

# EXAM INFORMATION

## 2019

*Everything you need to know about your  
examinations, revision and results.*



If You Don't Study

**You Shall Not Pass!**

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April 2019

Dear Student

### **To the Class of 2019**

The end of Year 11 is drawing near and so too are your final GCSE exams. I know I have only been working with you for a short time, but would like to thank you for your effort and attitude in what has been a difficult and challenging few years for you as the school has gone through a number of transitions. You have impressed your teachers by your approach and they are hopeful that you will achieve what you are capable of: if you prepare properly!

Please show this booklet to your parents or carers because you will need them to help you with; revision, organisation for the exam period, understanding the strict rules of exam conduct and the transition from school to further education in our 6<sup>th</sup> Form or other provider.

I hope that you have plans for further education, training or employment in place. If you are uncertain about your plans then please speak to your tutor or see Miss Murray if you would like additional advice and support.

Remember that you will continue to learn throughout your life but it is good to achieve qualifications now to give you more choices and options at every stage of your future. Every qualification you achieve will strengthen your ability to make good choices and secure the future that you want for yourself.

As you know, we have a better offer now for you at Post-16 which hopefully will encourage more of you to stay on with us. Your teachers and our support staff have worked hard to give you the best chance possible to secure great qualifications, but it now comes down to you and the amount of work you do outside of school in preparation. You know what you need to do, so get on and do it!

All the staff send you their best wishes and we sincerely hope that you will do well in the exams to enter the course or career that you have chosen.

We wish you every success in your future lives.

Good luck; work hard.

Yours sincerely



Mr D Anderson

Principal

**LINK TO MAIN EXAM TIMETABLE FROM WEBSITE**

<http://bit.ly/2NYUsV9>

## KEY TERMS IN EXAMINATION QUESTIONS

Advise	Requires you to help somebody reach a decision through a mixture of facts, opinions, commands and options.
Analyse	Look closely at the detail; give reasons why or how something is done and the effect of this – use P.E.E/ P.E.A paragraphs which help you to back up your points with evidence and explain your thoughts.
Argue	Put forward a point of view in a structured and reasoned way – usually one sided but takes account of other points of view.
Calculate	Work out.../ Marks are usually awarded for both the process and outcome.
Combine	Put together...
Comment on...	This requires you to analyse and evaluate in a balanced way. Give your opinions or point of view, with reasons.
Compare	Looking closely at two or more things which have something in common in order to see how they are the same and how they are different. This is looking for an analytical response – P.E.A paragraphs could be used.
Complete	Finish in full.
Consider	Discuss from all angles/ analyse.
Contrast	Often used with 'compare'; look at the differences of two or more things.
Describe...	A detailed account. More simply – 'Write down...' Tell the examiner in your own words what/ how/ or why something happens; must use words precisely (in scientific subjects this means using scientific terms).
Describe in detail	Will often be linked to more marks and therefore you will be required to go into more depth in your answer and develop your key points using precise, clear language.
Describe the differences...	Structure around key points which you compare across the two things up for discussion – don't describe all the features of one thing and then all the features of the other – link ideas together.
Develop	Go beyond and expand something; take it forward; add detail; improve upon a basic idea.
Discuss	Also known as 'examine' and 'consider' – give the main reasons 'for' and 'against' and come to a conclusion.
Draw	Similar to 'sketch' or 'illustrate'. Obvious I know, but people can panic in an exam and do completely the wrong thing...don't let this be you!
Ensure	Make sure/ make certain.
Estimate	Guess/ calculate approximately/ give a rough idea with evidence.
Evaluate	Make a judgement about how good or bad/ successful or unsuccessful something is, usually against a specific criteria. This is an opinion based response but it may require you to provide evidence for your points and clear explanations as to why you think the way you do. In Maths it means – work out/ calculate!
Examine	Look closely at something and discuss in a balanced and detached way in order to come to a decision/ conclusion.
Explain	Give reasons for how or why something happens; you need to give examples. They are questions which normally carry a lot of marks and they require you to treat the subject analytically – often using a P.E.A paragraph will help in certain subjects.
Explore	Investigate/ Look deeply at... – often this will require you to look at reasons.
Give	These tend to be short, factual answers and normally they will specify how many points are to be made.
Give reasons (normally they will specify how many)	Say why or how something might happen

How	Explain something
How far/ successfully...	Requires you to explain, evaluate and make a judgement about the effectiveness of something – depending on the subject, use evidence and P.E.A paragraphs
Identify	Pick out/ select/ find/ highlight.
Illustrate	Give examples that make your point clear (diagrams/ figures/ drawings)/show how.../ demonstrate/ make clear.
Interpret	Explain the meaning in your own words. How do you 'see', 'read' or 'understand' something?
Justify	Give a reason to support an argument/ give an explanation for something/ defend a point of view.
List	Can require single words or phrases – sometimes the order will be important. Questions with this word in do not require any reasoning or explanation remember – simply select the information required and write it – don't waste time on anything else.
Modify	Change/ adapt a drawing or sketch (more often than not).
Name	Again, simply name but be very specific – no general terms.
Outline	Give only the most important details/ give a brief overview/ a brief explanation – often carries fewer marks.
Persuade	Aim to change your reader's mind about something using biased points and persuasive devices.
Predict	Say what you think or expect will happen – the second part of this question may require you to explain this and justify your ideas.
Present	Show your ideas/ demonstrate your ideas (remember to look how you are meant to be presenting – drawing? writing?).
Produce	Create/ make/ construct/ bring to life/ bring into being.
Show the method	Demonstrate/ illustrate/ explain a way of doing something or a process
Show how	Explain how...
Sketch	Draw/ draft/ outline using a pencil. In Maths you need to use a ruler and a pencil.
State	Write, briefly, the main point.
Study	Look in detail at a picture, passage or drawing in order to access information necessary to answer the question.
Suggest	Offer ideas/ put forward ideas/ propose something.
Summarise	Draw your key ideas and points together/ review key points in one paragraph.
Use...	This often means they are directing you to a specific passage, rule or drawing – check carefully.
What is meant by...	You are being asked for a definition of the word.
What are the disadvantages and advantages...	A simple form of discussion.
What do you need to consider...	You are being asked to highlight key information appropriate to a process in your response. 'What' questions usually carry fewer marks.
Why	Involves you discussing and explaining a process, outcome or point of view using evidence to back up your ideas. Will involve a balanced approach usually.
Work out...	Asks you to solve something – marks are usually awarded for you showing the process behind your thinking as well as the answer you come up with.
Write down	Could mean 'Describe' or require you to select relevant information.

# *Read and show this to your parents/carers:—*

## The essential information about exams.

### Revision

You should be doing more personal revision now that your coursework is nearly complete. Between 10 – 12 hours per week is the average time during a normal school week [including weekends], to spend on revision.

- Pages 11 - 17 contain some tips for doing revision. The easiest way to see whether your revision has worked is to get someone to test you. If you have access to the internet, there are some excellent sites which also have online tests.

### Last Day

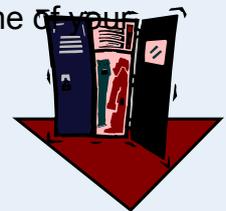
There will be official leaving school events on **Thursday 27<sup>th</sup> June** including the **School Prom**. Year 11 finish Sir Bernard Lovell Academy and officially their secondary schooling education on Friday 28<sup>th</sup> June in line with all other Year 11 students nationwide.



### Attending Exams

It is your responsibility to attend all exams at the right time, in the correct place and manner. Follow this checklist below. Have you:

- Displayed your **blue exam timetable** in a place where you can check it every day?
- Checked the time of the exam: am =morning; pm = afternoon?
- Checked with your teachers for the times of exams not on your timetable i.e.: MFL Speaking exams, Art, Textile and Catering practicals;
- Checked details of what you need to bring to every exam e.g. calculator/non-calculator maths paper?
- Two black pens, a pencil, a rubber, a ruler and a calculator [but not its case and it must be non-programmable] packed in a see-through bag for all normal exams? Specific equipment is required for some exams. Your teacher will inform you if required.
- Arranged to arrive at school 30 minutes before the start time of your exam.
- Left coats, bags and mobile phones in the changing rooms or alternative safe place; none of these items are allowed in the exam halls or rooms.
- Checked the exam notice boards for the location of your exam?
- Entered the exam in full school uniform? Please do not embarrass yourself or exam invigilators by provoking a discussion about correct school uniform when you are entering an exam. Exam invigilators have been instructed to refuse admission to any student who is not in school uniform – you have been warned!
- Listened fully to the invigilators instructions at the beginning of the exam. They are there to help you!
- Read the instructions for each exam carefully? There are many pieces of information to complete on your answer paper. Do not forget to read about how many questions you should answer from each section.
- Checked through your papers for spelling, punctuation and grammar mistakes when you have finished? Extra marks are awarded for good SPaG (Spelling, Punctuation and Grammar).
- Followed all the instructions given by exam invigilators; in particular do not try to communicate with anyone until you are out of the exam hall?
- Left the exam hall in a quiet and orderly manner – there may still be lessons going on.



**Leaving School at the end of Year 11**



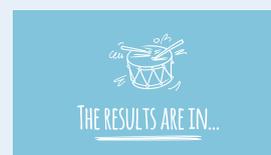
As from Saturday 29 June you will cease to be in full-time secondary education until you start on your next educational journey in September. Please make sure that you complete the Year 11 *Leaving Certificate* on page 28 of this booklet.

## Help from Outside Agencies

Ms Murray and other members of school staff are available if you need advice on your next step. Appointments can be made with Mrs Millard if required. Mr Clompus is available to discuss SBL Post 16 Centre. Additional to help within the Academy, your chosen provider will be happy to answer questions or try The National Careers Service - a government initiative and accessed many ways; online, telephone, text, webchat and email being some of the methods.

## Results

Please come to school on **Thursday 22nd August between 08:30 and 12:00** to find out your results. Staff will hand you your results in the **Post 16 Centre**. If you are not going to be able to be there in person please take a stamped addressed envelope to Reception and we will send the results in the post to arrive the following Friday or Saturday. *Please note that the school cannot be held responsible for results that do not reach their destination in the post.* To avoid any disappointment, please be aware that **we cannot give results to anyone other than you**. If you wish anyone else to collect your results for you, you must give them a **signed note of authority**. Uncollected results will stay in school and will be available for collection to personal callers when school re-opens for the Autumn term.



## Collection of Certificates

An official certificate is the only authentic proof of passing your exams at particular grades. It is an important document that must be stored safely for many years. If lost, they cost approximately £35+ to replace! For all certificates please come to main reception from 08.00 – 16.00 from **December 2019**. Please bring ID. **If you wish someone to collect your certificate on your behalf, we must receive confirmation in writing.** Please check all details carefully and alert us immediately if there is a problem with your certificate.



***Certificates will be destroyed / returned to the examining boards after one year of being held within the Academy so please ensure you collect them!!***

## Coursework

Coursework can only be collected during December providing prior notice has been received. Please give ten days advance notice of your visit because teachers will need time to retrieve the work from their store rooms and bring it to Reception. As the Board retains some coursework not all coursework will be returned.

## [Frequently Asked Questions](#)

Q1 *What happens if I am late for an exam?*

A1 Come as soon as you can. Register in Student Services and wait for someone to escort you to your exam room. Please be aware however that if you are classed as 'very late', examiners do not have to mark your work. In exceptional circumstances you may be given the normal time limit to complete the exam but usually you will finish with everyone else.

Q2 *What shall I do if I am ill?*



A2 Telephone school as soon as possible and inform us. See a doctor and obtain a letter explaining why you are unable to take the exam / or require special consideration . The school will send it to the Board. This **may** help you to obtain a grade. If you miss an exam and do not have a doctor's note you will be ungraded.

Q3 *What happens if I miss an exam?*

A3 Attendance at exams is essential. If you are not in an exam you will not be awarded a grade unless you have done sufficient coursework, or another question paper to provide enough marks to obtain a result. The school will re-charge you for the cost of any exam you miss, or any coursework you fail to produce by the stated cut-off date. The school expects you to work hard to achieve a result. Every year the school pays thousands of pounds in fees to the exam boards. Each entry costs around £25. The cost will be passed on to you if you give up or fail to show.

Q4 *What happens if I forget to take my mobile phone out of my pocket and it is discovered by an invigilator?*



A4 The exam board have discovered much cheating in the past through mobile phones and they are very strict about this. It is likely that anyone found with a mobile phone in an exam will not only be disqualified for that exam but also for every other exam entered during that period. This is why it is so important that you do not forget to leave your phone in your bag. For more information on penalties dispensed, please see Pages 19 – 24.

- Q5            *How do I know where to sit?*
- A5            Check your **blue seating timetable** which will be issued nearer the start of the exams. Look at the main timetable and the examinations notice board outside Ms Murray's office and the sports hall on the day of the exam. The Hall and Post 16 will be mainly used.
- Q6            *Can I go home between exams?*
- Q7            No. There is **no study leave whatsoever** in term 5. Students are expected to be in school for every lesson. More details regarding term 6 arrangements will be forwarded to parents/carers nearer the time.
- Q8            *When can I officially leave school?*
- A8            The *Leavers Certificate* on page 28 gives full instructions. You have to return all your books and obtain a signature from your teachers. Once you have got all the necessary signatures, you need a final signature from your Head of House.

## Revision Techniques

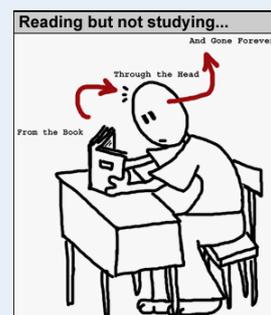
Acknowledgement to the BBC revision web site for this guide.

We all have different learning styles-our brains take in information at different rates and store it in different ways. But there are some general pointers to make the time you want to spend revising more productive.

### Starting Out

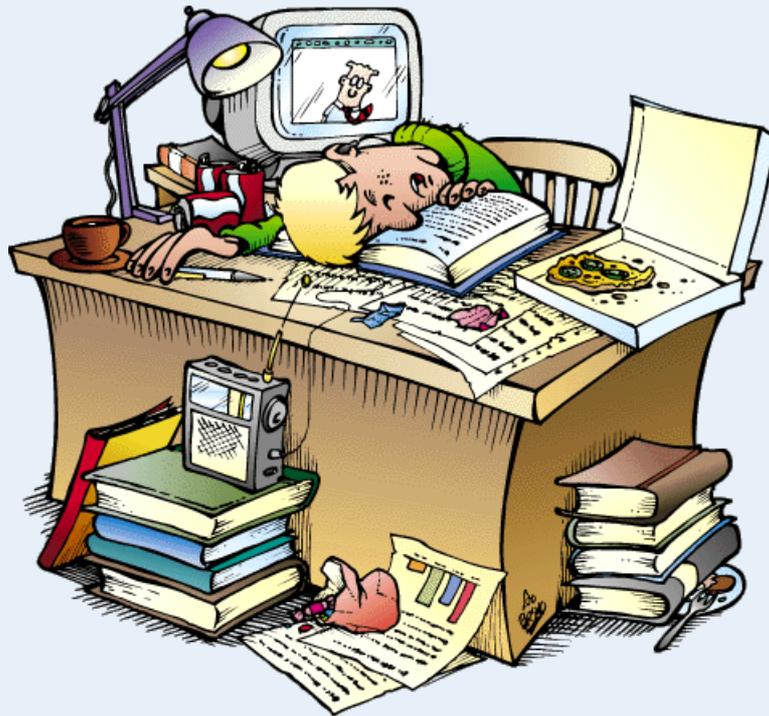
You've heard it before, but you know it's true. Planning is everything. It can take anywhere from two weeks to two months to do your revising. Start by:

- Writing down all the subjects you have to revise and number them in order of level of difficulty.
- Write down beside each subject the date and time of the exam, the type of exam, and where they are being held (if you don't have this info now, add it to your list when you find out).
- Plan a revision timetable based around these events! This is much easier than it sounds.



### 10 steps to revision success:

- Revision space:** Find a good place to work. It should be quiet and uncluttered.
- Revision timetable:** Draw up a revision timetable - it's crucial. It should be realistic, cover all subjects and allow you time off to relax.
- Make notes:** Don't just read through your class work, make notes. One useful tip is to gradually condense your notes so they fit on the back of a postcard.
- Revision guides:** Get a recommendation from your teacher as to which are most useful and then make sure you use them!
- Questions and answers:** Write out some questions and answers to see how much you're actually remembering.
- Listen in:** Try recording your notes and then play them walking down the street or whilst you're in bed.
- Prompts:** Put key words and phrases on sticky notes around the house, so you'll see them often.
- Seek help!** Don't go it alone. They say a problem shared is a problem halved. So, get friends and family on board to help you revise.
- Past papers:** Make sure you get hold of some past papers, they're a really good way of knowing what to expect in the exam.
- Relax:** If you panic you're lost! The exams are going to happen so you might as well give yourself the best chance of doing well by starting to revise early and keeping calm.



## Revision Timetable

- Fill in the things you can't move: mealtimes, scheduled events, family obligations, etc.
- Then fill in the times when you know you're mentally less with it. If you know you get sleepy around 15:30, don't schedule in two hours of your hardest subject! Instead, schedule in a walk or some other exercise to clear your head.
- Stagger revision of difficult subjects with easier subjects. Breaking up the level of difficulty and the subject matter makes it less boring, and you're less likely to get frustrated.
- Vary the place where you revise - as long as those places are all quiet and focused environments. Get out of your room and take a trip to the library twice a week.
- Finally, fill in fifteen minute breaks every 60-90 minutes. Use this time to grab a bite to eat, dance, work out or just clear your mind and meditate for a bit.
- Check out online the examples of revision timetable/ calendars you can adapt and use (one included):



# Revision Timetable

You do not need to follow the hours below - decide which hours of the day you can concentrate best and cross out those where you don't.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

# Revision Timetable

Hr	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 AM	Subject 1	Subject 3	Subject 5	Subject 3	Subject 5	Subject 2	Subject 4
	BREAK						
10:00 AM	Subject 1	Subject 4	Subject 1	Subject 3	Subject 1	Subject 3	Subject 5
	BREAK						
11:00 AM	Subject 2	Subject 4	Subject 1	Subject 4	Subject 1	Subject 3	Subject 5
	BREAK						
1:00 PM	Subject 2	Subject 4	Subject 2	Subject 4	Subject 1	FREE	FREE
	BREAK	BREAK	BREAK	BREAK	BREAK		
2:00 PM	Subject 2	Subject 5	Subject 2	Subject 4	Subject 2	FREE	FREE
	BREAK	BREAK	BREAK	BREAK	BREAK		
3:00 PM	Subject 3	Subject 5	Subject 2	Subject 5	Subject 3	FREE	FREE
	BREAK	BREAK	BREAK	BREAK	BREAK		
4:00 PM	Review	Review	Review	Review	FREE	FREE	FREE

Use different colours for different topics . Remember to keep reviewing what you have revised and testing yourself at the end of the day, the next day and the end of the week - this will help you to recall the information in the exam.

## REVISION TIMETABLE

- 1.) In each box put two subjects in which you are going to revise on. Remember to split your revision time equally for example you do History Paper 1 once a week then do History Paper 2 once a week
- 2.) Do one subject every hour then move on the next subject for the remaining hour for example on a Monday you do History from 5pm - 6pm then do Maths until 6pm - 7pm? On a Saturday or Sunday you can change the time you wish to revise.

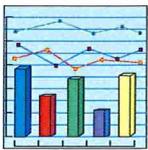
WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Eg: 5pm – 7pm <b>1</b>	History (P1) <small>(delete as appropriate)</small>						
	Maths <small>(delete as appropriate)</small>				History (P2) <small>(delete as appropriate)</small>		
Eg: 5pm – 7pm <b>2</b>							
Eg: 5pm – 7pm <b>3</b>							
Eg: 5pm – 7pm <b>4</b>							
Eg: 5pm – 7pm <b>5</b>							
Eg: 5pm – 7pm <b>6</b>							
Eg: 5pm – 7pm <b>7</b>							
Eg: 5pm – 7pm <b>8</b>							

## Notes

Notes are meant to be short memory-joggers for the material you have learned in class, or through your textbooks. Some people get bogged down by their notes, trying to produce an all-encompassing perfect record of everything they might possibly need to know.

Keep your notes as brief as possible. One idea is to reduce all your notes into key words (a whole unit/ topic should fit on one side of A4 paper).

- Write down as much stuff as you can remember for each key word. How do they compare with your original notes? You should be able to express things more clearly and succinctly.
- The brain remembers things best by seeing them or storing them in different ways. For example, if you read about the causes of WWII, draw them in a diagram, and verbally discuss them with a friend or teacher; you are more likely to remember them than if you do only one of the above.



- Use colour coding, flowcharts, spider diagrams and other visual tools to make your notes more distinctive.

## Tests

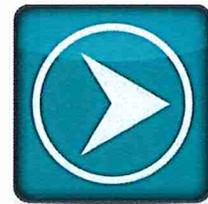
Testing yourself helps to identify areas where you need to work more. Most teachers will be giving you examples of past papers to work through. Try online tests if you have access.



## Moving Forward

If you get stuck:

- Move on to another topic. Sometimes the brain just needs a break from one particular subject.
- Give yourself a pep talk. Seriously! Pretend you are encouraging a friend, and review all the positive things you've achieved and all the good work you are capable of achieving.
- Surprise yourself with how much you know by taking a test! This will tick off things you already know from your mental list and help you focus on what to do next.
- Talk to someone! You're not alone. Everyone has experienced exam stress and can sympathise with what you're going through. They might even suggest a way of moving forward you hadn't seen.
- Get some exercise. Work your body and not your brain for a while. Give your brain a chance to ferment all that information you've shoved into it!

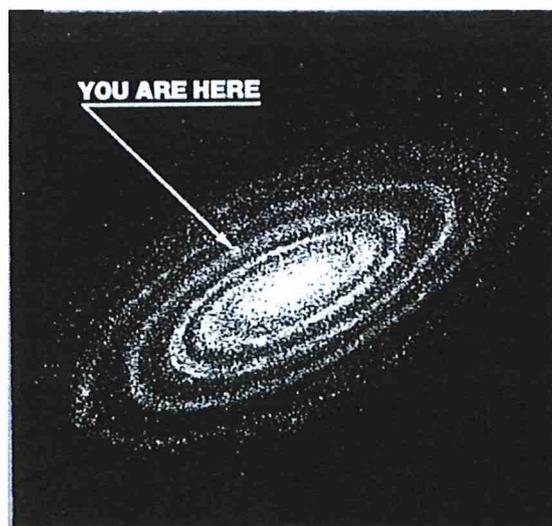


## To sum up:

- Organise your time productively. Plan and use a revision timetable.
- Anxiety may be caused by worrying about one or two subjects. Try to tackle the causes of your worries.
- If you feel yourself becoming tense, use a breathing or relaxation exercise regularly. For example, sit in a quiet room, relax your face and shoulders, and take long, deep breaths in and out.
- Relax by forgetting about work and playing music or a sport, by watching Youtube or by an activity, such as a hobby, that helps you to take your mind off revision. Physical exercise is an excellent way of refreshing your mind and body.
- Sleep for at least eight hours a night.
- Keep to a balanced, healthy diet. Avoid drinking excess amounts of caffeine, which can cause stress and stomach cramps.



Try to keep everything in perspective...



## **JCQ Links to Candidate Documents**

Please read these so you are fully aware of the rules surrounding your qualifications. These are also on our website.

- Information for candidates – coursework 2018-2019

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

- Information for candidates - non-examination assessments 2018-2019

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

- Information for Candidates - Privacy Notice 2018-2019

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

- Information for candidates - social media 2018-2019

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---social-media-2018-2019>

- Information for candidates - written exams 2018-2019

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

## **SBL Academy Exam Policies**

Please visit our exams page on the website. This contains all our exam related policies – including behaviour, special consideration, food and drink in exams and enquiries about results.

<https://www.sbllearning.org.uk/exams>

## Appendix 5

### Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

NOTE: The structure of awarding bodies' qualifications can differ and therefore all the available penalties may not be relevant for every qualification.

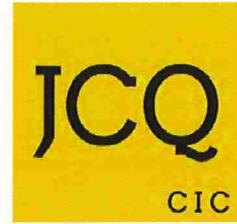
<b>Type of offence</b>	<b>Warning</b>	<b>Loss of marks</b> (Aggregation Still Permitted)	<b>Loss of aggregation or certification opportunity</b>
<b>Introduction of unauthorised material into the examination room, for example:</b>	(Penalty 1)	(Penalties 2 – 4)	(Penalties 5 – 9)
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
<b>Standard penalties:</b>			
1	warning;	6	disqualification from all units in one or more qualifications taken in the series;
2	loss of marks gained for a section;	7	disqualification from the whole qualification;
3	loss of all the marks gained for a component;	8	disqualification from all qualifications taken in that series;
4	loss of all the marks gained for a unit;	9	barred from entering for examinations for a set period of time.
5	disqualification from the unit;		

<b>Type of offence</b>	<b>Warning</b>	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
<b>Breaches of examination conditions</b> A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
<b>Standard penalties:</b>			
1 warning;		6 disqualification from all units in one or more qualifications taken in the series;	
2 loss of marks gained for a section;		7 disqualification from the whole qualification;	
3 loss of all the marks gained for a component;		8 disqualification from all qualifications taken in that series;	
4 loss of all the marks gained for a unit;		9 barred from entering for examinations for a set period of time.	
5 disqualification from the unit;			

<b>Type of offence</b>	<b>Warning</b>	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
<b>Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to):</b>			
verbal communication	isolated incidents of talking before start of exam or after papers have been collected	talking during exam about matters not related to exam; accepting exam related information	talking about exam related matters during the exam; whispering answers to questions
written communication	passing written communications (notes) which clearly have no bearing on the exam	accepting exam-related information	passing exam related notes to other candidates; helping one another; swapping scripts
<b>Offences relating to the content of candidates' work</b>			
The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	isolated words or drawings, mildly offensive, inappropriate approaches or responses	frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	offensive comments or obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings
<b>Standard penalties:</b>			
1 warning;		6 disqualification from all units in one or more qualifications taken in the series;	
2 loss of marks gained for a section;		7 disqualification from the whole qualification;	
3 loss of all the marks gained for a component;		8 disqualification from all qualifications taken in that series;	
4 loss of all the marks gained for a unit;		9 barred from entering for examinations for a set period of time.	
5 disqualification from the unit;			
<b>Type of offence</b>	<b>Warning</b> (Penalty 1)	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b>

Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	(Penalties 5 – 9)
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing		plagiarism from published work listed in the bibliography or referenced; <b>or</b> minor amount of plagiarism from a source not listed in the bibliography or referenced	plagiarism from published work not listed in the bibliography or referenced; <b>or</b> plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates the answers	copying from another candidate's script, controlled assessment, coursework, non-examination assessment; borrowing work to copy
<b>Undermining the integrity of examinations/assessments</b>			
The deliberate destruction of work		defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work
The alteration or falsification of any results document, including certificates			falsification/forgery
<b>Standard penalties:</b>			
1 warning;		6	disqualification from all units in one or more qualifications taken
2 loss of marks gained for a section;		7	in the series;
3 loss of all the marks gained for a component;		7	disqualification from the whole qualification;
4 loss of all the marks gained for a unit;		8	disqualification from all qualifications taken in that series;
5 disqualification from the unit;		9	barred from entering for examinations for a set period of time.

<b>Type of offence</b>	<b>Warning</b>	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information, including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means); receipt of assessment information or removal of secure information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Theft (where the candidate's work is removed or stolen)			taking somebody else's work (e.g. project/coursework) to pass it off as one's own
Personation			deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
<b>Standard penalties:</b>			
1 warning;		6	disqualification from all units in one or more qualifications taken in the series;
2 loss of marks gained for a section;		7	disqualification from the whole qualification;
3 loss of all the marks gained for a component;		8	disqualification from all qualifications taken in that series;
4 loss of all the marks gained for a unit;		9	barred from entering for examinations for a set period of time.
5 disqualification from the unit;			



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.**

# Exam checklist for students



Before each exam, be sure to check:

- The date, time and location of the exam (particularly if it's in the morning or afternoon)
- The equipment you need for the exam (pencils, black pens, ruler, calculator, maths set etc). Remember to bring it with you.
- If you are allowed to bring a calculator into the exam, check that:
  - it is an approved model
  - the batteries are working
  - anything stored on it is cleared
  - parts such as cases, lids or covers are removed
- If you have a case for your equipment (i.e. pens, pencils etc), it is transparent
- There is no label on any drinks bottle you intend to bring in
- Your mobile phone and any web-enabled devices are switched off and stored in line with advice from your Exams Officer

## Did you know?

- To keep exam papers confidential until students sit them, all exams in a given subject qualification are taken at the same time nationwide.
- The exam boards and Ofqual, the exams regulator, monitor social media throughout the exam period to make them aware of any breaches of confidentiality.
- Exam rules apply to every school and college throughout the country, and checks are made to ensure the rules are followed.
- You must not take any exam stationery with you out of the exam hall once the exam has finished, including question papers, answer booklets (used or unused) or rough work.
- If you have your phone in the exam room, you could be disqualified, regardless of whether or not it is switched off or in aeroplane mode. You could even be disqualified from all your subjects.

## A: COURSEWORK COLLECTION

Please bring or post this form to Reception **before 28<sup>th</sup> June**. Mark the envelope "Coursework Collection"

Name	Tutor	Candidate No
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If you desire a particular piece of coursework please complete the columns below

SUBJECT	TEACHER	DESCRIPTION OF ITEMS

I understand that I must collect in person during December when the school is normally open. I should give ten days' advance notice of my visit in order that coursework can be retrieved from the various storage rooms. I understand that it is not always possible to return coursework to students and that the school and the examination boards need to retain a sample of work in order to allow for moderation and standardisation from year to year. The school cannot be held responsible for loss or damage.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Daytime contact telephone number \_\_\_\_\_

FOR OFFICE USE

Date request received \_\_\_\_\_ Signed \_\_\_\_\_

Date sheet given to faculties \_\_\_\_\_ Signed \_\_\_\_\_

**Please retrieve the coursework indicated above and bring it to Reception by 4pm on the date below.**

Day	Date
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# YEAR ELEVEN LEAVER'S CERTIFICATE

Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

All books and school equipment must be return to your subject teacher. There **MUST** be a staff signature in each box.

<b>Subjects</b>	<b>Staff Signature</b>
English	
Mathematics	
Technology	
Science	
Modern Foreign Languages	
Humanities	
Art/Media/Drama/PE/Music	
Library/Librarian	
I intend doing the following next year : name course/job and institution/employer :	

When you have a signature in every space above, please take this form to your Head of House.

*I agree that this student has returned all books and can now be taken off the school roll.*

Signed by Head of House \_\_\_\_\_ Date \_\_\_\_\_

# Recorded Mail

Please complete this form and take it with the correct money to Reception.

Please post the **results** to my son/daughter in August. I will pay a £4.50 handling charge to SBL Academy for this facility. Results will be posted by recorded [signed for] mail to the address below:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please keep your receipt for proof of purchase**

Please post the **certificates** to my son/daughter in Decer. I will pay a £4 handling charge to the Finance Office for this facility. Certificates will be posted by recorded [signed for] mail to the address completed below:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please keep your receipt for proof of purchase**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian or student

# Confirmation slip

**Please return to your child's tutor by Tuesday 30<sup>th</sup> April**

We have received and viewed the following information:

- SBL Academy Internal Appeals Procedure
- SBL Academy Exam Related Policies
- All JCQ Candidate information documents
- Examination Timetable
- Examination regulations and consequences of breaches

We agree to SBL Academy and JCQ regulations in the documents listed above.

We understand what is required during this period; the exam board regulations; the school code of conduct for exams and coursework, results slip and certificate collection.

Please print your son/daughter's name in the box below:

Name	Tutor	Candidate No
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<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

My son/daughter will collect the examination results. *Please note that the school is not able to give results to anyone other than the student unless a letter of authority from the student is presented and the recipient has satisfactory identification.*

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

My son/daughter will collect the examination certificates in December.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Carer

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Student