



Exams @ SDCC

Miss E Dixon

Assistant Principal Data & Reporting ~ Examinations Officer

You will all be emailed a copy of these slides and an accompanying exam handbook

Exams through Yr 11

- Formal mocks
 - Autumn
 - 5th November for two weeks straight after half term*
 - Spring
 - 11th February two weeks either side of half term
- GCSEs
 - 15/5/19 first exam
 - 26/6/19 last exam*

What to expect

- Mocks
 - Exam timetable – 2 weeks prior to the first exam
 - **Starting** time of each exam
 - Location of each exam
 - Seat number
- GCSE's
 - Statement of entry – Spring term
 - CHECK carefully - Are all the exams listed? Are students details correct?
 - Exam timetable
 - Check again, copy & stick on the fridge

Exam Day Protocol

- In full uniform
- All equipment in a clear plastic pencil case
- Transparent water bottles permitted with labels removed
- Meet at the rock @ 8:55 first bell.
- Bags to be left at the rock or if raining in the foyer of the Ashmoor center.
- Students check seating on the board
- Called by exams team to the JMB*
- Enter silently and remain silent throughout
- **NO MOBILE PHONES ARE PERMITTED IN THE EXAM ROOM**

START TIMES

- AM 9:15
- PM 13:15

LOCATIONS

- JMB
- Library
- Place House
- ICT suit
- Art classrooms
- Class rooms
- Admin Block

Exam Day Protocol

- Late
 - Call main reception and inform them of issue
 - Student to present themselves to student reception where they will be picked up by a member of the exams team and escorted to the exam.
 - Later than 10 am and a student is still permitted to sit the exam but it is at the discretion of the exam board whether or not they accept the paper.
 - If possible remove any internet enabled devices from the student and keep them or hand them to reception.
- Ill
 - Attend school if at all possible, separate rooms can be arranged if absolutely necessary
 - Call school and report the absence due to illness
 - If medical support pursued then a doctors note forwarded to school
 - Form will be dispatched to be completed and returned giving reasons for absence.
- Absent
 - Unless a verifiable reason is ascertained for student absence the cost of the entry will be charged

Results

- 22nd August 2019
- At place house time to be confirmed
- No emails but SAE if not available to collect in person
- Collection by proxy



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You will all be emailed a copy of these slides and an accompanying exam handbook with FAQ's.

Special consideration

- Mock grades/teacher assessment are NOT used as a guide to award grades if students are absent.
- Absent with no reason = no marks for that paper
- Applied for on the day of the exam if there are extenuating circumstances that have affected the performance of the candidate during that exam.
 - Temporary illness
 - Long term condition
 - Personal circumstances
- The maximum support applied to marks is a 5% increase and this is awarded in only the most grave of situations.
- Notify your HOH and the exams team in conjunction and where possible by email²²

Clashes- exams timetabled at the same time

- Unlikely but possible at GCSE
- If three hours or under then no more than a 20min break, supervised (revision allowed) in between exams and sat in the same AM or PM session
- If over three hours then split between an AM and a PM session. Time between the exams supervised but candidates are able to revise

FAQ Further details will be sent home

- Can you move the exam its not at a convenient time?
 - No
- Can we go away after our childs last exam and before the whole exam season has finished?
 - Yes but the contingency date set by JCQ is 26/06/19 and exams can be rearranged to that date if needs be so it is at your risk
- What is malpractice?
 - Any event which cause the compromises the integrity of the exam
 - communicating verbally or non verbally whilst in the exam room
 - Creating a distraction to candidates in the exam room
 - in possession of an internet enabled device
 - any conduct which brings in to question the college and its ability to conduct exams as stipulated by JCQ
- Which adults are in the exam room?
 - Exam team and invigilators (these can be staff as well as volunteers trained to support the exams team), scribes, readers and support staff as needed by individual candidates
 - Senior leadership team if required
- What happens in the event of a fire?
 - Students are evacuated to a separate site, (the rugby pitch), remaining in silence and in seat order.
 - Special consideration is applied for the whole cohort.

Useful contacts will be sent home

- Heads of House
 - Bell Tor m Slater@southdartmoor.devon.sch.uk
 - Fox tor jmorrison-hill@southdartmoor.devon.sch.uk
 - Haytor dray@southdartmoor.devon.sch.uk
 - Hound Tor proberts@southdartmoor.devon.sch.uk
 - Rippon Tor amatthew@southdartmoor.devon.sch.uk
- Exams team
 - Emma Dixon & Samantha Harris
 - exams@southdartmoor.devon.sch.uk
- Main reception
 - 01364 652230
- Exam boards
 - OCR
 - Edexcel
 - AQA
 - VTCT
- Exam regulators
 - www.jcq.org.uk Joint council of qualifications

Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

**Possession of unauthorised items, such as a mobile
phone, is a serious offence and could result in**

DISQUALIFICATION
from your examination and your overall
qualification.

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

©2017 – Effective from 1 September 2017

Information for candidates For written examinations – effective from 1 September 2018

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

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ol style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ol style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ol style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ol style="list-style-type: none"> a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

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

Preparing your work – good practice

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

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

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

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

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

Do not think you will not be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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>

