



The Kimberley School

Candidate exam handbook

Important Information:
Use before, during and after your exams

2021/2022

This handbook is reviewed and updated annually

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B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

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C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the examination room any operating instructions or prepared programs.
- 3 Do not use a dictionary or computer spell checker unless you are told otherwise.

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D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.

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E. Advice and assistance

- 1 If on the day of the on-screen test 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 on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) you do not feel well.
- 3 You must not ask for, and will not be given, any explanation of the questions.

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F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 Do not leave the exam room until told to do so by the invigilator.
- 4 Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

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Introduction

The Kimberley school appreciates that public examinations can be a stressful time for you and your family. We believe that it is important that those involved are as well informed as possible. Therefore, the rules and regulations stated within this handbook are designed to ensure fairness and minimise disturbance, so that all exams can run smoothly.

The aim of this guide is to help you get through the examination period, by explaining the procedures that are put in place at The Kimberley School and by answering some of the questions you may have. Our School is committed to ensuring that all candidates and parents are fully briefed on the following important regulations:

The exam and assessment processes that are in place at the centre. And the required JCQ awarding body instructions and specific information for candidates.

Purpose of the candidate exam handbook

This handbook is intended to complement the candidate briefings within the classroom and to also ensure that candidates are provided with all relevant information regarding their exams and assessments. Included within this handbook are copies of the relevant JCQ information for candidate documents, such as personal data storage, copyright and malpractice. There are also copies of the "Warning to candidate" posters, which are placed outside every exam room, during exam times.

During the month of March, candidates will be notified which accreditations they have been entered for. When the aforementioned information is received, candidates are then advised to check all of the relevant information and if any of the information is incorrect, they should speak to their teacher or the Schools Exams Officer (Miss Marriott).

It is recommended that candidates use this handbook to refer to the above, nearer the exam period, to make sure that they know exactly what to expect.

Malpractice

What is malpractice? Malpractice means any act or practice which is in breach of the Regulations of the set exams requirements.

At The Kimberley School, we take incidents of Malpractice very seriously! Any acts of Malpractice will be reported to the relevant awarding bodies, which could result in the candidate being disqualified from their Exam, regardless of whether the paper has been completed or not.

In order to prevent any acts of malpractice taking place at the Kimberley school, we aim to ensure that we maintain the integrity of the qualifications and that strict regulations are put in place.

The JCQ online portal provides greater depth information regarding what constitutes as malpractice, such as:

- *Introduction of unauthorised material into the examination room*
- *Breaches of examination conditions*
- *Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)*
- *Offences relating to the content of candidates' work*
- *Undermining the integrity of examinations/assessments*

Malpractice documents can also be found at the back of this hand book in the Appendices.

JCQ Information to candidates – social media

JCQ Information for candidates - written examinations

JCQ Information for candidates – on-screen tests

JCQ Information for candidates – non-examination assessments

During examination times, if there is evidence of Malpractice within the exam room, it will be dealt with by the Invigilators and the Exams Officer. In cases of minor behaviour problems within an exam, a warning will initially be given to the candidate to stop. If the behaviour persists or if there is a more serious malpractice incident, such as the possession of a mobile phone in the exam room or a media device, immediate action will be taken by the Exams Officer.

We advise that you take this information very seriously, as it could result in an instant disqualification.

*Ask yourself... **Is it worth it!***

Personal data

The delivery of examinations and assessments involve centres and awarding bodies processing a significant amount of personal data. It is important that both the centres and the awarding bodies comply with the requirements of the General Data Protection Regulation and the Data Protection Act 2018.

With this in mind, Candidates at the Kimberley school are advised to read the JCQ document [“Information for candidates – Privacy Notice, General and Vocational Qualifications”](#)

At the time when candidate GCSE and GCE entries are being submitted to the relevant awarding bodies, candidates will be given the “information for candidates” document, as stated above.

With regards to personal data storage and sharing, it is the Kimberley Schools senior leadership’s responsibility to inform candidates of the processing steps that the centre undertakes. Such as, providing relevant personal data, including name, date of birth and gender, to the awarding bodies for the purpose of examining and awarding qualifications.

Candidates aged 14 and over will be provided with a Unique Learner Number (ULN) from the learning resource service. An internet facility will provide and hold a ULN for every person in education and training. The ULN will remain with the learner for life, supporting the learner in building a record of their participation and achievements. Learners will be able to manage access to their own learning and achievement data, whilst awarding bodies will be able to publish and maintain a learner’s achievement data.

On some occasions, awarding bodies may be required to provide a candidate’s personal data to educational agencies such as the DfE or other Local Authorities, for statistical and policy development purposes. All Candidates are made aware that all awarding bodies maintain a comprehensive archive record of candidates’ examination results. The purpose of this is to provide an audit trail of the results certificated and to maintain an accurate record of an individual’s achievements.

The head of the centre or a member of the senior leadership team, will advise any persons involved in administering, teaching or completing examinations and assessments, that where malpractice is suspected, personal data about them will be provided to the relevant awarding body. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies, in accordance with the JCQ publication.

Please also refer to [“The Kimberley Schools Exams Archiving Policy 2021/22”](#) For further information.

Copyright

The copyright in all question papers, on-screen assessments and computer-based assessments created by an awarding body belongs to that awarding body. Unless otherwise expressly stated in any question papers which are subject-specific, the awarding bodies grant the centres a nonexclusive, non-transferable licence to use the question papers for the purpose only of preparing future groups of candidates for mock examinations and other internal centre tests.

Materials that are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data (“Assessment Materials”). The copyright in any assessment materials created by a candidate belongs to him or her.

Coursework assessments/non-examination assessments (NEA)

Some of the subjects you are studying, may have an element of coursework or controlled assessment included within them, which has to be completed, marked and internally moderated. The marks and work need to be sent to the Awarding Bodies (Examination Boards) prior to the formal examination sessions take place. The Kimberley school sets strict deadlines, which cannot be changed, to allow time for this process to be completed and to meet the board deadlines.

Coursework entry assessment deadline – 15th May 2022 (TBC)

Students who do not submit coursework on time will not be allocated a mark for this portion of their exam and their overall grade will be affected. They may also not be eligible for special consideration for the formal exams, should they be ill, as they will not have completed the minimum requirements of the course.

The Kimberley school is committed to ensuring that our staff mark students’ controlled assessment/coursework fairly, consistently and in accordance with the awarding bodies’ specifications and subject-specific associated documents.

If you feel that this may not have happened in relation to your work, you may file an appeal. Please note that an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

After the candidates’ work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside of the control of The Kimberley School and is not covered by this procedure.

Written timetabled exams

Written exams are the more traditional method of assessment for attainment. Candidates participating in these courses are issued with timetables at the start of the Summer term for the Summer Series and at the end of September for the November (resit) series. When you have been given your candidate statement of entry, please check that the information within it is correct. If you think it is incorrect, such as you have been entered for an exam you shouldn’t be sitting, or you identify an exam clash, then please see your Exams officer or tutor as soon as possible, so that this error can be amended. Please read the JCQ documents in the Appendices of this handbook for greater detail with regards to written timetabled exams expectations and supporting coursework requirements.

Contingency day - Summer 2022

The designation of a '*contingency day*' within the common examination timetable, is to assist in the event of a national or local disruption to examinations. Such as, an emergency school closure, or a compromised paper. It is a part of the awarding bodies' standard contingency planning for examinations and therefore, we advise parents to be aware that if the contingency date is used, your child may have an exam moved to this day and so care should be taken before making arrangements, such as booking holidays after the GCSE's. This year, the awarding bodies have designated Wednesday 29th June 2022 as a 'contingency day' for examinations.

If there is national disruption to a day of examinations in summer 2022, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although, every effort will be taken to keep the impact to a minimum. However, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day. Centres will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of this contingency arrangement so that they may take it into account when making their plans for the summer.

The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates. Further information may be found at: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

On-screen tests

On screen tests are conducted and invigilated under the same exam conditions as our written examinations.

Candidates **CAN NOT** use pre-prepared templates, have access to the internet, emails, data stored on hard drives or data from portable storage media i.e memory sticks or floppy disks. Candidates will also be asked to remove **ALL** types of watches, turn off mobile phones and store them away in their bags, outside of the exam room.

Candidates are reminded that the possession of any unauthorised material can result in possible disqualification. (*As stated in the JCQ information for candidates document– on-screen tests 2021-2022*).

"Warning to candidate" posters are displayed at the entry of the exam room. These rules are then verbally reiterated to the candidates before the exam begins. Copies of these posters can be found in the Appendices of this hand book.

What to do if you identify you have two or more exam papers timetabled at the same time

If you have two exams timetabled at the same time and they total less than three hours in duration, you will sit one exam after the other. Where they are more than three hours in length, you will sit one exam in the morning (usually the longer duration) and one exam in the afternoon (usually the shorter duration). Please be mindful that ***you will be supervised at all times*** in between the two exams, including lunchtime and breaks.

Clash exams: If you find an exam has been timetabled differently from your peers this is because you have a clash of more than 3 hours and one exam has been moved. If you have any questions about your exams, please speak to the Exams Officer.

Where you will take your exams

The majority of the Exams will take place in the school's main Halls. However, extra rooms are provided for students who require additional support, which is referred to as an "Access arrangement". All of the allocated Exam rooms are indicated on individual candidate timetables, to ensure that all students know exactly where to go on the day of their exam.

What time your exams will start and finish

Our Morning exams start at 9.00 am and our Afternoon exams start at 1.00 pm. On some occasions, where there are multiple exams, exam clashes or exams which last an hour or less, Exam times could start a little later. However, if changes have been made candidates will have been informed. During this time, candidates are reminded that they must remain within the exam rooms for at least one hour after the actual start time of the exam. As stated by the JCQ exam regulations. If a candidate leaves the exam room during the allocated exam time, then unfortunately, they will not be allowed back into the exam room.

Please be mindful that this rule does not apply to candidates who have been granted a supervised rest break.

On some occasions, your exam may finish earlier than another exam in the same room, if this is the case you must not disturb any other students still taking an exam. When an exam finishes, you are to leave the premises in an orderly fashion, unless you have another exam later on. If this is the case, you must find a quiet, available space to revise in.

Supervision during your exams

At The Kimberley School, during all exams, candidates are supervised by a team of invigilators. If a candidate has been granted an additional 1-2-1 access requirement, then they will be supported by an individual invigilator. All of our invigilators have undertaken full "Examinations office" training and are under strict instructions to follow rules and regulations when conducting exams, as directed by the JCQ and awarding bodies. If a candidate believes that these rules were not adhered to by the invigilators, they need to then take their concerns and report them to the Exams officer (Miss Marriott) immediately after the Exam.

Exam room conditions

When Candidates arrive for their exam, they will be directed to their specific exam room by the lead Invigilator and Exams officer. At this time, Candidates are reminded that they are under strict exam conditions **from the moment they enter the exam room**. Candidates are also informed that they must remain within the exam room until they are given permission to leave by the Invigilator. Before the exam begins, invigilators point out to all Candidates, that they must respect, listen to and follow the instructions of the invigilators at all times. Candidates are then informed that they **must not** communicate with other candidates during exam times, they are also directed to read the official warning to candidate posters, which detail events of malpractice. Candidates are instructed by the invigilators, to pay extra attention to these posters and the consequences which will follow, if any evidence of malpractice is witnessed.

Candidates are advised that it is their responsibility to produce legible handwriting in their exams, unless they have been granted access arrangements, such as the use of a word processor or scribe.

Where you will sit in the exam room

At the Kimberley School candidates sit in the Halls and in the Community room in "Exam number" order. When candidates enter the Halls they are advised to sit at the desk which has their photo ID on it. Invigilators who are located within the Halls are there to support and direct anyone who cannot find their place. Where candidates have been granted extra time, they will sit to the far side of the halls, in order to prevent them from being disturbed when the other candidates leave. Candidates who have special access arrangements, sit at the desk provided for them, in the allocated 1-2-1 room.

How your identity is confirmed in the exam room

The JCQ regulations state that invigilators must establish the identity of all candidates sitting the examinations, whether in the halls or in additional rooms. The head of the centre must make sure that appropriate arrangements are put into place, so that all invigilators can carry out adequate checks on the identity of all candidates. As mentioned previously, candidates are allocated photo ID cards during the exams period and spot checks to ensure that correct candidates are sat at the correct desk are carried out at the start of each exam. If a candidate sits an exam in another candidate's name, then that is classed as malpractice and that candidate will be disqualified, so it is imperative that all candidates check that they are sat at the correct desk, with the correct ID. Where it is impossible to identify a candidate, due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff who is the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes. The exams officer will inform the candidates of this procedure in advance of the exam. An attendance register is also taken at the start of the exam, to confirm identity and attendance.

What equipment you need to bring to your exams

Please bring your own equipment and ensure that it meets the criteria set out by the **JCQ regulations i.e black pen, pencil, pencil sharpener, ruler, and highlighter pens. All equipment must be in a clear see through pencil case**. If you forget or cannot access your own equipment, please inform the invigilators and they will provide you with a spare school set.

Candidates are reminded that during exams times, only official examination stationery can be used, no other stationery, including scrap paper or post it notes for rough work, can be provided.

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject. If candidates

are found to have any unauthorised material in an examination, whether or not they intend to use it, this will be deemed as malpractice and the candidate will be reported to the relevant awarding body.

Using calculators

- *You must be aware of the JCQ awarding body instructions regarding the use of calculators in your exams.*

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

The above table has been taken from the JCQ Instructions for conducting examinations 2020-2021, please follow the link if you have any queries regarding the above information.

What you should **NOT** bring into the exam room

Candidates are aware that the following items cannot be taken into an exam and if found within the exam room, will be treated as a case of **malpractice**.

Items not to be taken into the exams room:

- **No watches** are to be taken into the exams room. All watches must be removed and placed outside of the exams room.
- **No mobile phones or electronic devices** can be taken into the exams room. This includes iPods! Candidates cannot listen to music whilst sitting their exams. This is classed as Malpractice and will result in disqualification.
- **No food or labelled drinks**. *Only drinks in a clear bottle, with no labels are allowed into the exams rooms. Please be smart and remove the label before you enter the exams room. If you have a drink in a bottle which is not clear, then the drink will be taken off you.*
- **No calculators**. *If needed these will be provided for you.*
- **Any pre-written notes, scrap paper, or jotters**.

Food and drink in exam rooms

At the Kimberley School, we do not permit candidates to take food into the exams rooms. If a candidate has specific dietary requirements i.e diabetes, then special access arrangements will be made in advance to help support these candidates during exam times. Candidates are allowed to take a drink with them into the exams room. However, the drink must be in a clear bottle, with all labels removed. Please see JCQ regulations ICE P18 for further information.

What you should wear for your exams

All students MUST be in full school uniform, including black shoes. Rules on jewellery still apply. Failure to comply could prevent students being allowed to sit their examination.

Where your personal belongings will be stored during your exam

At the Kimberley school we advise all candidates to turn off their mobile phones and store them in their bags. All personal belongings are stored outside of the exams rooms. Candidates will not have access to their personal belongings during exam times. This rule also applies to any form of media device.

What to do if you arrive late for an exam

If you arrive within one hour of the national official start time of the exam, you may still be allowed to take the exam. This is entirely at the discretion of the centre and it is the Exams Officer who will determine if this can be allowed. If a candidate has arrived late and has been allowed to sit the exam, then the full allocated time for the exam will be given.

A candidate will be considered very late if they arrive more than one hour after the awarding bodies starting time. If the centre allows the student to sit the exam, then the awarding body must be informed of the situation as to why the candidate is so late. The awarding body will make the decision whether to accept the paper or not, based on the information provided. If the awarding body decides to not accept the paper, then unfortunately the candidate will be disqualified.

Please refer to the JCQ ICE booklet P21 for further information.

What to do if you are unwell on the day of an exam

If you are ill, you should always try to sit the exam no matter how unwell you are feeling. Unless your illness is contagious or you have a severe stomach upset, if you turn up for an exam and are unwell, then your parents or carer should write a letter to the Exams officer "Miss Marriott" explaining the circumstances, in order for special consideration to be applied for. If you are too ill to sit the exam on the day, then your parents or carers must telephone the school before 8.45am to record your non-attendance. You should then provide a doctor's note to cover this absence, so that special consideration can be applied for.

What happens if you have an unauthorised absence from an exam

You can only take an exam at the set date and time, so if you forget to come in to school then you will have missed the exam.

Dates for external exams are rigidly fixed by the Awarding Bodies and are subject to change until close to the time that students start examination leave.

Parents are reminded that they require the Head teacher's permission to take students out of school (for exceptional circumstances only) and that they book holidays during term time at their own risk. It is strongly against good practice, careful preparation and school policy to take student holidays in term time. Any holiday leave will be recorded as absence, which will then result in the involvement of the Pastoral Office.

Please be aware that

You will be charged for any exam that you have been entered for but do not attend, due to any reason other than severe illness which is verified by a doctor's letter.

Please refer to JCQ ICE P22 for further information

What happens in the event of an emergency in the exam room?

If the fire alarm does sound during an exam, you will be asked to stop writing, put down your pen, close your exam paper, sit in silence and wait for instructions. If the fire alarm is genuine, you will be asked to leave everything exactly where it is (including your exam papers) and you will be led to the fire evacuation assembly point in an orderly manner. Remember that you will still be under exam conditions and should not communicate in any way with other students. The length of time of the disruption will be noted by the Invigilator and you will be given that time at the end of the exam.

You must remember that you are still under exam conditions, and under no circumstances should you talk to one another. During an evacuation you must leave all of your belongings and under no circumstances can you use your mobile phone during this time.

Candidates with access arrangements

In exceptional circumstances, the Kimberley School can apply to the Awarding Bodies to ask for special consideration, for students who attended their exam but were disadvantaged, or were absent from the exam due to illness. Special Consideration is a post examination adjustment to a candidate's mark or grade to reflect temporary injury, illness or other indisposition at the time of the examination/assessment. The decision whether Special Consideration will be applied to you will be made solely by the examination boards and we cannot guarantee that this will always be awarded.

Results

Getting your results can be both exciting and nerve-racking. The best piece of advice anyone can offer is to stay calm. If you don't get the results you were expecting and your grades are higher or lower than predicted, there are lots of options available. If you have any questions on results date, the Kimberley school staff will be on hand on Results Day to offer any help, advice and support.

GCE Results Day August 2022 (TBC)
GCSE Results Day August 2022 (TBC)

Please note - Results will not be given over the telephone or by email and will only be given to other people by prior arrangement. *Please note, these rules may change if school is closed due to measures beyond our control. (see school contingency plan for greater detail).*

Alternatively, if someone is collecting your results on your behalf they must have a letter, signed by yourself, giving them permission to collect your results. As well as a form of ID to prove who they are. Please be mindful that we are unable to release results to anyone without written permission from you, even if it is a parent.

Post-results services

If you have received your results, but find that you are unhappy with one of the grades you have been awarded by the Exam Boards, you can speak to a member of the "Exams Office" to see if it is appropriate to submit an enquiry about Results to the relevant Exam Board regarding your grade. The following procedures will apply to this process:

- 1) All requests for enquiries about results must be received by the Exams Officer in school, no later than 21 days after the publication of provisional results to allow time for processing the request.

- 2) No request can be actioned before the Exams Office receives a fully completed JCQ Candidate Consent Form, signed and dated by the candidate. Copies of these blank forms will be distributed to you prior to exam results day. The form must be fully completed and signed by the student.
- 3) The relevant Head of Department will then complete a 'Request for Enquiries about Results [EaR]' form outlining the student's details, all exam units concerned, and which Ear Service is required. This form must be signed and dated by the Head of Department prior to submission to the Exams Office. Candidates need to be aware before they sign the form that the final subject grade they are awarded following an enquiry may be higher or lower than the original grade they were given.
- 4) Where a student wishes to make an enquiry about exam results, they should discuss it with the appropriate Head of Department in the first instance. If they agree to the enquiry, then the school will fund the enquiry about results.
- 5) If the Head of Department disagrees that there is a valid case for an enquiry but agrees that there is a valid case for an enquiry but agrees that the student can go ahead with the enquiry, then the student must pay the appropriate fee for the enquiry. The fee must be paid before the school will action the enquiry.
- 6) Once the fully completed form is received and accepted by the Exams office, two members of the Exams and Data Team will together submit the Enquiries about Results request online with the Exam Boards, ensuring that all information submitted is correct and reflects the students original request detailed on the signed consent form.
- 7) The school will inform the pupil as soon as possible about the outcome of any enquiry about the outcome of any Enquiry about Results.

Certificates

Exam boards do not issue official certificates to schools until the month of November. Meaning that candidates cannot collect them until this time. Candidates will receive a letter in the post from the school's exams officer, informing them that their certificate has arrived and is ready to be collected. All certificates must be collected in person. If you wish for your certificate to be collected by someone other than yourself, you must provide them with a signed letter giving them permission to collect your certificate on your behalf. The person collecting on your behalf must also bring a form of ID to prove who they are.

Certificates **will not be posted** out to candidates, they must be collected from the school's exams officer (Miss Marriott).

Certificates are stored securely within the school for one year. After that, Certificates will be destroyed and an electronic copy will be kept on file for four years. After four years' certificates will be deleted, due to GDPR regulations. Please be aware that certificates after this time will need to be obtained from the relevant awarding bodies and these will come at a significant cost.

We strongly advise that you collect your certificates on time and store them safely at home.

Complaints and appeals procedure

If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, The Kimberley School encourages him/her to try to resolve this informally in the first instance. A concern or complaint should be made in person or by telephone to the Exams Officer (Miss Marriott) or Head Teacher (Mr George).

If a complaint fails to be resolved informally, the candidate (or his/her parent/carer) is then at liberty to make a formal complaint.

How to make a formal complaint:

- A complaint should be submitted in writing by completing a complaints and appeals form.
- Forms are available from schools' website or from the exams office
- Completed forms should be returned to Miss Marriott, Exams Officer
- Forms received will be logged by the centre and acknowledged within 3 working days

How a formal complaint is investigated:

- The Head of Centre will further investigate or appoint a member of the Senior Leadership Team (who is not involved in the grounds for complaint and has no personal interest in the outcome) to investigate the complaint and report on the findings and conclusion
- The findings and conclusion will be provided to the complainant within 2 working weeks

Appeals:

Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.

- Any appeal must be submitted in writing to the Head Teacher by completing a **complaints and appeals form**
- Forms received will be logged by the centre and acknowledged within 3 calendar days
- The appeal will be referred to the Chair of Governors (or a special Committee of the Governing body) for consideration
- The Chair of Governors (or Committee) will inform the appellant of the final conclusion in due course.

JCQ Information for candidates – coursework

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



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

Effective from September 1st 2021

JCQ Information for candidates – non-examination assessments

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



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.**

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 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

JCQ Information for candidates – on-screen tests

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

Information for candidates

On-screen tests

With effect from 1 September 2021

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

Unless you are told otherwise, you must not have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 6 **If you have a watch, the invigilator will ask you to hand it to them.**
- 7 Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
- 9 Do not borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2 If you arrive late for an on-screen test, report to the invigilator running the test.
- 3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) do not bring into the examination 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 on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.

E. Advice and assistance

- 1 If on the day of the on-screen test 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 on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) you do not feel well.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 Do not leave the exam room until told to do so by the invigilator.
- 4 Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

JCQ Information for candidates – written exams

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

Information for candidates

Written examinations

With effect from 1 September 2021

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You must not take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, **or a watch.**

Any pencil cases taken into the exam room must be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 **If you have a watch, the invigilator will ask you to hand it to them.**
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

JCQ Information for candidates – Privacy Notice

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



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

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.

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 (eg 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.

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). 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). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

JCQ Information for candidates – social media

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



Information for candidates
Using social media and examinations/assessments



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.



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>



JCQ unauthorised items poster

<http://www.jcq.org.uk/exams-office/exam-room-posters>



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

NO MOBILE PHONES WATCHES MP3/4 PLAYERS

**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.

JCQ Warning to Candidates poster

<http://www.jcq.org.uk/exams-office/exam-room-posters>



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

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

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

Effective from 1 September 2021