



EXAMINATIONS 2018

GUIDANCE FOR STUDENTS AND PARENTS/GUARDIANS

CENTRE NUMBER: 25345
CENTRE NAME: HARINGTON SCHOOL
SCHOOL TELEPHONE NO: 01572 772579
EXAMINATIONS OFFICER: Sharon Carr
scarr@haringtonschool.com

The examination season can be a very stressful time for students and for parents/guardians. It is very important that all those involved are well informed and prepared. The aim of this booklet is to inform you about examination procedures and outline the rules and regulations, as set out by the Joint Council for Qualifications (JCQ). It is also hoped that the booklet will answer any questions you may have.

WHO IS RESPONSIBLE FOR THE EXAMINATIONS?

It is the responsibility of the Examinations Officer to administer all public examination arrangements and to oversee the students during their examinations. During every examination there will be a team of adult invigilators present at all times. There will also be at least one senior invigilator in the examination room. All invigilators are under the guidance of the examinations officer.

The awarding bodies, AQA, OCR, Edexcel & WJEC, set out strict criteria which must be followed at all times during the examinations. These rules apply to all persons entering the examination room. The school has a legal responsibility to follow these rules and to inform the awarding bodies of any irregularities during examinations.

WHO COMPLETES EXAMINATION ENTRIES?

It is the responsibility of the Examinations Officer, Subject Teachers and the Head of Centre to ensure that students are entered for the correct examination. The examinations officer will make the entries via the system used by the School. These entries will then be submitted to the awarding bodies using a secure website.

You will receive a statement of entry which must be checked carefully and shown to your parents/guardians. Any problems should be addressed to the subject teacher for clarification in the first instance. Any alterations should be given to the Examinations Officer via your form tutor Teacher. The statement of entry needs to be signed by you and your parents/guardians and returned to the examinations officer. This document serves two purposes:

1. To check that all entries have been made correctly.
2. To inform parents/guardians/students of the examinations their child has been entered for.

COURSEWORK & CONTROLLED ASSESSMENT DEADLINES

Some subjects will have an element of coursework within the syllabus which needs to be completed, marked and assessed by your subject teachers. These marks are then sent to the moderators and the examination boards several weeks before the formal written examination takes place. The moderator will then send for a "sample" of work to check that the marking is consistent and in line with the guidelines set out by the awarding bodies. The School is set strict deadlines for the submission of coursework and you will need to complete work by the internal dates set.

If a student does not complete a piece of coursework in time they cannot be allocated a mark for that section of the subject and therefore, the overall grade for the subject will be lower. A copy of the notice to candidates for coursework can be found at the end of the booklet.

WHERE DO I GO FOR AN EXAMINATION?

The main location for all examinations will be in Harington School. To ensure that you are promptly and correctly seated you need to be at the venue at least 15 minutes before the published start time. Please wait quietly outside the examination room until you are asked to take your seats. Once you enter the room you will need to be in examination conditions - in silence - as stated in the examination regulations. Before the examination you will be allocated a seat number. It is important that you sit in the correct seat to ensure that you will receive the correct examination paper.

Seating plans will be displayed on the examinations notice board in the School in the assembly area at least 48 hours before the examination for you to access. The Examinations Officer or Invigilators will also have a copy in the examination room.

HOW WILL I KNOW WHEN I HAVE AN EXAMINATION?

The main period for the examinations is from mid May until the end of June. However, some oral and practical examinations will take place earlier. All candidates will receive a copy of their individual examination timetable at the beginning of the examination season. This timetable will state the date and time of the examination they will sit. This timetable is dictated by the examination boards.

All morning examinations will start at 9am and all afternoon examinations will start at 1pm.

You will need to be at the examination venue at 8.45am for morning examinations and 12.45pm for afternoon examinations. Please check the exam notice board carefully before each exam. As the length of examinations varies some may not finish until after the end of the School day. You and

your parents/guardians should be advised that you will need to make appropriate arrangements for getting home. You cannot leave an examination early for any reason.

WHAT HAPPENS IF THERE IS A CLASH ON MY TIMETABLE?

If you find that you are timetabled to sit two examinations at the same time you should notify the examinations officer immediately. In most circumstances the clash will have been sorted out by the Examinations Officer in advance of issuing the timetables. Should this clash be unavoidable, you will generally sit one examination and then be kept in isolation until being taken to the examination room to sit the other one. We need to keep you in isolation to prevent you from coming into contact with other students who have already sat the examination.

WHO INVIGILATES THE EXAMINATIONS?

The School employs a team of invigilators, many of whom have other roles within the School. The invigilators are there to supervise candidates under the guidance of the Examinations Officer. Once you enter the examination room you must be supervised at all times and respond quickly to any requests made of you. Failure to do so can result in you being removed from the room and prevented from sitting the examination. All invigilators are trained and experienced in examination procedures and are subject to strict regulations and police checks (DBS).

In all examinations there will normally be a member of the subject teaching staff present to make sure that you have the right papers and give any subject specific instructions. These staff will not be required to stay throughout the examination. The rules of the examination room will be read out by the examinations officer or invigilator prior to the start of each examination.

WHAT HAPPENS IF I ARRIVE LATE FOR AN EXAMINATION?

If your parents/guardians are aware that you are going to be late for an examination they should telephone the School and ask for a message to be passed to the Examinations Officer. If the examination has started and you have missed the start by just a few minutes it may be possible to admit you. However, examination regulations state that if you are more than 30 minutes late, the awarding bodies will need to be informed and they will decide whether to accept the examination paper.

If you arrive after half the time for any examination has lapsed you will not be able to enter the examination room and sit the examination. Under no circumstances will a candidate be allowed to sit the examination if it has finished, except in the event of a timetable clash.

WHAT MATERIALS AND EQUIPMENT DO I NEED?

During the GCE examinations students are expected to supply the necessary equipment for each examination. Students are expected to consult with their subject teacher if they are unsure.

All equipment taken into the examination room must be in a clear pencil case. Blue pens cannot be used. You may have a drink of either water or diluted squash but it will need to be in a clear plastic bottle with the label removed.

ARE THERE ANY PROHIBITED ITEMS?

There are some items that cannot be taken into examination rooms. The awarding bodies treat the possession of these items as a serious breach of examination regulations and can lead to disqualification from one or all examinations:

- Mobile phones
- Storage devices
- Electronic devices
- Tippex
- Correction pens
- Food items including chewing gum

WHAT IS MALPRACTICE?

Malpractice is the term that the awarding bodies use for any irregularity or breach of the regulations in any way. The Examinations Officer is required to inform the awarding bodies of any suspected irregularities or infringements during examinations, such as when a student has used a mobile

phone. The awarding bodies will decide if any action is needed. They operate a system whereby the minimum penalty is loss of marks and the maximum penalty is disqualification from the subject, all examinations by that awarding body or in extreme cases being able to sit any form of examination for a period of time.

WHAT HAPPENS IF I DO NOT ATTEND AN EXAMINATION

If you cannot attend an examination then a doctor's note will be needed to enable us to request special consideration. If you do not attend an examination and don't have a doctor's note you will not be eligible for a special consideration request and will therefore be awarded a mark based on the components you have completed and that have been marked.

Parents/guardians should be aware that if a student does not sit an examination for which they have been entered without having a very good reason for being absent, they will be invoiced for the entrance fee for the examination.

BEHAVIOUR DURING EXAMINATIONS

The Joint Council for Qualifications (JCQ) issue several different notices for candidates and these are also displayed inside and outside the examination room. Copies of these can be found in the back of this booklet. The Examinations Officer and the Head of Centre are legally obliged to remove any student who is disruptive from the examination to prevent other students from being disadvantaged or compromised. Anyone who tries to communicate with another candidate in any way inside the examination room will be asked to leave and the incident will be reported to the awarding body, which may result in disqualification from the subject.

DRESS CODE

Examinations are still a school activity and with this in mind all students are required to wear full school uniform for all examinations. Students who are inappropriately dressed will not be permitted to sit the examination. Items of jewellery such as bracelets should not be worn as they may cause a disturbance during the examination and would be deemed as a disruption to other students.

WHAT DO I DO IF I AM ILL DURING THE EXAMINATION PERIOD?

If you become ill in the weeks leading up to the examination series, thus your revision time or attendance is affected, then a doctor's note must be produced immediately, together with an accompanying letter. This is the same for illness during the examination. If hospital admission is required then a letter from the hospital is essential. If the Examinations Officer has this information they may be able to ask the awarding bodies to make special consideration for the affected examinations. It should be noted that the awarding bodies will only give a maximum of 5% extra marks for special consideration.

If you are unable to attend an examination because of other circumstances (eg family circumstances or bereavement) the Examinations Officer must be informed on the day of the examination and medical certification or other proof will be required within 48 hours if an application for special consideration is to be made to the awarding bodies. Parents/guardians and students should be advised that any adjustment in marks will be small and no feedback is given by the awarding bodies.

On the first day of illness or difficulty please notify the examinations officer on the number on the front of the book. They will be able to give clear guidance on the best course of action.

CAN I TAKE HOLIDAY DURING THE EXAMINATIONS?

The dates for examinations are fixed by the awarding bodies but are subject to change right up until the first examination. These cannot be changed in any way to suit the needs of the School. Under no circumstances will holiday be permitted during the examination periods.

DO I GET STUDY LEAVE?

Students will be given study leave, with the exact start of this confirmed closer to the examinations. Students are welcome to revise in School at any time and the subject teacher will be available during the regular scheduled lesson time, and other times by prior arrangement.

HOW DO I GET MY RESULTS?

Your GCE results will be emailed to your personal account, not your Harington School account, at 7am on Thursday 16 August 2018 to correspond with UCAS which confirm university places at a similar time. The School will be open from 10am if you would like to collect your results. Your teachers and other school staff will be located in the assembly area where you can collect your results and enjoy the atmosphere of the morning.

WHAT DO I DO IF I HAVE AN ENQUIRY ABOUT RESULTS/APPEALS?

If a student or parent/guardian wishes to make an appeal against any of the examination results there is a process available. We would normally advise that an appeal is only appropriate when a student's marks are 1-2 away from the next grade boundary. Where teaching staff and students/parents believe an appeal is worthwhile the School will pay. If students/parents wish to appeal contrary to School advice then parents will be expected to pay. In both cases a permission form will need completing. Parents and students should be aware that marks could go up or down and that the outcome of any appeals are final. Students will be notified of the outcome by letter. A copy of the appeals permission form is included within this pack. The completed form should be returned to the School no later than 7 September 2018.

HOW DO I COLLECT MY EXAMINATION CERTIFICATES?

Examination certificates are sent to the School during the autumn term.

A formal presentation evening will be held at the School on Tuesday 18 December 2018 where certificates and prizes will be presented.



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

**NO PRODUCTS WITH AN ELECTRONIC
COMMUNICATION/STORAGE DEVICE OR
DIGITAL FACILITY.**

Possession of unauthorised items is an infringement of the regulations and could result in

DISQUALIFICATION

from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.

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

1. You **must** be on time for all your examinations. You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. Remember: you **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. Sitting an examination in the name of another candidate or allowing another person to sit an examination in your name, is gross misconduct and may amount to a criminal offence.

You **must not** have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, reading pens and electronic communication or storage devices, including mobile telephones, iPods and MP3/4 players. You **must not** have in your possession any product which can capture a digital image. Any pencil cases taken into the examination room must be see-through.

If you have any unauthorised items that need to be stored during the examination, so that they are not in your possession, you **must** follow the instructions issued by your centre. If you are in any doubt, you **must** ask an invigilator before the examination starts.

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.

You **must not** talk to, attempt to communicate with or disturb other candidates once the examination has started.



1. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct connected with the submission of controlled assessments, coursework or those which occur in the examination room.
2. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

Copies of this poster must be displayed in a prominent place both inside and outside each examination room.

For written examinations held in the period 1 September 2015 to 31 August 2018

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

Before 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 or lecturer.

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, 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 must also include a bibliography at the end of your work, which lists 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 controlled assessment – 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 for submitting drafts and final pieces of work. 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 controlled assessment 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



EXAMINATION APPEALS PROCEDURES

INTERNAL COURSEWORK REVIEW PROCESS

Harington School is committed to ensuring that all students' work that is submitted for assessment for an external qualification is assessed fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should always be conducted by staff who have the appropriate knowledge, understanding and skills of the subject being assessed. All students' work should be produced and authenticated according to the requirement of the examination board. Where a set of work is divided between staff, consistency should be assured by means of internal moderation and standardisation. If a student wishes to challenge the marks they have been awarded in their coursework there is a review process that should be followed.

Stage 1: Student requests review of marks. At this point the class teacher will explain with the candidates the specific marks with close reference to mark schemes. If the candidates remains dissatisfied:

Stage 2: Head of School or person nominated will review internal procedures to check they have been followed in accordance with the published guidance.



APPEAL REQUEST FORM

STUDENT NAME.....

Please complete the form below, identifying the specific paper, which you would like remarking. Please ensure that you have checked and interpreted the grade boundaries carefully. By signing, you understand that marks could go up or down and the decision of any appeal is final.

APPEAL DETAILS

Subject	Paper code

Signed (student) Date

Signed (parent)..... Date

Please send the completed form to the Examinations Officer at the address below:

Sharon Carr
Examinations Officer
Harington School
Huntsmans Drive
Oakham
Rutland
LE15 6RP

.....
For office use only

	Yes	No
Invoice Created	<input type="checkbox"/>	<input type="checkbox"/>
Head of school agreed	<input type="checkbox"/>	<input type="checkbox"/>

Date.....