

SUMMER 2017 EXAMINATION TIMETABLE

Date	Time	AB	Level	Unit	Title	Duration
Wed 22nd Mar	8.45am	AQA	GCSE	4202	Art	All Day
Fri 24th Mar	8.45am	AQA	GCSE	4202	Art	All Day
Tue 28th mar	8.45am	AQA	GCSE	4206	Photography	All Day
Wed 29th Mar	8.45am	AQA	GCSE	4206	Photography	All Day
Thu 30th Mar	8.45am	AQA	GCSE	4206	Photography	All Day
Fri 31st Mar	8.45am	AQA	GCSE	4206	Photography	All Day
Mon 3rd Apr	8.45am	AQA	GCSE	4204	Fashion & Textiles	All Day
Wed 6th Apr	8.45am	AQA	GCSE	4204	Fashion & Textiles	All Day
Wed 5th Apr	11.15am	EDEXCEL	GCSE	BTEC	Dance	4hrs
Fri 7th Apr	11.15am	EDEXCEL	GCSE	BTEC	Dance	4hrs
Wed 26th Apr	8.45am	AQA	GCE	7202	Art	All Day
Thu 27th Apr	8.45am	AQA	AS	SPA2V	Spanish Unit 2 Oral	All Day
Thu 27th Apr	8.45am	AQA	A2	SPA4V	Spanish Unit 4 Oral	All Day
Fri 28th Apr	8.45am	AQA	GCE	7202	Art	All Day
8-12 May	1pm	EDEXCEL	CIDA	DA201	CIDA Unit 1: Developing Web Products	2Hr 30
8-12 May	1pm	EDEXCEL	CIDA	DA205	CIDA Unit 1: Coding for the Web	2Hr 30
Tue 2nd May	8.45am	AQA	AS	FRE2V	French Unit 2 Oral	All Day
Wed 3rd May	8.45am	AQA	A2	FRE4V	French Unit 4 Oral	All Day
Wed 3rd May	8.45am	AQA	GCE	7202	Art	All Day
Thur 4th May	8.45am	AQA	AS	GER2V	German Unit 2 Oral	All Day
Fri 5th May	8.45am	AQA	A2	GER4V	German Unit 4 Oral	All Day
Fri 5th May	11.15am	EDEXCEL	GCSE	BTEC	Dance	2hrs
Fri 5th May	1pm	CIE	IGCSE	0522/01	English Unit 1 Reading Passages	1hr 45
Mon 8th May	08.45am		GCSE	2DR01	Drama	All Day
Wed 10th may	1pm	CIE	IGCSE	0522/03	English Unit 3 Directed Writing	2hrs
Mon 15th May	8.45am	AQA	AS	SPAN1	Spanish Unit 1	2hrs
Mon 15th May	8.45am	EDEXCEL	GCSE	5RS01	Religious Studies Unit 1	1hr 30
Thu 15th May	8.45am	EDEXCEL	BTEC	21512E	Music Technology - The Music Industry	1 hr
Tue 16th May	8.45am	WJEC	GCSE	4221/01	French Unit 1 Listening Foundation	35m
Tue 16th May	9.45am	WJEC	GCSE	4223/01	French Unit 3 Reading Foundation	35m
Tue 16th May	8.45am	WJEC	GCSE	4221/02	French Unit 1 Listening Higher	45m
Tue 16th May	9.45am	WJEC	GCSE	4223/02	French Unit 3 Reading Higher	45m
Tue 16th May	1pm	AQA	GCSE	BL1FP	Biology Unit 1 Foundation	1hr
Tue 16th May	1pm	AQA	GCSE	BL1HP	Biology Unit 1 Higher	1hr
Tue 16th May	1pm	AQA	A2	GEOG1	Geography Unit 1	2hrs
Wed 17th May	8.45am	OCR	AS	4751	Maths - Intro to Advanced Mathematics	1hr 30
Wed 17th May	8.45am	OCR	A2	4762	Maths - Mechanics 2	1hr 30
Wed 17th May	1pm	EDEXCEL	GCSE	5RS08	Religious Studies Unit 8	1hr 30
Thu 18th May	8.45am	AQA	GCSE	CH1FP	Chemistry Unit 1 Foundation	1hr
Thu 18th May	8.45am	AQA	GCSE	CH1HP	Chemistry Unit 1 Higher	1hr
Thu 18th May	8.45am	WJEC	AS	1291/01	Media Studies MS1	2hr 30
Thu 18th May	8.45am	EDEXCEL	AS	6RS0101	Religious Studies Unit 1	1hr 45
Fri 19th May	8.45am	WJEC	GCSE	4521/01	Spanish Unit 1 Listening Foundation	35m
Fri 19th May	9.45am	WJEC	GCSE	4523/01	Spanish Unit 3 Reading Foundation	35m
Fri 19th May	8.45am	WJEC	GCSE	4521/02	Spanish Unit 1 Listening Higher	45m
Fri 19th May	9.45am	WJEC	GCSE	4523/02	Spanish Unit 3 Reading Higher	45m
Fri 19th May	8.45am	OCR	AS	4755	Further Concepts for Advanced Mathematics	1hr 30
Fri 19th May	1pm	EDEXCEL	GCSE	5PE01	PE Unit 1	1hr 30
Fri 19th May	1pm	AQA	A2	GEOG2	Geography Unit 2	1hr
Mon 22nd May	8.45am	AQA	GCSE	8702/1	English Literature	1hr 45
Mon 22nd May	8.45am	EDEXCEL	AS	6MU03 01	Music unit 3	2hrs
Mon 22nd May	8.45am	AQA	AS	PROD1	D&T Product Design Unit 1	2hrs
Mon 22nd May	8.45am	AQA	AS	SYST1	D&T Systems & Control	2hrs
Mon 22nd May	8.45am	EDEXCEL	AS	6GR02	D & T in Practice (Product Design)	1hr 30
Mon 22nd May	1pm	AQA	GCSE	90301F	Geography Foundation	1hr 30

Mon 22nd May	1pm	AQA	GCSE	90301H	Geography Higher	1hr 30
Tue 23rd May	8.45am	AQA	AS	GERM1	German Unit 1	2hrs
Tue 23rd May	8.45am	AQA	AS	PHED1	PE Unit 1	2hrs
Wed 24th May	8.45am	EDEXCEL	GCSE	5BS01	Business Unit 1	45m
Wed 24th May	8.45am	OCR	AS	4766	Maths - Statistics 1	1hr 30
Wed 24th May	1pm	AQA	GCSE	PH1FP	Physics Unit 1 Foundation	1hr
Wed 24th May	1pm	AQA	GCSE	PH1HP	Physics Unit 1 Higher	1hr
Thu 25th May	8.45am	AQA	GCSE	8300/1F	Mathematics A Paper 1 Foundation (non calc)	1hr 30
Thu 25th May	8.45am	AQA	GCSE	8300/1H	Mathematics A Paper 1 Higher (non calc)	1hr 30
Thu 25th May	8.45am	EDEXCEL	GCSE	1MA01F	Mathematics Paper 1 Foundation (non calc)	1hr 45
Thu 25th May	8.45am	EDEXCEL	AS	6RS021C	Religious Studies Unit 2	1hr 15
Thu 25th May	1pm	EDEXCEL	AS	6MT02	Music Technology Unit 2	1hr 45
Fri 26th May	8.45am	AQA	GCSE	8702/2	English Literature Paper 2	2hrs 15
Half Term						
Mon 5th June	8.45am	OCR	GCSE	A015	History B - Aspects if Int relations	2hrs
Mon 5th June	8.45am	AQA	AS	FREN1	French Unit 1	2hrs
Mon 5th June	8.45am	EDEXCEL	AS	6GP0101	Gov & Politics Unit 1	1hr 20
Mon 5th June	1pm	AQA	GCSE	41801	Psychology Unit 1	1hr 30
Mon 5th June	1pm	AQA	A2	GEOG3	Geography	2 hr 30
Mon 5th June	1pm	WJEC	GCSE	4391/01	Media Studies Unit 1	2hr 15
Tue 6th June	8.45am	AQA	GCSE	8700/1	English Language 1	1hr 45
Tue 6th June	1pm	AQA	GCSE	90302F	Geography A Unit 2 Foundation	1hr 30
Tue 6th June	1pm	AQA	GCSE	90302H	Geography A Unit 2 Higher	1hr 30
Tue 6th June	1pm	AQA	A2	7136/1	Economics Paper 1	2hrs
Wed 7th June	8.45am	WJEC	GCSE	4261/01	German Unit 1 Listening Foundation	35m
Wed 7th June	9.45am	WJEC	GCSE	4263/01	German Unit 3 Reading Foundation	35m
Wed 7th June	8.45am	WJEC	GCSE	4261/02	German Unit 1 Listening Higher	45m
Wed 7th June	9.45am	WJEC	GCSE	4263/02	German Unit 3 Reading Higher	45m
Wed 7th June	8.45am	OCR	GCSE	A451	Computer Systems and programming	1hr 30
Wed 7th June	8.45am	EDEXCEL	AS	6IN0201	Italian Unit 2	2hr 30
Wed 7th June	8.45am	WJEC	A2	1294/01	Media Studies MS4	2hr 30
Wed 7th June	8.45am	OCR	AS	4752	Concepts for Adv Mathematics	1hr 30
Wed 7th June	1pm	EDEXCEL	A2	6MT04	Music Tech Unit 4	2hrs
Wed 7th June	1pm	AQA	A2	7182/1	Psychology 1	2hrs
Thu 8th June	8.45am	AQA	GCSE	8300/2F	Mathematics A Paper 2 Foundation (calc)	1hr 30
Thu 8th June	8.45am	AQA	GCSE	8300/2H	Mathematics A Paper 2 Higher (calc)	1hr 30
Thu 8th June	8.45am	EDEXCEL	GCSE	1MA02F	Mathematics Paper 2 Foundation (calc)	1hr 45
Thu 8th June	1pm	AQA	GCSE	41802	Psychology Unit 2	1hr 30
Thu 8th June	1pm	EDEXCEL	AS	6GP0201	Gov & Pol Unit 2	1hr 20
Thu 8th June	1pm	AQA	A2	7192/1	Sociology Paper 1	2 hrs
Thu 8th June	1pm	EDEXCEL	BTEC	31760H/IT	Information Technology Systems	2hrs
Fri 9th June	8.45am	AQA	GCSE	BL2FP	Biology Unit 2 Foundation	1hr
Fri 9th June	8.45am	EDEXCEL	A2	9H10F	History Usa C1917-96	2 hrs 15
Fri 9th June	8.45am	AQA	GCSE	BL2HP	Biology Unit 2 Higher	1hr
Fri 9th June	10.05am	AQA	GCSE	BL3FP	Biology Unit 3 Foundation	1hr
Fri 9th June	10.05am	AQA	GCSE	BL3HP	Biology Unit 3 Higher	1hr
Fri 9th June	8.45am	AQA	A2	PROD3	D&T Product Design Unit 3	2hrs
Fri 9th June	8.45am	EDEXCEL	A2	6GR03	D & T Designing for the future (Prod Des)	2hrs
Fri 9th June	8.45am	AQA	A2	SYST3	D & T Systems & Control 3	2hrs
Fri 9th June	1pm	AQA	A2	GEO4B	Geography 4 B	1hr 30
Fri 9th June	1pm	EDEXCEL	GCSE	5MU03	Music listening & appraising	1 hr 30
Fri 9th June	1pm	EDEXCEL	GCSE	5BS03	Business Unit 3	1hr 30
Mon 12th June	8.45am	AQA	GCSE	8700/2	English Language Paper 2	1hr 45
Mon 12th June	1pm	EDEXCEL	A2	6GP03	Gov & Pol Unit 3	1 hr 30
Mon 12th June	1pm	EDEXCEL	A2	9BSO01	Business Paper1	2 hrs
Mon 12th June	1pm	AQA	A2	7402/1	Biology Paper 1	2hrs

Tue 13th Jun	8.45am	AQA	GCSE	8300/3F	Maths Paper 3 Foundation (calc)	1hr 30
Tue 13th Jun	8.45am	AQA	GCSE	8300/3H	Maths Paper 3 Higher (calc)	1hr 30
Tue 13th Jun	1pm	OCR	A2	G153	Law - Criminal Law	2hrs
Tue 13th Jun	1pm	WJEC	GCSE	4732/01	Hospitality & catering Unit 2	1hr 15
Tue 13th Jun	1pm	AQA	A2	7136/2	Economics Paper 2	2hrs
Tue 13th Jun	1pm	AQA	A2	7405/1	Chemistry Paper 1	2hrs
Wed 14th June	8.45am	AQA	GCSE	CH2FP	Chemistry Unit 2 Foundation	1hr
Wed 14th June	8.45am	AQA	GCSE	CH2HP	Chemistry Unit 2 Higher	1hr
Wed 14th June	10.05am	AQA	GCSE	CH3FP	Chemistry Unit 3 Foundation	1hr
Wed 14th June	10.05am	AQA	GCSE	CH3HP	Chemistry Unit 3 Higher	1hr
Wed 14th June	8.45am	AQA	A2	7702/1	English Language	2hr 30
Wed 14th June	8.45am	OCR	A2	4767	Maths - Statistics 2	1hr 30
Wed 14th June	8.45am	EDEXCEL	A2	6IN0401	Italian Unit 4	2hr 30
Wed 14th June	1pm	OCR	GCSE	A022/01	History British Depth Study	1hr 30
Wed 14th June	1pm	AQA	A2	7182/2	Psychology Paper 2	2hrs
Thu 15th June	8.45 am	AQA	GCSE	8360/1	Further Maths Paper 1	1hr 30
Thu 15th June	8.45am	OCR	A2	H556/1	Physics A Paper 1	2 hrs 15
Thu 15th June	8.45 am	AQA	A2	7712/1	Eng Literature Paper 1	3 hrs
Thu 15th June	8.45am	WJEC	GCSE	4291/01	Home Economics Child Development Unit 1	1hr 30
Thu 15th June	1pm	AQA	A2	7192/2	Sociology Paper 2	2 hrs
Fri 16th June	8.45am	AQA	GCSE	PH2FP	Physics Unit 2 Foundation	1hr
Fri 16th June	8.45am	AQA	GCSE	PH2HP	Physics Unit 2 Higher	1hr
Fri 16th June	8.45am	EDEXCEL	A2	9H102F	History India & South Africa	1 hr 30
Fri 16th June	10.05am	AQA	GCSE	PH3FP	Physics Unit 3 Foundation	1hr
Fri 16th June	10.05am	AQA	GCSE	PH3HP	Physics Unit 3 Higher	1hr
Fri 16th June	8.45am	AQA	A2	GERM3	German 3	2hr 30
Fri 16th June	8.45am	AQA	A2	PHED3	PE 3	2hrs
Fri 16th June	1pm	OCR	A2	G154	Law - Criminal Law Special Study	1hr 30
Fri 16th June	1pm	AQA	GCSE	45601	D&T Resistant Materials	2hrs
Fri 16th June	1pm	OCR	AS	4761	Mechanics 1	1hr 30
Fri 16th June	1pm	OCR	A2	4758	Differential Equations	1hr 30
Mon 19th June	8.45am	AQA	GCSE	8360/2	Further maths Paper 2	2 hrs
Mon 19th June	8.45am	AQA	A2	FREN3	French 3	2hr 30
Mon 19th June	8.45am	EDEXCEL	A2	9BSO 02	Business Paper 2	2 hrs
Mon 19th June	8.45am	AQA	A2	7405/2	Chemistry Paper 2	2hrs
Mon 19th June	8.45am	EDEXCEL	A2	6MU0601	Music Unit 6	2hrs
Mon 19th June	1pm	EDEXCEL	A2	6RS03 1	Religious Studies Unit 3	1hr 45
Mon 19th June	1pm	AQA	A2	7136/3	Economics 3	2hrs
Tue 20th June	8.45am	AQA	A2	7402/2	Biology Paper 2	2 hrs
Tue 20th June	8.45am	EDEXCEL	A2	6GP04	Gov & Pol Unit 4	1 hr 30
Tue 20th June	8.45am	AQA	A2	7702/2	English Language Paper 2	2hrs 30
Tue 20th June	1pm	OCR	A2	4753A	Methods for Advanced Mathematics	1hr 30
Tue 20th June	1pm	OCR	A2	4753B	Methods for Advanced Mathematics	1hr 30
Tue 20th June	1pm	AQA	GCSE	45501	D&T Graphic Products	2hrs
Tue 20th June	1pm	OCR	A2	4776A	Numerical Methods	1hr 30
Tue 20th June	1pm	AQA	A2	7192/3	Sociology 3	2 hrs
Wed 21st June	8.45am	EDEXCEL	A2	9H1034	History Change & State in Britain	2hr 15
Wed 21st June	8.45am	OCR	A2	H556/2	Physics A Paper 2	2hr 15
Thu 22nd June	8.45am	EDEXCEL	GCSE	5ST1F	Statistics Unit 1 Foundation	1hr 30
Thu 22nd June	8.45am	EDEXCEL	GCSE	5ST1H	Statistics Unit 1 Higher	2hrs
Thu 22nd June	8.45am	AQA	A2	7712/2A	English Literature Paper 2	2hrs 30
Thu 22nd June	8.45am	AQA	A2	SPAN3	Spanish 3	2hr 30
Thu 22nd June	1pm	AQA	A2	7182/3	Psychology 3	2hrs
Fri 23rd June	8.45am	OCR	A2	4754	Applications of Advanced Mathematics	2hr 30
Fri 23rd June	8.45am	EDEXCEL	A2	6DR04	Drama Unit 4 Theatre Text in Context	2hr 30
Fri 23rd June	1pm	EDEXCEL	A2	9BSO 03	Business Paper 3	2hrs
Mon 26th June	8.45am	AQA	GCSE	45551	D&T Product Design	2hrs
Mon 26th June	8.45am	AQA	A2	7402/3	Biology Paper 3	2hrs
Mon 26th June	1pm	OCR	A2	4756	Further Methods	1hr 30

Tue 27th June	8.45am	EDEXCEL	A2	6RS041A	Religious Studies	1hr 15
Tue 27th June	8.45am	AQA	A2	7405/3	Chemistry Paper 3	2hrs
Thu 29th June	8.45am	OCR	A2	H556/3	Physics A Paper 3	1hr 30

TIMETABLE NOTES

1. Read the timetable carefully. Refer to your Individual Candidate Timetable and make sure you know what examinations you are taking and when. **ALL EXAMINATION START TIMES ARE AS PER THIS TIMETABLE** (which may not necessarily be the same as that shown on your Individual Candidate Timetable).
2. All candidates to arrive 15 minutes before the start of the exam. **MAKE SURE YOU KNOW WHERE YOU ARE MEANT TO BE FOR EACH OF YOUR EXAMINATIONS.**
3. **IF YOU ARE UNAVOIDABLY DELAYED ON YOUR JOURNEY TO SCHOOL AND WILL BE LATE FOR THE PUBLISHED START TIME YOU MUST RING SCHOOL IMMEDIATELY TO TELL THE EXAMS OFFICE WHO YOU ARE, WHICH EXAM YOU ARE LATE FOR AND THE TIME YOU EXPECT TO ARRIVE. YOU WILL THEN BE INFORMED OF PROCEDURES FOR LATE ARRIVAL FOR AN EXAM. IF YOU DO ARRIVE LATE AND HAVE NO ACCEPTABLE REASON, YOU WILL BE REPORTED TO THE RELEVANT AWARDING BODY AND YOU MAY LOSE YOUR MARK FOR THAT EXAM.**
4. **Clash candidates** requiring supervision between the morning and afternoon sessions will **NOT** be allowed access to any area of the school, including the dining room. Candidates should bring a packed lunch and refreshments.
5. Absences – you must telephone the Examinations Officer first thing in the morning advising of the absence. You must provide the Examinations Officer with written evidence covering the period of the missed examination.
6. **Read the attached Exam Board Notices and make sure you understand and comply with these regulations.**
7. Make sure that if your examination requires a calculator you have checked that it is working and that you know how to operate it. This is especially the case if you have bought a new one for the examinations. **NO HELP CAN BE GIVEN TO CANDIDATES DURING AN EXAMINATION and this includes instruction on how to set up or operate your calculator.**
8. **DO NOT BRING YOUR MOBILE PHONES, IPODS, MP3 PLAYERS, ANY OTHER PRODUCTS WITH AN ELECTRONIC COMMUNICATIONS/STORAGE DEVICE OR DIGITAL FACILITY, OR OTHER UNAUTHORISED MATERIALS, INTO THE EXAMINATION ROOM. MAKE SURE ALL UNAUTHORISED MATERIALS ARE LEFT IN YOUR BAG AND THAT PHONES AND OTHER ELECTRONIC DEVICES ARE SWITCHED OFF.**
9. Do not bring any valuables to school. Bring only what you need for your examinations. **You must only write in BLACK ink or ballpoint. You are responsible for ensuring you have everything you need for your examination.**
10. **Full and correct school uniform must be worn for all examinations.**
11. See the Examinations Officer in MIS immediately if you have any queries with this timetable.

12. Results will be available on 17 August for AS,A2,KS5 BTEC (7.00 am for year 13;10.00 am year 12) 24 August at 9.00 am for GCSE, KS4 BTEC



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. 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.

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**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.



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 written 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.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

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 don’t show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

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

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, 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. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from 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.**

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 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.

Your awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

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

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

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

Controlled assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, 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”.

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).

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(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

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

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

Preparing your work – good practice

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

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

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide 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 work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from 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.**

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 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.

Your awarding body will decide which penalty is appropriate.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For on-screen tests – effective from 1 September 2016

**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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <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>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	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).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	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.
5	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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • 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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • 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.



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2016

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the *Code of Practice* issued by the qualification regulators of England, Wales and Northern Ireland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998, in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

Guidelines when referring to examinations/assessments through the Internet

This document has been written to help you. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say. Your comments may lead to an investigation for malpractice and result in the application of a penalty.

Awarding bodies monitor social media and websites. They do not wish to see candidates jeopardise their marks or grades as there are significant consequences for anyone caught breaching the rules for examinations, controlled assessment or coursework.

The rules are set by the Joint Council for Qualifications^{CIC} (JCQ^{CIC}) on behalf of all the awarding bodies and can be found at: <http://www.jcq.org.uk/exams-office/malpractice>

Examples of statements or activities that will lead to a malpractice investigation include:

- 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 material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

This list is not exhaustive. Other instances of candidate malpractice may be considered by an awarding body.

If you are found guilty of breaching any of these rules you could find yourself facing:

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

You must familiarise yourself with the rules:

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

Take care to avoid possible malpractice and the application of a penalty.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2016

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: <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, 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	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
6	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
7	You must not write inappropriate, obscene or offensive material.
8	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
9	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.
2	Arrive at least ten minutes before the start of each exam.
3	If you arrive late for an exam, report to the invigilator running the exam.
4	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
5	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
6	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: <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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: <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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: <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates

GCE, ELC and Project qualifications - 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 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. 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 2017.

You must also include 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: 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 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, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide 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 don't need.

Don't 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.**

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