



# **THE KING'S SCHOOL**

**Examinations and Assessments  
Guidelines for Students and Parents/Carers  
2019/20**

**Examinations and Assessments Guidelines for  
Students and Parents/Carers  
2019-2020**

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## **1. Introduction and Information**

It is important that all students have the best possible conditions and preparation to help them achieve the best examination results they can. This document gives guidance and advice and outlines the national examination rules and regulations. It is intended to help students, parents and carers understand the exams process and what you have to do, where the school can help and what the rules are. There may be occasions when exam instructions change, students will be informed of these and any updates to this document will be available on the school website.

Students should ensure they read the information found in the Appendices of this document.

The Joint Council for Qualifications (JCQ) publishes instructions for how exams should be undertaken in schools and colleges. The King's School's Senior Leadership Team, teaching and support staff, Exams Officer and invigilators work together to ensure that the school follows these instructions.

The full set of national rules and regulations can be found on: <http://www.jcq.org.uk/exams-office>

This guidance booklet will be updated each year and issued to students. If you have any questions about the examination processes please contact the Exams Officer on 01977 601736. If you have any questions about a particular subject, please contact the relevant subject teacher.

## **2. Examination Entries**

Every student who is being taught a subject will be entered, by the school, for the most appropriate level of exam. The school pays for the registration and initial entry for exams. The school works with 6 Examination Boards - Pearson Edexcel, NCFE, AQA, OCR, City & Guilds and WJEC. Each of these boards has a website which provides further information about their courses and examinations.

All students will receive a timetable of entry before their first exam date. This must be checked by students and parents to confirm that **all entries have been made and are correct**. Subject teachers will also make their own checks.

## **3. Candidate Examination Number**

Each student from Year 9 upwards will be given a unique 4 digit candidate number that will stay with them throughout all examinations and when submitting coursework at The King's School. This number will need to be written on all examination and coursework papers.

## **4. Exam dates and timetable**

The GCSE Exam periods are published on the school calendar on the website. The dates for GCSE exams are fixed by the Exam Boards. Parents are reminded that they require the permission of the school to take students out of school and no time out will be authorised during the exam season. Details of revision sessions are provided by the teachers. There can be late changes to exam timetables and students will be advised of this via a revised exam timetable/information given to each student and Exam Notice Boards.

All students will be issued with an **exam timetable** at least 2 weeks before their first scheduled exam. The exam timetable information will give the details of the exam, date, venue, time and length of exam. **This is very important**. If you think there are any mistakes (e.g. name, spelling, date of birth, exams) you must inform the Exams Officer **immediately**. Check each examination unit, subject, level and date/start time carefully.

The length of exams can vary and some may not finish until after school. Students and parents should be aware of this and make appropriate arrangements for getting home. **Students will not be allowed out of an exam early.**

If a candidate is timetabled to sit more than one exam at the same time this is known as a **clash**. If you notice a clash on your timetable you must notify the Exams Officer immediately. Special arrangements are made in these circumstances that involve the student being kept in isolation until the exams that clash have been completed.

Students who have been assessed as requiring particular access arrangements will be given information about the arrangements prior to the exam.

If for some reason an exam can't take place due to local or national disruption Wednesday 24<sup>th</sup> June is the set date for students to complete these exams. Students should be available up to this date should the need arise.

## **5. Non-examined assessments**

Subject teachers organise the non-examined assessments and the school will set deadlines in line with exam board requirements. If the work is not submitted by the deadlines set it is possible that marks will not be given and the overall subject grade will suffer. Dates for non-examined assessments are **not** included in the exam timetable; this information will be provided by the subject teachers and if you have any questions these should be directed to teachers. Information can be found at the end of this document about what you must and must not do when completing non-examined assessments; this includes guidance about the use of the Internet.

## **6. Other examinations**

The school runs internal tests and mock GCSE exams. The timing of the mocks will be shared directly with students. The mock exams are generally conducted under exam conditions and students are expected to take account of the rules as outlined in this booklet. Mock exams are an important opportunity to practice the revision and preparation for exams, as well sitting them under these conditions.

## **7. Exam Day**

You are required to be at the correct venue 15 minutes before the published start time of the exam.

If you are ill on the day of the exam and do not think you can sit the exam you must call the Exams Officer as soon as possible. A student will need to present a doctor's certificate or note or give other evidence of a satisfactory medical reason for the school to make a special consideration application to the Exam Board. Exam Boards use the information sent to them to make a decision on any allowance that may be made. The allowance in terms of marks will only ever be a small percentage, the maximum being 5% and this is only given in very extreme cases.

In most examinations you will be seated in numerical order within each subject. Information about the seating plan for each exam will be clearly displayed and when you enter the examination room you must always ensure that you sit at the correct desk.

If a student does not attend at the start of an exam the school will try to contact the parents and the student. There is a short time when the student can still enter the exam room to take the exam. The Exams Officer will advise on the details when this situation arises.

If you think you will be late for an exam, you should telephone the school immediately and contact the Exams Officer. You may still be allowed to enter the exam room to take the exam but the regulations are very strict and if you arrive more than an half an hour after the start of the exam you may not be admitted. If the exam has finished, late candidates will not be allowed to sit the paper under any circumstances. Exams cannot be scheduled for another time or date.

## **8. Materials and Equipment**

All candidates will be provided with relevant equipment in a transparent pencil case.

Equipment provided:

- 3 x black biro (blue biro and any kind of gel pens are not permitted)
- 3 x pencils, rubber, ruler, sharpener
- coloured pencils (for DT subjects)
- highlighter pens
- calculator, protractor and compass.

Non-transparent pencil cases or bags will not be permitted in the exam room.

Calculators may be used for some examinations. Subject teachers will tell you if they are allowed or not for specific papers. If you are going to buy a calculator ask your Maths teacher for advice.

Your calculator should be no larger than the regular handheld size and no printed instructions or cases or lids are allowed. Calculators must be either battery or solar powered. Candidates are responsible for ensuring that their calculator is cleared of anything stored on it before entering the examination room. You are not allowed to use a mobile phone as a calculator and must not borrow a calculator from another candidate during an examination for any reason. Please note that Exam Boards make no allowances for calculator failures.

## **9. Exam Room – Rules and Regulations**

The Exam Boards issue a 'Notice to Candidates' and a 'Warning to Candidates' which are included in the Appendices at the end of this document and are also on the school website. These **must** be read carefully.

The Exam Boards take the integrity of exams very seriously and it is important that all candidates heed the instructions. They are intended to ensure exams are fair for all students. All schools are inspected in terms of their examinations management and administration.

'Malpractice' is the term that Exam Boards use for cheating. The Exams Officer will report any infringements to the Exam Boards and they will decide on the action to be taken. If you are caught cheating in any way in any examination you **WILL** be reported to the examination board.

The rules and guidance should be followed:

- No bags, books or notes are allowed at your examination desk.
- Bags should be left in lockers or in the designated area.
- **No wrist watches of any kind are permitted to be worn**
- You are advised not to bring valuables with you when you are coming into school for an examination. The school can take no responsibility for bags or valuables left in bags.
- Tippex or correction pens are not allowed.
- You can take water in a clear bottle with the label removed – you will not be able to leave the room to fill it up or ask invigilators to do this for you.

### **Mobile phones or products with an electronic communication/storage device or digital facility**

- Mobile phones, iPods, MP3/4 players, iWatches/Smart watches (or any other devices that can store data) should not be brought into the exam room. They should be turned off completely (including alarms) and left in lockers, or if in bags, stored in the designated area during the exam.

- **It is a very serious offence to be found with a mobile phone, iPod, iWatch, smart watch or MP3/4 Player (music player) or products with an electronic storage facility during an exam.** It is considered as cheating. If this rule is breached you could be disqualified from that paper, or from all exams in the series (even those already taken).
- You must be silent at all times when you are in the examination room; this includes when you enter and when you are leaving. **Do not let others ruin your chances of success by being distracted and do not risk your friends' exams by trying to distract them.**
- Candidates who try to make eye contact with other candidates, or communicate with other candidates inside the venue, or who create a disturbance in the exam room may be asked to leave and the circumstances will be reported to the Exam Board. This may result in the candidate not receiving a grade for the whole exam.
- Absolute silence must be maintained while papers are being collected. Question papers, answer booklets and additional paper must not be taken from the examination room.
- Each exam paper will also give specific instructions about completing the exam paper. These instructions will be read out at the beginning of each exam.
- If you need assistance during the exam put your hand up and wait for an invigilator to come to you.
- You can ask to go to the toilet and an invigilator will escort you. You will be asked to remove your blazer before you enter the toilet.
- Never use ordinary lined paper – rough work must be in answer booklets provided. You should always cross through anything that you do not wish to be marked.
- Highlighter pens must not be used in answers or in answer booklets but you are allowed to highlight parts of printed questions if you want to.
- Bad behaviour or disruptive behaviour will not be tolerated. The Head of School and the Exams Officer have the power and responsibility to remove disruptive candidates.
- All candidates **must** wear normal uniform. Students not dressed properly will not be permitted to sit the exams and may be charged for the entry.
- Students missing an exam without a valid reason, and in case of illness, a medical certificate, may be charged the entry fee for the exam.
- Items of jewellery such as bracelets or bangles should not be worn as they may make a noise on the desk which could disrupt other students.

## **10. Exam Invigilation Team**

Members of staff known as invigilators will supervise students in the exam rooms and will be working to the exam boards' rules and regulations under the direct management of the school's Exams Officer. Once you enter the venue you must follow the instructions of the invigilators at all time. Failure to do so may mean you are removed from the exam, prevented from sitting the exam or even disqualified. Invigilators are trained and experienced in exam procedures.

If you need assistance during the exam put your hand up and wait for an invigilator to come to you. They cannot help you with your exam but they will be able to clarify information you have been given and deal with other issues and queries in line with regulations.

If there is an emergency during the exam you must listen to and follow the instructions from the invigilator. **If you are asked to leave the examination room as directed by the invigilator you must leave in silence, do not communicate with any other students at all.**

If the exam is disrupted or stopped for any reason (evacuation, candidate being sick etc.) you will be told to stop writing and the time noted. Once the exam re-starts the missed time will be added to the end. The exam board will also be asked to give all affected candidates special consideration.

### **11. Illness and Special Consideration**

If a student is ill or experiences extreme circumstances (e.g. bereavement or family difficulties) in the weeks leading up to the exam and this affects revision it is essential that you inform the school by letter detailing the nature of the illness. The Exams Officer may be able to apply to the Exam Boards for consideration of exam papers in light of this.

If a student is unable to attend an exam due to ill health or extreme circumstances (e.g. bereavement or family difficulties) the Exams Officer must be notified as soon as possible on the day of the exam and medical certification or other proof is required if an application is to be made to the Exams Boards.

Parents and students must be aware that any adjustments in marks as a result of an application for special consideration will be small and are only at the discretion of the exam board.

If after the examination you think you have good reason for applying for special consideration you need to contact the Exams Officer as soon as possible to clarify your position.

### **12. Accommodation**

**The exams will take place in the Sports Hall or Hall.** During exam times therefore the Sports Hall and a number of smaller rooms will be unavailable. We recognise that this can be inconvenient for students and teachers, but it is important that examinations and assessments are accommodated as effectively as possible. The patience and tolerance of all students is appreciated. Students are asked to take notice of 'no entry' signs and signs asking for quiet because exams are in progress. It is important that students respect the needs of others during these busy and important times.

### **13. Results and Post Results services**

Results of GCSE and BTEC exams are issued in August; details of dates and times will be on the school website and sent to all relevant students. Results cannot be issued over the phone or by email. Any results not collected by 2pm on the day will be posted to the home address we hold on the system.

Candidates can nominate another person to collect results on their behalf by providing written permission, either in a signed letter or by email. The nominated person must have either a copy of the letter/email and appropriate ID with them on collection.

Following the publication of results, the awarding bodies offer post-results services. Requests for Access to Scripts (ATS) or a Review of Results (RoRs) must be made through the school; individuals will not be able to request these services directly from the examination boards. The school is charged for these services and so the costs are passed on to the student or department requesting them. If requested by a student, a cheque or cash payment must be received before the request is submitted. If a review results in a grade changing, the charge will then be refunded. The costs vary from board to board; a list of charges will be available on Results Day.

Requests must be made within a short period of time of the issuing of results, and signed consent from the student must be obtained. Forms will be made available on results day, and for a few weeks afterward from the exams office.

**Please be aware that a Review of Results can result in a mark and grade falling OR rising as the result of such a review, and therefore such a request must be considered carefully.**

Please see the Internal Appeals Procedure in the appendix of this document. This document explains how an appeal can be made regarding the outcome of a RoR.

#### **14. Certificates**

Certificates are sent to the school during the term following exams and can be collected from the Exams Office, usually in November. Certificates must be signed for, and therefore cannot be posted. We will store certificates for 5 years before shredding them. After 5 years, it may be possible to get copies of certificates from the exam boards for a fee, although some boards may only provide certified copies of exam results (these are considered to be valid evidence of grades for university): please see [www.gov.uk/replacement-exam-certificate](http://www.gov.uk/replacement-exam-certificate) for advice. Students may also collect certificates on Presentation Evening in November.

Candidates can nominate another person to collect certificates on their behalf by providing written permission, either in a signed letter or by email to the Exams Officer at [smarkey@kings.patrust.org.uk](mailto:smarkey@kings.patrust.org.uk) . The nominated person must have appropriate ID with them on collection.



## **Appendices:**

Appendix 1: Internal Assessment Appeals Procedure

Appendix 2: Links to JCQ Information for Candidates and other documents

2.1 Information for candidates – coursework assessments

2.2 Information for candidates: non-examination assessments

2.3 Information for Candidates - Information About You and  
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THE KING'S  
SCHOOL

# GCSE/COA

## Internal Assessment Appeals Procedure

### Contents:

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  - 1.3 Grounds for appeal
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APPENDIX 1.3 Student Appeals  
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## 1. INTRODUCTION

The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.

### 1.1 Aim

The policy is designed to promote quality, consistency, accuracy and fairness in the assessment of coursework/controlled assessment.

### 1.2 Definitions

1.2.1 Coursework/controlled assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to an award from an external examining board or public body.

1.2.2 Assessor – a member of The King's School staff responsible for the internal award of coursework/controlled assessment marks.

1.2.3 Moderator – an external assessor appointed by an Examining Board or public body to scrutinise internally awarded coursework/controlled assessment marks.

1.2.4 Examinations Officer – the member of The King's School staff appointed to manage the examining process within the school.

### 1.3 Grounds for an appeal.

1.3.1 The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.

1.3.2 The Awarding Body moderates the assessed coursework/oral tapes/controlled assessment and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

### 1.4 The Examinations Officer's responsibilities.

1.4.1 Before any coursework/controlled assessment is started all candidates will be given the 'Notice to Candidates' from the Joint Council for Qualifications about Coursework/Controlled Assessment Regulations (Appendix 1.2).

1.4.2 Information about the appeals procedure will be given at the start of KS4 (Appendix 2).

### 1.5 Curriculum Area responsibilities.

1.5.1 Within a department, all candidates will be given adequate and appropriate time to produce the coursework/controlled assessment.

1.5.2 Deadlines for coursework/controlled assessment are clearly and consistently set.

1.5.2 Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.

1.5.3 The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardisation as necessary.

1.5.4 Each Awarding Body specifies detailed criteria for the internal assessment of the work and for the staff responsible for internal standardisation to attend any training sessions given by the Awarding Bodies.

## 1.6 Student responsibilities.

1.6.1 Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework/Controlled Assessment Regulations (Appendix 2.1).

1.6.2 Coursework/controlled assessment should be handed in by the agreed departmental deadline.

1.6.3 If there are any special circumstances e.g. prolonged absence, covered by medical certificate, there is a possibility of an extension but this must be negotiated with the Curriculum Leader concerned.

## 2. THE APPEALS PROCEDURE

### 2.1 General.

2.1.1 The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgment themselves.

2.1.2 The appeal must be made in writing (appeals form – appendix 3) to the **School's Examination Officer by 5 May** of the year that the coursework/controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

2.1.3 The Head of School will nominate a senior member of staff, normally the Examinations Officer, to lead the enquiry. An experienced Curriculum Leader and School Governor to act as an independent member will also be on the panel.

2.1.4 The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

2.1.5 The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.

2.1.6 Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

### 2.2 Evidence to be provided by the Curriculum Area.

2.2.1 Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework/controlled assessments was discussed and given out to new and existing members of the department. Absentees were given their copy.

2.2.2 The mark scheme or marking criteria for the coursework/controlled assessment provided by the Awarding Body.

2.2.3 The departmental mark scheme or marking criteria given to the teachers for marking the coursework/controlled assessment if this differs from that of the Awarding Body.

- 2.2.4 Dates when the coursework/controlled assessment was set and to be handed in for that student.
- 2.2.5 Evidence that all teaching groups have been given an appropriate length of time to complete the work.
- 2.2.6 The departmental policy for candidates who were absent when the coursework/controlled assessment was set or were absent for part of the period during which the internal assessment was being carried out.
- 2.2.7 Dates when the coursework/controlled assessment was marked by the teachers.
- 2.2.8 The name of the teacher in charge of the internal standardisation.
- 2.2.9 Dates when members of the department attended the last Awarding Body standardisation meeting.
- 2.2.10 Evidence that the information from this meeting was disseminated to the department.
- 2.2.11 Date(s) for departmental standardisation meeting and teacher attendance.
- 2.2.12 If the teacher assessing the piece of coursework/controlled assessment was absent, what was done to ensure that the information was given to this teacher.
- 2.2.13 Copy of coursework/controlled assessment marks sent to the Awarding Body.
- 2.3 Maintenance of departmental evidence.
- 2.3.1 The above information should be provided suitably filed.
- 2.3.2 It would be advisable to set up this file at the beginning of the course and update it each year.
- 2.3.3** If an appeal application is made, the HOD would only have a short time to provide this information for the appeal panel. **Appeals have to be made by 5 May in the year that the work was assessed.**
- 2.3.4 The evidence above may also be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panel's decision.

To be reviewed on an annual basis.

Signed : \_\_\_\_\_ D Pinto (Head of School)

Dated : \_\_\_\_\_



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

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

This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You <b>must not</b> take into the exam room: <b>a) notes;</b> <b>b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wristwatch which has a data storage device.</b> <b>Any pencil cases taken into the exam room must be see-through.</b> <b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
<b>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You <b>must</b> write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <b>a) make sure it works properly; check that the batteries are working properly;</b> <b>b) clear anything stored in it;</b> <b>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</b> <b>d) do not bring into the exam room any operating instructions or prepared programs.</b>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <b>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> <b>b) the question paper is incomplete or badly printed.</b>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	<b>When the invigilator tells you,</b> fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
<b>E</b>	<b>Advice and assistance</b>
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <b>a) you have a problem and are in doubt about what you should do;</b> <b>b) you do not feel well;</b> <b>c) you need more paper.</b>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

## The King's School

# Student appeals on coursework/controlled assessments

Coursework/controlled assessment is any piece of written or practical work which is marked by the school or an external examiner and which contributes to an award from an external Examining Board or public body.

The grounds for appeal relate **only** to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the judgment themselves (i.e. an appeal cannot be made on the marks awarded).

### Your responsibilities.

Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework/Controlled Assessment Regulations.

Internal assessments should be handed in by the agreed departmental deadline.

If there are any special circumstances e.g. prolonged absence, covered by medical certificate, there is a possibility of an extension but this must be negotiated with the Curriculum Leader concerned.

### The appeal procedure.

The appeal must be made in writing on an appeals form (obtained from the Examinations Officer) to the **School's Examination Officer by 5 May (at the latest)** of the year that the coursework/controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

The Head of School will nominate a senior member of staff, normally the Examinations Officer, to lead the enquiry. An experienced Curriculum Leader and School Governor to act as an independent member will also be on the panel.

The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series at the latest.

The panel's findings will be formally reported back to the candidate/parent/carer as soon as possible after the panel has met at the latest at the beginning of July.

Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

# The King's School

## Student Appeal Application

Student Name: \_\_\_\_\_

Subject: \_\_\_\_\_ Level: GCSE

Assessing Teacher: \_\_\_\_\_

Description of coursework piece/controlled assessment:

Why are you appealing? [Please remember you can only appeal about the procedures used in arriving at internal assessment and **not** the mark you were awarded]

Please continue overleaf if you need more space.

Signed: \_\_\_\_\_(Candidate)

\_\_\_\_\_ (Parent) Date: \_\_\_\_\_



**Links to JCQ Information for Candidates and other documents**

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

<https://www.jcq.org.uk/exams-office/exam-room-posters/no-mobile-phones-poster>

<https://www.jcq.org.uk/exams-office/exam-room-posters/warning-to-candidates>



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

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

**Information for candidates – coursework assessments**

**This document tells you about some things that you must and must not do when you are completing coursework.**

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

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

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

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

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

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## **Preparing your coursework – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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

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

Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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

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

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

## **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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



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

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments**

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

**When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed these regulations.**

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

**Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

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

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

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

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

**you must not copy from someone else or allow another candidate to copy from you.**

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## Plagiarism

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

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

### **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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



## Information for Candidates

### Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

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

### Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

## **What happens to the information about you?**

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (e.g. Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **Your rights**

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

## **How long the information about you is held**

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).



## **How to find out more about the information about you that the awarding bodies use**

To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: [www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members](http://www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members).

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](http://www.jcq.org.uk/exams-office)). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales ([www.qualificationswales.org](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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

JCQ  
CIC



**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

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

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

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

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

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



Image by Ben Wight

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

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

**Penalties that awarding bodies apply include:**

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

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

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



Effective from 1 September 2018