued after the normal publication date, the closing date for applications will be extended by the same period as the delay.

Outcome of Enquiries

The outcome of all enquiries will be confirmed to the school in writing. The EO will then send a copy of the letter to the parents and inform the pupil of the decision made by the Awarding Body. If the outcome is favourable to the pupil, the fee will be refunded and the certificate will be re-issued upon return of the original certificate showing a different grade. UCAS will be advised of any changes to A Level subjects.

Appeals

The appeals process is available for pupils who remain dissatisfied after the outcome of an enquiry about results. Applications for appeals have to be sent to the Awarding Body within **14 calendar days** of the completion of the enquiry and can only be submitted **by the Head** in writing, clearly stating the grounds for appeal. The Head, therefore, has to agree that an appeal is appropriate.

The procedures open to investigation may include:

- The setting of papers
- Marking/moderation procedures
- The grade award
- EAR and Appeal procedures

The Awarding Body may charge a fee for this process, which will be refunded if the appeal is upheld.

Internal Appeals

The internal appeals process consists of two stages:

- **Stage 1** Review of the case by a senior member of the Awarding Body's staff who has had no previous involvement with the case. The outcome of this will be notified in writing and if the pupil is still unhappy then the Head must make a further appeal to stage 2 within **14 calendar days** of this outcome.
- **Stage 2** The case is presented to the Appeals Panel convened by the Awarding Body. The Appeals Panel can instruct the Awarding Body to reconsider the case and may offer recommendations. The outcome of the stage 2 appeal will be notified in writing. A report on the appeal hearing will also be provided.

Awarding Bodies are required to complete stages 1 and 2 of the appeal process and report the outcome within **70 calendar days**.

External Appeals

The external appeals process is available to pupils who remain dissatisfied after the outcome of a stage 2 appeal to the Awarding Body. The Head submits an external appeal to the independent Examinations Appeals Board (EAB). The EAB will only hear an appeal once stages 1 and 2 of the Awarding Body's appeal process have been completed. Appeals need to be sent by the Head in

writing within three weeks of receipt of the report from the stage 2 appeal. **This procedure should only be used in extreme circumstances.**

Access To Scripts

At both GCSE and A Level, pupils are allowed access to their marked scripts in any subject. They can sometimes be useful for A Level pupils to help them improve their grades in particular modules. The EO will make any application for any pupil requiring this service. The pupil or parents should contact the EO at the school giving details of the subject or module paper required. The pupil must also sign a consent form before going ahead with the application. There is a cost for this service which is charged to the pupil by the Awarding Body. The deadline for this service is usually 25 September (June series)

Once a script has been returned to the pupil, it must be kept at least until the end of November. The script **must not** be written on or otherwise tampered with before this time. The Awarding Body has the right to request the return of the script at any time up to this point.

A copy of the relevant mark scheme will be provided with the script to help the pupil interpret their marks. The pupil may seek help from their teacher to go through their script.

Please see below list of fee's for the above services. Full details can be found on the relevant exam boards website.

AQA

<http://www.aqa.org.uk/exams-administration/results-days/post-results>

Pearson Edexcel

<http://qualifications.pearson.com/en/support/support-topics/results-certification/post-results-services.html>

OCR

<http://www.ocr.org.uk/administration/stage-5-post-results-services/>

Service	Exam Board	GCSE (£)	A 'level (£)
Access to script Photocopy	AQA	n/a	13.95
	Pearson Edexcel	10.30	10.30
	OCR	n/a	11.40
Access to script Original	AQA	11.00	11.00
	Pearson Edexcel	7.75	7.75
	OCR	11.00	11.00
Clerical check	AQA	10.30	10.30
	Pearson Edexcel	8.05	16.10
	OCR	16.40	16.40
Copy of checked script	AQA	13.95	13.95
	Pearson Edexcel	13.95	13.95
	OCR	27.80	27.80
Priority review of marking	AQA	n/a	50.30
	Pearson Edexcel	38.20	46.00
	OCR	n/a	56.30 (67.70 including copy of script)
Review of marking	AQA	36.50	42.25
	Pearson Edexcel	33.20	38.60
	OCR	45.60	45.60 (57.00 including copy of script)
Copy of review script	AQA	13.95	13.95
	Pearson Edexcel	10.30	10.30
	OCR	See above	See above
Review of moderation	AQA	219.45*	244.55*
	Pearson Edexcel	200.00**	200.00**
	OCR	212.00***	212.00***
Appeal – Stage 1	AQA	108.60	108.60

	Pearson Edexcel	120.00	120.00
	OCR	139.60	139.60
Appeal – Stage 2	AQA	186.15	186.15
	Pearson Edexcel	150.00	150.00
	OCR	199.40	199.40

*for five or fewer candidates the fee is halved

** fee for the first 5 candidates after this a charge of £15.50 per candidate is made

*** fee for the first 5 candidates after this a charge of £45.60 per candidate is made

ENQUIRIES AND APPEALS ABOUT RESULTS

Information for candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

In the past, an enquiry or appeal about the result of an examination made after the issue of a subject grade could not lead to that grade being lowered. The grade could only be confirmed or raised.

If your examination centre 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 your final grade may be higher than the original grade you received
- Your original mark is lowered, so your final grade may be lower than the original grade you received.

In order to proceed with the enquiry or appeal, you must sign the form below. This tells the Head that you have understood what the outcome might be, and that you give your consent to the enquiry/appeal being made.

Candidate consent

Centre Name: Read School

Centre Number: 48313

Candidate Name: _____

Candidate Number: _____

Examination Board: AQA / Pearson Edexcel / OCR (delete as appropriate)

Examination Level: A2 / AS / GCSE (delete as appropriate)

Subject: _____

Paper: _____

I give my consent to the Head to make an enquiry about the result of the examination listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade, which was originally awarded for this subject.

Signed: _____

Date: _____

Parent consent

- I agree to pay the cost of this enquiry should there be no change of grade. (see table for cost)

Signed: _____

Date: _____

Candidate Consent Form For Use Of Examination Scripts

Centre Name: Read School

Centre Number: 48313

Candidate Name: _____

Candidate Number: _____

I hereby grant permission for my script(s) from the following examinations to be used by teachers at Read School as examples when teaching other pupils. This permission is/is not* subject to my name and any means of identification being removed from the script(s). This permission extends to all exams sat by me in this academic year/the examinations listed below*

(*Please delete as applicable)

Signed: _____

Date: _____

Controlled Assessment – advice for pupils

Controlled assessment differs from coursework in that the final piece is produced under closely supervised conditions. In some subjects this may mean writing up the final piece in class over the course of one or more lessons monitored by the teacher. Supporting materials such as notes may be used during the writing up, but not a complete draft. Teachers will give details on how the controlled assessment is carried out in their subjects. Controlled assessment tasks have a recommended number of hours allowed on the project, so are not open ended. It is therefore vital that pupils use all the class and homework preparation time efficiently and productively.

A few basic guidelines

- Make sure you know what you are expected to do – ask your teacher if uncertain.
- Check interim and final submission dates for any draft work and work well in advance of them. If you have more than one piece with a similar deadline, organise your time to make sure both are given the time and attention they deserve.
- Plan thoroughly and follow your plan. Teachers will arrange lesson time for controlled assessment project work within the time guidelines set down by the examination boards.

Dates and deadlines

Teachers will tell you of any deadlines for draft work or dates of supervised tasks.

It is your responsibility, if you have a genuine reason for finding it difficult to meet a date or a deadline, to inform your subject teacher sufficiently in advance for other special arrangements to be made, if these are thought to be appropriate.

Circumstances where special arrangements would be considered might include, for example, a sustained period of illness. Having to meet more than one deadline around the same date would not be regarded as a genuine reason – good organisation will avoid problems in this case.

Self Evaluating

- Realise your strengths by identifying the most successful part of the whole process.
- When the project has finished, make a note of any teacher's comments consider how others approached the task and how you would undertake a similar project in the future.

**This notice has been produced on behalf of:
AQA, City & Guilds, CCEA, Pearson Edexcel, OCR and WJEC**

Notice to Candidates

GCSE and Principal Learning: Controlled Assessments

This notice tells you about some things that you must, and must not, do when you are completing your work.

Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you must ask your teacher or lecturer.

Controlled Assessment will provide you with 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, encyclopaedias, 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, but you must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

—the work which you submit for assessment must be your own;

—you must not copy from someone else or allow another candidate to copy from you. If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called —referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line.

For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2010.

You may be required to include a bibliography at the end of your 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 don't 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, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your 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 don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

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