



GEMS Jumeirah College

**GCSE/ AS and A Level
Candidate Examination Handbook
2019 – 2020**

Introduction

Jumeirah College offers The National Curriculum for England and is therefore an independent examination centre for the British examination boards that provide GCSE (General Certificate of Secondary Education) and GCE (General Certificate in Education, AS & A Level) outside the United Kingdom. The College is registered as an examination centre with the following exam boards: Pearson (Edexcel), Assessment and Qualifications Alliance (AQA), Cambridge International Examinations (CIE), and Northern Ireland Council for the Curriculum, Examinations & Assessment (CCEA, only used for GCSE Further Mathematics). These exam boards are governed by the JCQ (Joint Council for Qualifications) and therefore follows their instructions on how to conduct examinations.

GCSE Information (Key Stage 4, Years 10 and 11)

GCSEs are designed to examine all abilities with grades ranging from 9 – 1 or A* - G (9 and A* being the highest level of attainment). The new scoring system of 9 - 1 has steadily been introduced since 2015.

Candidates at Jumeirah College typically study between 9 and 12 GCSEs and these are undertaken over two years of Key Stage 4 (Years 10 and 11). Examinations are linear in assessment meaning examinations will take place at the end of the two years of study in the final term of Year 11. This is according to regulations issued by the UK Government. Further information can be found at: www.ofqual.gov.uk.

GCSE examinations take place during May and June each year with GCSE Mathematics and English Language re-sits available in November.

Currently the following GCSEs are offered at Jumeirah College:

GCSE – AQA/Pearson/CCEA
● Art and Design: Art, Craft and Design – 1AD0
● Business Studies - 8132
● Design and Technology – 8552
● Drama – 1DR0
● Economics - 8136
● English Language - 8700
● English Literature - 8702
● French - 8658
● Further Mathematics (CCEA) - 2337
● History – 1H10
● Mathematics - 1MA1
● Music – 1MU0
● Physical Education – 1PE0
● Psychology - 8182
● Spanish – 8698
● Combined Science - 8464
● Biology (Triple) - 8461
● Chemistry (Triple) - 8462
● Physics (Triple) - 8463

Jumeirah College offers GCSEs in all subjects with the exception of Computer Science, Geography and ICT which are IGCSEs (International General Certificate of Secondary Education) with Cambridge International Assessment. These qualifications are still linear in assessment, currently however, the grading for these subjects remain as A* – G rather than adopting the 9 -1 grading structure.

IGCSE Subjects (International General Certificate of Secondary Education)

Computer Science 0478 – Cambridge International Assessment
Geography 0460 – Cambridge International Assessment
ICT 0417 – Cambridge International Assessment

Why we offer both IGCSE and GCSE

The vast majority of UK curriculum schools offer a mixed package of GCSE and Cambridge IGCSE, which suggests that in many cases, departmental heads select the syllabus that they favour based on educational considerations, including how well it prepares students for post-16 study.

Cambridge IGCSE qualifications were a benchmark for the design of the reformed GCSE. Reformed GCSEs have adopted a linear model – Cambridge IGCSEs have always been linear, allowing for a holistic approach to teaching and assessment and allowing more time for teaching and learning, with only one set of examinations at the end of the course.

In terms of awarding standards, the pre-reform GCSEs, the reformed GCSEs and Cambridge IGCSEs remain very closely aligned.

AS and A Level Information

GCEs are undertaken over the two years of Key Stage 5, i.e. Years 12 and 13. The standard offer at Jumeirah College is for candidates to begin with three or four subjects in Year 12, depending on candidate ability.

A levels became linear in assessment in 2017, with candidates sitting their exams at the end of the two-year course. This means the AS levels are now stand-alone qualifications and no longer contribute towards the A level grade. Their purpose will be to encourage curriculum breadth and they will remain broadly at their current standard. Some AS levels have been designed to be co-taught with the first year of the A level.

It is not possible or advisable to sit 5 A Levels. Each A Level requires 6 periods of teacher input a week, alongside 6 hours of private study. With only 29 periods of teaching in a week 5 A Levels is not possible to timetable. The vast majority of our destination universities require a candidates best 3 grades. Historically we have offered 4 subjects to provide a safety net for candidates, but with the return to linear courses this is no longer appropriate. We would prefer candidates to be able to concentrate their efforts towards those optimum 3 grades, rather than diluting their efforts across multiple, potentially unnecessary extra courses.

Currently the following A levels are taught at Jumeirah College and are linear in assessment, meaning examinations will take place at the end of the two-year course in Year 13.

A Levels – AQA/Pearson

- Art and Design: Art, Craft and Design – 9AD0
- Art and Design: Photography – 9PY0

- Biology* - 9BN0
- Business Studies - 7132
- Chemistry* - 7405
- Drama – 9DR0
- Design and Technology - 7552
- Economics* - 7136
- English Language - 7702
- English Literature - 7712
- French* - 7652
- Further Mathematics* - 9FM0
- Geography - 7037
- History – 9H10
- Mathematics* - 9MA0
- Media Studies - 7572
- Music – 9MU0
- Physical Education - 7582
- Physics* - 7408
- Psychology* - 7182
- Politics – 9PL0
- Spanish* - 7692
- Sociology* 7192

***Optional standalone AS qualification**

Year 12 candidates may sign up for AS examinations in summer 2020 which means they will obtain the AS standalone qualification. This is an entirely voluntary option and candidates are responsible for submitting an entry form with payment to the examination's office for processing.

The following subjects that have the optional standalone AS qualification are:

AS Levels – AQA/Pearson

- AS Biology – 8BN0
- AS Business Studies - 7131
- AS Chemistry - 7404
- AS Economics - 7135
- AS French - 7651
- AS Further Mathematics – 8FM0
- AS Mathematics – 8MA0
- AS Physics - 7407
- AS Psychology - 7181
- AS Spanish - 7691
- AS Sociology - 7191

Candidates who are planning on leaving Jumeirah College at the end of Year 12, to continue with higher education, should inform the examinations officer to ensure suitable arrangements are made with regards to their examinations considering subjects that have the AS standalone option.

International Advanced Subsidiary and International Advanced Level Information

Alongside AS/A Level qualifications we also have International AS and A Level qualification with Cambridge International Assessment. This will be the first year they are introduced for Year 12 candidates. These qualifications are still linear in assessment; however, the units will be taken over the 2 years with the first 2 units being taken in Year 12 (Summer 2020) and the last 2 units being taken in Year 13 (summer 2021) to make the full IAL. The IAS units will contribute towards the final IAL results so the IAS is mandatory.

IAS/IAL Subjects (International Advanced Subsidiary and International Advanced Level)

- Computer Science 9608 – International AS with Cambridge International Assessment
- ICT 9626 – International AS with Cambridge International Assessment

Are A Levels stronger than International A Levels?

No, they are both recognised at the same level - UK governments affirm the strong position of Cambridge International AS & A level. That is because the linear AS and A Level model is close to the structure of the Cambridge International AS and A Level, a qualification that continues to help thousands of learners every year gain places at leading universities worldwide.

Although most subjects are linear in assessment, there is 1 exception:

IAS/IAL Subjects (International Advanced Subsidiary and International Advanced Level)

- Arabic XAA01 – International AS with Pearson

Arabic is the only subject that is still modular, with AS examinations at the end of Year 12 (summer 2020) and A2 examinations at the end of Year 13 (summer 2021). This means the AS examination is mandatory as the AS units will contribute towards the final A Level result.

Additional Information

Examinations Office Contact Information

Examinations Officer: Jodie McCully

Examinations Officer Email: j.mccully_jcd@gemsedu.com

Examinations Assistant: Mari West

Examinations Assistant Email: m.west_jcd@gemsedu.com

Centre Numbers:

AQA and CCEA – 74026

Pearson (Edexcel) – 91546

Cambridge International Examinations (CIE) – AE361


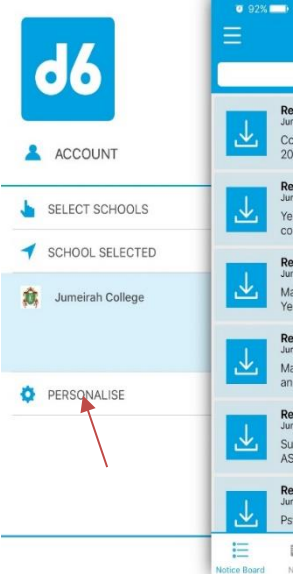
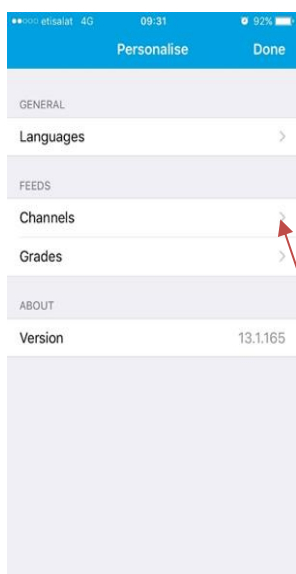
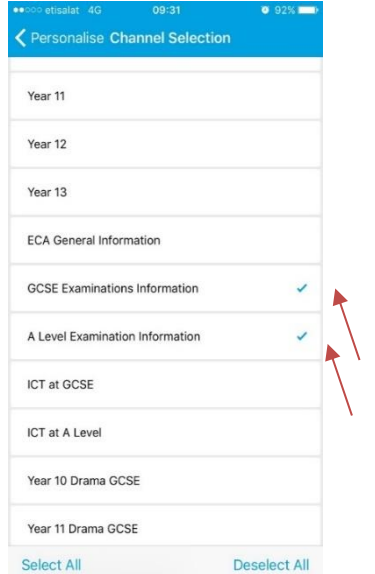
Useful websites:

AQA: www.aqa.org.uk	Pearson (Edexcel): www.edexcel.com	JCQ: http://www.jcq.org.uk
Cambridge (CIE): http://www.cie.org.uk		CCEA: www.rewardinglearning.org.uk

Jumeriah College is committed to ensuring that candidates are fully briefed on the exam and assessment process in place at the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

JC School Communicator:

The exams office publishes most of the exam information under the resources section of the communicator. Please check here throughout the year for valuable information. Kindly subscribe to the relevant examination's information channel on the JC College Communicator. If you have not downloaded or installed the College Communicator, please see [Appendix 10](#) at the end of this document for instructions on how to do so.

<p>Step 1: From the home page click on the menu icon</p> 	<p>Step 2: Then select 'Personalise'</p> 	<p>Step 3: Select 'Channels'</p> 	<p>Step 4: Select GCSE/A-Level Exams Info</p> 
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Guidance on examination Process

Before Examinations

Timetabled exams

Examination Entries:

At the start of term 2 (January 2020) all candidates will receive an entry form/invoice from their form tutor indicating the Summer 2020 examinations which they will be entered for. It is important for candidates to check the invoice carefully to ensure the following:

- Personal information (date of birth, gender, spelling of names) is accurate as this information will appear on certificates. If the information on certificates is not correct this may cause issues when applying to universities or job applications.
- Check that all the subjects and units listed are correct.

If there are any errors or omissions inform, then please inform Miss McCully immediately so corrections can be made and a new invoice can be issued.

If the entry form/invoice the candidate receives is correct, payment should be made with the accounts department. Once the payment has been made the entry form **must** be returned to the examinations office before the deadline date stated on the form. If the entry form is not returned by the deadline a candidate's entries will not be made and late charges may apply. Once the form is returned to the

examination office the candidate's entries will be submitted to the examination boards by Miss McCully.

For examination fees, deadlines and subject codes please refer to the examination fee booklet found on the communicator.

Why are entries made so far in advance of the examinations?

There are many reasons why the examination boards set the entry deadlines for such a long time before written exams, some of which include the following:

- Some GCSE/ A Level qualifications have an element of coursework as part of the qualification. Examination boards issue centre mark forms based on our examination entries which we receive after entries have been made. Candidates have to complete coursework which our teachers then moderate internally. Once this is done the mark forms need to be completed, submitted to the examination boards and the coursework then needs to be dispatched to be moderated by examiners in the UK before written examinations start.
- Examination boards have to send question papers to schools quite some time before the start of the examinations, so each school can be sure to have the correct papers corresponding with entries and address any issues before the written examinations start in May. As they send papers out to thousands of schools across the world this is a process that can take quite some time.
- The College's examinations office also have a lot to plan and arrange before the start of the examination season such as invigilation, seating plans, rooming etc. Finalising entries well in advance helps us facilitate the smooth running of the examination season.

These are only some of the processes that happen in between the entries being submitted and the written examinations starting, all based on the entries made, which is why the deadline for entries is quite a few months before the start of written examinations.

Timetable and Candidate statement of entry:

The examinations officer will publish the provisional timetable for summer examinations on the communicator and website during term 1 (November 2019), this is only provisional and can be subject to change. A final version will then be published at the start of term 2 (January 2020). The College examinations timetable can be found under the Learning Section on the Jumeirah College Website or under the Resources Section of the JC School Communicator.

Once entries are finalised, a statement of entry and an individual timetable will be issued to candidates to ensure they know the date and time of their exams/assessments. This is usually done at the start of term 3 (March 2020).

Coursework assessments/non-examination assessments

In addition to written examinations GCSE/ A Level qualifications may also have coursework or Non-Examination Assessments as part of the qualification.

Coursework/Non-examination Assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- **task setting;**

Subject specific tasks will be provided by the awarding body. Teachers select from a number of tasks and let the candidates know the criteria used to assess their work so they can then understand what they need to do to gain credit. The teachers will consult with the awarding

body to obtain the date for the issuing of tasks. This will be done well in advance to allow time for planning, resourcing and teaching.

- **task taking;**

Teachers will let candidates know the deadlines in which their assessment needs to be completed. The format of external assessment will vary according to specification and the component. Candidates must ensure they understand what they need to do to comply with the regulations for Non-examination Assessments. Please refer to [Appendix 1, 2 and 6 \(JCQ information for candidates' documents - coursework, non-examination assessments, social media\)](#) for these regulations.

- **task marking;**

Non-examination assessments are marked internally by teachers and then sent to the exam boards where the work will be externally moderated.

Some components for example GCSE/A Level Art/Drama Component 2 and GCSE PE component 3 will have a visiting examiner who will assess the work within a specified window from the awarding body.

All other deadlines for submission of non-examination assessments are:

GCSE: 7th May

A Level: 15th May

Teachers must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centres marking **before** the dates above when the work needs to be submitted to the awarding body. Candidates will be given the marks with sufficient time in order to review copies of material. The centre will then carry out a review to make any changes to marks and inform candidates of the outcome, all before the awarding body deadline. The review will be conducted by a member of teaching staff with no previous involvement with the assessment or interest in the outcome of the review.

Most NEA component results will contribute to the main qualification grade. The only exceptions are:

GCSE English Language – Spoken endorsement

AS/A Level – Science practical endorsements (Biology, Chemistry and Physics)

These assessments **are compulsory** in order to receive an overall grade for the qualification, however these assessments do not contribute towards the overall GCSE/A Level grades. No marks will be assigned – it will be assessed holistically and reported as Pass, Merit, Distinction (English Language), Pass or Not classified (Science Practical's). When the certificates are issued the results for the endorsements **will be** reported on the certificate separately to the overall grade.

On-screen tests

The following subjects have Practical on-screen tests which makes up part of the qualification along with the written papers:

GCSE ICT 0417 – Cambridge International Unit 2 and 3

IAS ICT 9626 - Cambridge International Unit 2

IAS Computer Science 9608 - Cambridge International Unit 2

These practical onscreen exams follow the same rules and regulations as written exams and will be conducted under formal examination conditions.

The examinations will be conducted within a specified window from the awarding body. The dates for the onscreen exams will be added to the timetable along with the written papers.

For more information please refer to the information for candidates document: on-screen tests in [Appendix 3](#)

Contingency day - Summer 2020

The awarding bodies have designated, **Wednesday 24 June 2020**, as a 'contingency day' for examinations. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland* - <https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2020, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the contingency day on 24 June 2020. The Examinations Officer will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the re-scheduling of examinations will always rest with the awarding body. The Examinations Officer must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

Candidates may notice once the final timetable goes up in January that they have an examination clash. A clash is when a candidate is scheduled to take two or more examinations in one examination session i.e. two exams scheduled in the morning session at 11.30am.

The Examination Office will be aware of these clashes, so there is no need to bring it to their attention. Examination clashes will be identified once all entries have been submitted to the examination boards. A clash resolution timetable will be issued in March 2020 along with your individual timetable.

There are three possible resolutions to clashes:

- If candidates are taking two or more examinations in a session and the total time is three hours or less then the examinations will be held consecutively in the same examination session, with a supervised short break (no longer than 15 minutes) in between the papers. Candidates remain in the examination room under formal examination conditions and supervised by an invigilator at all times. Therefore, candidates cannot revise or have lunch.
- If candidates are taking two or more papers timetabled in a session and the total time of the examinations is more than 3 hours, the examination will be conducted in a later or earlier session within the same day. Candidates must be quarantined in the examination hall between the two sessions and supervised by an invigilator at all times. During the quarantine period candidates are not permitted to access any electronic devices or have contact with any persons who have completed the examination. They are permitted to revise using their own resources i.e. books and they should bring lunch or a snack with them (these items must be brought in plastic

bags and not school bags, then left at the back of the examination room until their quarantine period)

- If candidates are entered for multiple examinations (three or more) and the total time of the examinations is more than 6 hours for AS/A Level or more than 5 ½ hours for GCSE the examination may be scheduled the following morning. Please be aware if you are scheduled for three or more examinations but the times are not more than the above, then all three exams will be sat in one day with an hour quarantine break in between each exam. Where a candidate is allowed to take an examination the next morning, overnight supervision arrangements will be made to ensure the candidate does not have advance warning of the content or communication with anyone who may have knowledge of the content.

Due to the thousands of candidates sitting these examinations worldwide the clash regulations are non-negotiable.

During Examinations

We have also included the 'Information for candidates' documents in [Appendix 4 – 8](#) outlining regulations and information issued by the examining boards to candidates. Please take the time to read through this document before the start of the examination season. Any breach of these regulations must be reported to the examining boards and may lead to disqualification from examinations.

What time your exams will start and finish

There will be two – four examination sessions per day, Monday to Friday

Start times

JCQ Exams (AQA, CCEA, Pearson)

Morning session (or AM) – 11.30am

Afternoon session (or PM) – 16.00pm

Pearson IAS Arabic

Morning session – 8.30am

Afternoon session – 11.30am

Cambridge Exams (IGCSE – Computer Science, Geography and ICT, IAS – Computer Science and ICT)

Morning session (or AM) – 8.00am

Afternoon session (or PM) – 13.00pm

Finish times

Due to the hundreds of UK schools around the world running the same exams, the exam boards (excluding Cambridge) have imposed an 'early release restriction' to ensure students are all in the examinations at the same time. This means students are not permitted to leave the examination room before this time

JCQ Exams (AQA, CCEA, Pearson)

Morning session (11.30am) – 13.00pm

Afternoon session (16.00pm) – 17.30pm

Pearson IAS Arabic

Morning session (08.30am) – 10.00am

Afternoon session (11.30am) – 13.00pm

For example, if the timetable states that the candidate's examination finishes at 12.30pm (morning examination session) then they will be kept in the examination hall under exam conditions until 1pm and will only be released after these timings.

Supervision during your exams

- Exams are supervised by a team of qualified invigilators
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies
- To get an invigilators attention during the exam, you must quietly raise your hand and wait for them to come to you
- Invigilators are not permitted to discuss the examination paper or assist candidates with any questions/queries regarding the question paper
- If you have a query or question regarding the question paper, raise your hand, tell the invigilator your concern and they will inform the correct member of staff to come and assist you. Whilst they do this you should carry on with the rest of the paper so you do not lose time

Exam room conditions

- Candidates should arrive 40 minutes before the start time indicated on the examination timetable, sign in with reception and proceed to the sports hall foyer and wait to be collected by the examinations officer and/or subject teacher.
- A member of staff in the sports hall foyer will call candidates up row by row, so it is important to listen so you do not forget which row you are sitting in
- Once in the examination room, invigilators will be on hand to direct candidates to their desks
- Candidates will be seated in candidate number order and will have candidate identification cards on their desk. Candidates are not allowed to move to another desk unless they have spoken to the examination officer
- If you are unable to find your seat, remain calm and ask an invigilator or the Exams Officer who will be able to direct you

Inside the examination hall:

- Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the Exams Officer
- Candidates should check and empty their pockets of any notes, papers etc.
- Candidates should check that nothing is written on their hands, arms or legs.
- Candidates are not permitted to write on examination desks. This is regarded as vandalism and offenders may be charged for any damage.
- Candidates must listen to and follow the instructions of the invigilator and Exams Officer at all times in the exam room
- Candidates must not communicate with or disturb other candidates

Once the examination paper has been distributed:

- Candidates must **not** fill in the front of their answer books until instructed to do so by the Examinations Officer
- Candidates must not draw graffiti or write offensive comments on the examination papers. The examination board may refuse to accept the paper.
- Candidates should check that they have the correct paper for their subject, unit and level or tier. This is particularly important for examinations with higher and foundation

tiers. If an incorrect paper has been given to the candidate, then the candidate should alert an invigilator or the examinations officer immediately.

- Candidates should listen carefully to any instructions or notices read out before the start of the examination. There may be amendments to the exam paper which Candidates need to know.
- Candidates should read the instructions on the front of the question paper.
- Once told by the Examinations Officer, candidates should complete the required information such as candidate number, name etc. on the front of the answer book or question paper. It is very important that candidates write their names correctly as they appear in their passport.
- There will be whiteboards placed at the front of the room with the exam information including: centre number, subject title, paper number; and the actual starting/finishing times, and date of each exam
- Candidates are not provided with additional answer sheets/paper until the examination has started

End of examination

- Once the time is up and the invigilator announces, candidates must stop writing immediately.
- Candidates should ensure they have completed their candidate information on the question paper as well as any additional answer sheets used.
- Invigilators will collect the question papers and answer books. It is the candidates' responsibility to ensure any loose additional answer sheets have been placed in the correct order and secured inside the answer book with a treasury tag. The invigilators will provide the treasury tags.
- Absolute silence must be maintained as the invigilator collects the answer sheets and question papers. Candidates must remember that they are under strict examination conditions until they have left the examination room.
- Candidates may not remove any examination stationery including question papers, answer booklets used or unused, rough work or any other material used provided for the examination.
- Candidates must remain seated until they are dismissed by the examination officer or invigilator.
- Candidates must leave the room in silence and show consideration for other candidates who may still be working.

Candidates leaving the exam room temporarily

Under **no circumstances** must a candidate leave the exam room unless they are accompanied by an invigilator.

- Candidates may not go to the bathroom within the first hour of the examination. When an hour has passed they must raise their hand and wait for an invigilator to be free to accompany them – no extra time is allowed to be added on due to a bathroom break
- If a candidate becomes sick during the exam and need to temporarily leave the room to see the nurse or have some air, they must again be accompanied by an invigilator at all times.
- If a candidate has rest breaks, they are permitted to leave the examination room only when accompanied by an invigilator.

During any of these times where the candidate is temporarily out of the examination room, they must not have contact with any other people including students, teachers or HODs.

If any candidates leave the examination room unaccompanied then this is classed as malpractice and could lead to disqualification from the examination board.

What equipment you need to bring to your exams

Candidates should bring their own stationery. All examination equipment should be stored in **clear** plastic bags/cases only and should contain;

- Pencils, **BLACK** ball point pens, ruler, rubber
- Correct calculator without cover (unless specified that calculators are not allowed for the particular examination). Candidates should ensure calculators conform to the examination regulations beforehand.
- Items specified for examination (for example, texts for English, protractors, compasses etc.).

There will be spare stationery in the examination room, however it is the candidate's responsibility to bring in their own correct stationary. If we run out, then the candidate will not have the correct stationery and it may affect their ability to answer certain questions

Under **no** circumstances must a candidate communicate with another candidate during the exam to borrow stationery

Using calculators

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

- Candidates may use a calculator in an examination unless prohibited by the awarding body's specification
- The instructions on the question paper will say whether calculators are allowed or not.
- Where the use of a calculator is allowed, candidates are responsible for making sure that their calculator meets the awarding bodies regulations below
- Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators under the desks in sight of the invigilator for the non-calculator portion of the examination

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases and covers which have printed instructions or formulas.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet;
- be borrowed from another candidate during an examination for any reason;
- have retrievable information stored in them - this includes:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

- If the examination is specified beforehand as non-calculator i.e. GCSE Mathematics Paper 1 – non-calculator, then calculators should **not** be brought into the exam room
- A Level candidates who use advanced graphic calculators must set their calculator to exam mode. Candidates need to know how to set this before examinations start. At the beginning the Exams Officer will go around and check for the 'green light' which proves it is in exam mode, if it is not then the calculator will not be allowed to be used

What you should not bring into the exam room

No personal items should be brought into the examination hall, unless allowed by examinations officer/invigilator. We advise candidates to leave valuable items such as laptops, tablets, mobile phones, watches, backpacks etc. in their lockers and not to leave items outside the examination hall.

- Personal watches, whether regular or smart watches, must not be brought into the examination hall
- All electronic items such as phones, tablets, MP3 players, flash drives etc. if brought into an exam must be left in the box provided at the entrance to the examination hall. **Mobile phones must be switched off** (not only silenced). All alarms or reminders must also be deactivated.
- No technological or web enabled sources of information are permitted in the examination hall.
- Subject relevant material is not permitted in the examination hall. This should be left outside the examination hall.

Taking these items into the examination hall, even if there is no intention to use it, constitutes malpractice and, if found, will be reported to the relevant examination board, which may lead to disqualification from examinations.

Please note the box used for candidates to put any unauthorised items in before the exam starts is not allowed to be kept in the examination room as per the regulations. This box will be left outside and unattended, if anything gets lost or stolen it is the candidate's responsibility. Jumeirah College does not take any responsibility for lost or damaged property.

Food and drink in exam rooms

- No food or drink, except water, is permitted in the examination hall during an examination. Water may be taken into the examination hall but must be in clear plastic bottles, free of any packaging or labels.
- If candidates have a clash, where they are being quarantined between the morning and afternoon session, then they may bring in lunch, but it must be in a plastic bag and left at the back of the exam room on the way into the exam. Candidates must bring this into their first exam as they will not be allowed to leave the examination room during quarantine

What you should wear for your exams

- Candidates must be in **full school uniform** even if examinations take place on Fridays or outside of school hours.
- If a candidate turns up in normal clothes they may not be permitted to sit the examination

What to do if you arrive late for an exam

We cannot and do not wait to start examinations for any candidates who are late. Candidates must make sure that they are aware of the dates and start times of all their examinations. We have to inform the examination boards of any candidates who are late and this may jeopardise final results, which are then unlikely to match predictions submitted by the College.

Candidates who arrive within one hour after the examination has started will still be allowed to enter the examination hall and complete their examination. However, the late arrival will be reported to the examination board and it will be at their discretion whether the examination

paper is accepted for marking. Candidates who arrive later than one hour after the examination has started may not be permitted to sit the examination.

Please note that misreading the timetable, being stuck in traffic etc. is not accepted as a satisfactory explanation of absence or late arrival. It is the students' responsibility to ensure they are aware of the dates and timings of their examinations and to arrive on time for their examinations.

If you are running late for an examination, please call the school and make the Examination Officer aware as soon as possible. Once you arrive a member of staff will escort you to the exam room, remain calm and make sure you have no unauthorised items on you before you enter.

During the examination season please inform the examinations office of any illness, injury or any other emergency as soon as possible so that necessary arrangements can be made

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

- If the Examinations Officer is informed of an unwell candidate before the examination or during the examination and they carry on through the exam, arrangements will be made to make the candidate as comfortable as possible. Depending on the nature of the illness the candidate may be seated away from other candidates
- If a candidate is too unwell to attend the exam, they need to contact the Exams Officer as soon as possible

In exceptional circumstances where candidates have been absent for an examination, became ill during an examination or experienced severe distress during the time of assessment then the Centre can apply for special consideration. However, it is essential that medical or other appropriate evidence is obtained before or on the day of your examination and given to the examinations officer, Miss McCully, without delay.

What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or other indisposition at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

When a candidate has missed a timetabled component/unit for acceptable reasons and the College is prepared to support an application for special consideration, an adjustment may be made to the terminal grade in order for the student to certify. However, the examination boards' minimum requirements must be met. Normally, this means that at least 25% of the total assessment may be completed. However, completing 25% of an assessment does not guarantee the examination board will accept the special considerations application. Approval of any special consideration application is at the discretion of the examination board/s.

What happens if you have an unauthorised absence from an exam

If you miss an examination for unacceptable reasons such as misreading the timetable, feeling sick but not contacting the school or not having evidence to prove that you were unable to come in, then we will not be able to support a special consideration application and the candidate may not certify for their qualification

Please note examinations cannot under any circumstances, even if for acceptable reasons be moved to a later time or date for a candidate.

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

In the event of an emergency such as a fire alarm or lock down, candidates must remain calm and listen to the instructions from the invigilator.

Fire Alarm:

- Candidates must stop writing immediately when told to do so and close their answer/question booklet
- Candidates must follow instructions from the invigilators and evacuate the examination room in complete silence to the Astro turf.
- Candidates **DO NOT** go to their form groups, they must remain with the invigilators **AT ALL** times.
- Candidates must remain in complete silence and must NOT discuss the examination. If candidates talk, even if its not in relation to the examination they will be reported to the examination board for malpractice.
- Once the building has been cleared and safe to return, candidates will go back to the examination and will be allowed the rest of the full working time for the examination and the time spent during the evacuation will be added on.
- Alternately if candidates are unable to continue the examination at the school, they must remain in silence and await further instructions from the Exams Officer

Lock Down

- Candidates must stop writing immediately when told to do so and close their answer/question booklet
- Candidates must follow instructions from the invigilators and help place desks against the door to keep it from opening
- Candidates must sit on the floor with their backs to the wall in complete silence
- Candidates must remain inside the exam hall/room with the door closed until the 'all clear is sounded'
- Candidates must remain in complete silence and must NOT discuss the examination. If candidates talk, even if it's not in relation to the examination they will be reported to the examination board for malpractice.
- Once the danger has been assessed and building cleared candidates should go back to complete the examination and will be allowed the rest of the full working time for the examination and the time spent during lock down will be added on
- Alternately if candidates are unable to continue the examination at the school, they will be evacuated in silence via the emergency exit and await instructions from the Exams Officer

Malpractice

To maintain the integrity of qualifications, strict Regulations are in place

Malpractice means any act or practice which is in breach of the Regulations

- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments
 - Disruptive behaviour in examinations

Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

The awarding body may decide to penalise candidates, which could include disqualification

After examinations

Results

A letter outlining how results for the summer examination season can be obtained, will be sent out to candidates during term 3 (April 2020). There are a few options for how candidates can receive their results:

- In Person
- Over the phone
- Third Party collection – If someone other than the candidate/parent are collecting the certificates then the appointed person must bring with them Photo ID and a letter signed by the candidate/parent giving them permission to collect on their behalf
- Email

If candidates wish a third party to collect the results or have them sent via email, then this form needs to be returned by the deadline stated, otherwise there may be a delay in receiving their results.

Results for the May/June 2020 session will be released to candidates from 9am UAE time on:

Cambridge IGCSE and IAS – ONLINE Tuesday, 11 August 2020

AS/A Level – Thursday, 13 August 2020

GCSE - Thursday, 20 August 2020

Understanding Results

On results day candidates will receive a provisional statement of results with the overall grades for all their subjects along with provisional statements from the exam boards. These results remain 'provisional' until we receive the certificates so that there is time for enquiries about results i.e. Reviews etc.

Candidates will be issued a raw mark and overall grade for the qualification. The 'raw' mark is the actual mark achieved in an exam or controlled assessment. Raw marks are awarded for each exam paper and any coursework that has been completed. These marks are combined, taking into account any weightings for individual components, to give an overall raw mark.

The raw marks do not come on the provisional statement or anything official from the exam board. If requested for potential post results reviews, the Exams office will break marks down manually either when they come in, on the phone or via email (only for AS/A Level candidates). Once candidates have their mark breakdown they will be able to go on the exam board websites to see the grade boundaries and how far/close they are to the next grade.

As the qualifications are linear, UMS scores are no longer available.

The examinations officer and senior staff will be available in College on results day to advise on any issues relating to results.

GCSE Grading

A* – G grading Information

The results for Cambridge IGCSE Geography, Computer Science and ICT examinations are reported on an 8-point scale of grades:

Highest Grade				Lowest Grade			
A*(a*)	A(a)	B(b)	C(c)	D(d)	E(e)	F(f)	G(g)


9 - 1 grading scale for GCSE specifications

All other GCSEs will be graded 9 - 1, rather than A*– G, with grade 5 considered a good pass and grade 9 being the highest and set above the current A*. The 9 - 1 system is intended to help provide more differentiation, especially among higher achieving candidates

The 9 – 1 grading system will more accurately reflect the differentiation between students' abilities and achievements in each subject compared to the previous A* to G scale.

The grade 8 boundary will be equally spaced between the grade 7 and grade 9 boundaries. To carry forward the current standard, the number of grades 7, 8 and 9 awarded for an individual subject will be based on the proportion of the cohort who would have been expected to get an A or A*, had the qualification not been reformed.

Although Further Mathematics with CCEA is a GCSE qualification they still use the A* - G grading structure with a revised structure with grade C* now being attainable, this means that some candidates who would have been at the bottom of Grade B or top of Grade C in the previous legacy GCSE will now be awarded grade C*. The new C* grade aligns with the level of achievement consistent with grade 5 on the GCSE 9-1 grading scale.

New GCSE Grading Structure


NEW GCSE GRADING STRUCTURE		CURRENT GCSE GRADING STRUCTURE
9		A*
8		A
6	<div style="background-color: black; color: white; padding: 2px; border-radius: 5px; display: inline-block;">GOOD PASS (DfE)</div> 5 and above = top of C and above	B
5		
4	<div style="background-color: #00838f; color: white; padding: 2px; border-radius: 5px; display: inline-block;">AWARDING</div> 4 and above = bottom of C and above	C
3		D
2		E
1		F
		G
U		U

LEGACY GCSE	REVISED GCSE	9-1 GCSE
A*	A*	9
A	A	8
B	B	7
C	C*	6
D	C	5
E	D	4
F	E	3
G	F	2
	G	1

Advanced Subsidiary and Advanced GCE – Grading

The results for a GCE Advanced Subsidiary and International Advanced Subsidiary (IAS) single subject award are reported on a 5-point scale of grades:

Highest Grade			Lowest Grade	
A(a)	B(b)	C(c)	D(d)	E(e)

The results for a GCE Advanced and International Advanced Level single subject award are reported on a 6-point scale of grades

Highest Grade			Lowest Grade		
A*(a*)	A(a)	B(b)	C(c)	D(d)	E(e)

Candidates whose level of achievement is below the minimum standard for a grade or level will receive an UNCLASSIFIED U(u) result.

NO RESULT	X	Indicates that a result is not being issued because of absence from all parts of the examination or because of a decision not to issue a result for any other reason.
PENDING	Q	Indicates that no result has been issued as the marks for one or more components of the examination are not available. The candidate is advised to contact the Examinations Officer at the centre for further details.
	#	Indicates the candidate was absent for part of the examination and was awarded zero marks for this part/unit. The UMS mark/grade was awarded on the components actually taken.

Post-results services

Before results day candidates/parents will receive an email with all results day information and also information regarding post results. Post results services are available to candidates as

soon as results are released. It is important for candidates/parents to read the post results form as it will have the deadlines and fees on there. The forms will be available from the Exams Office and on the communicator. Examination boards **do not** under any circumstances take applications after the deadlines.

Available Services

- **Service 1 (EAR1) - Clerical Re-check:** A re-check of all clerical procedures. This service **DOES NOT** review the marking of a script; it simply checks all areas of administration relating to the script (adding up marks etc).
- **Service 2 (EAR2) - Review of marking:** This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. Along with the review, you can request for a copy of your examination script to be returned after the review service has been completed by selecting the ATSPE service along with the EAR service.
- **Service 2P (EAR2P) - PRIORITY Review of marking:** This is an urgent application for a review of marking. This service cannot be used in conjunction with the priority photocopy service (ATSP). It can only be used in conjunction with the ATSPE service.
**GCSE Priority Services are only available for Pearson Edexcel subjects

Please Note - Possible outcome of the review of marking service

If the College makes an enquiry about examinations on behalf of a student, after the subject grade has been issued, there are three possible outcomes.

1. The original mark is confirmed and there is no change to the mark/grade.
2. The original mark is raised so that the final mark/grade may be higher than the one you first received.
3. The original mark is lowered so that the original mark/grade may be lower than the one first received.

Please be aware that in this case the LOWER mark will be used

It is important when you look at your marks against the grade boundaries that you look at how close you are to the next grade but also more importantly look at how far you are into your grade boundary, as you may be closer to dropping than going up.

- **ATSP - PRIORITY Photocopy:** This option should be used if a student would like to see a copy of their marked examination script before applying for a review of marking. This service can **only** be used in conjunction with Review of Marking (EAR2). It cannot be used in conjunction with **Priority** Review of Marking service (EAR2P) i.e. a student cannot apply for a priority photocopy and priority review of the same unit / script.
- **ATSPE – Post EAR Photocopy of Script:** This option should be used if you would like to see a copy of your reviewed examination script after applying for a review of marking/EAR service. This must be requested at the same time as the review of marking EAR2P/ATSPE or EAR/ATSPE.
- **ATSO - Access to Original Scripts:** This service should be used by candidates who do not require a review of marking of their examination script and only require a copy of the script for learning purposes. **You cannot request an original script after a review of marks (EAR2P/EAR2), you need to request a copy of the reviewed script ATSPE.**

**EAR – Enquiries about results

- Individual candidates **cannot** send off for post results services for the Non-examination Assessment components (Please read the NEA regulations near the beginning of the handbook for more information)
- If candidates would like to send off for any of the above post results services they will need to fill out the post results application form, pay the appropriate fee and submit the application form to the examination's office by the appropriate deadline for processing.
- Candidates will need to sign to give their consent to send off an application. This consent is required to confirm the candidates understands the final subject grade or

mark awarded following a review and any appeal maybe lower than, higher than or remain the same as the original result.

- The request will then be made to the awarding body on candidates' behalf.
- The college reserves the right not to accept a post results services request submitted by a candidate.

Refund Policy for a positive review of marking:

Candidates who have received overall subject grade change: Review of marking fees will be refunded where the marking review of an examination script leads to an increase in the **overall** subject grade. If only the unit mark increases but the overall grade remains the same a refund is not applicable.

Refunds are not given for script copies regardless of the outcome of a review of marking. Refunds are only applicable for the review of marking service.

****It is important to note that if you are travelling abroad during the summer when examination results are released and require post results services to be submitted, that we cannot process requests without receiving the completed post results application form and payment. We can accept bank transfer payments but keep in mind there may be a delay in receiving the payments and you may miss the deadline for any requests to be submitted. Please be aware priority services (EAR2P, ATSP) are only available for 1 week after results are issued.***

Internal appeals procedures

If the College does not uphold a request from a candidate and the candidate (or their parent/guardian) believes there are grounds to appeal against the College's decision not to support an enquiry, an appeal can be submitted to the Principal via the examinations officer using the internal appeals form ([Appendix 9](#)) at least one week prior to the internal deadline for submitting an EAR. The Principal will then make a final decision based on the appeal.

Appeals procedure following the outcome of an enquiry about results

Where the head of college (Principal - Mr. O'Connor) remains dissatisfied after receiving the outcome of an EAR, an appeal can be made to the awarding body.

Where the head of college is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/guardian is not satisfied, they may make a further representation to the Principal. Following this, the head of college's decision as to whether to proceed with an appeal will be based upon the college's internal appeals arrangements. Candidates or parents/guardians are not permitted to make direct representations to an awarding body.

The internal appeals form ([Appendix 9](#)) should be completed and submitted to the college within 10 calendar days of the notification of the outcome of the enquiry. Subject to the Principal's decision, this will allow the college to process the appeal and submit to the awarding body within the required 30 calendar days. Awarding body fees which may be charged for the appeal must be paid by the candidate on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the college.

Certificates

Original certificates are expected to arrive at the College by early November following the results in August. The Examinations Officer will email candidates/parents when these are ready for collection.

In April candidates receive a results letter outlining how they want to receive their summer results. There is also a section for certificate collection in November outlining the options of how candidates will collect them. Here are the collection options:

- Candidates/Parents will collect the certificates – In this case there is **no** need to let the examinations office know
- Third Party collection – If someone other than the candidate/parent are collecting the certificates then the appointed person must bring with them Photo ID and a letter signed by the candidate/parent giving them permission to collect on their behalf.
- Courier – If candidates require the certificates to be couriered to them, they will need to let the examinations office know. There will be a courier fee of AED 140 which needs to be paid to our accounts office before we can send the certificates. Candidates will also need to provide a **full postal address including a telephone number and email** as the courier will not deliver to a PO Box or without a telephone number.

The College is not required to retain certificates after one year of issue. It is therefore important for candidates to collect the certificates as soon as possible or arrange for the College to courier the certificates to you, should you no longer reside in Dubai and are unable to collect these in person. Candidates not only require certificates for university but also more employers are now asking for them.

It is vital to store certificates in a safe place. If the certificates are lost the exam boards **will not** issue replacement certificates. In this case they will only provide certified statements of results. The exam boards will only replace certificates if a certificate has been:

- Damaged (damaged certificate must be returned to the exam board)
- Stolen (documents supporting this claim is required)
- Destroyed e.g. through fire or flood (documents supporting this claim is required)

Appendix 1

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

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

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

problems before it is too late.

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

Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

Don't think you won't be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Appendix 2

JCQ Information for candidates – non-examination assessments 2019 - 2020

This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

Preparing your work – good practice

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

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

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

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

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Research and using references

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

Appendix 3

JCQ Information for candidates – on-screen tests 2019 - 2020

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s).

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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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> <p>a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</p> <p>Unless you are told otherwise, you must not have access to:</p> <p>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates.</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>
6	If you wear a wrist watch, you must hand it over to the invigilator
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <p>a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.</p>
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> <p>a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.</p>
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> <p>a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.</p>
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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

JCQ Information for candidates – For written examinations 2019 - 2020

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you wear a wrist watch, you must hand it over to the invigilator
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you , 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 for rough work.
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: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

Information for candidates

To help maintain the security of our exams you must share this information with your candidates.

Coursework

Coursework provides you with an opportunity to do independent research into a topic that interests you. You will probably look for information in published sources, images, and via multimedia, including the internet. Using information from all these sources is a good way to show your knowledge and understanding. Take care how you use this information – do not copy it and claim it as your own work.

What can I do to be academically honest?

- Make sure that you understand all instructions given to you. Ask your teacher if you are not sure.
- Learn how to correctly reference your work. Include references for all sources you have used, not just books but also internet sites, images etc.
- If you work within a group, make sure that your contribution is your work, using your ideas.
- Acknowledge the work of others.
- Allow enough time to finish your work so you are not tempted to rush and leave out references.

What you must not do

- Do not allow others to have access to your work. You will be held responsible if it is copied.
- Do not copy another person's work and pretend it is your own. This includes the work of other students, books, images and web pages. This is known as plagiarism.
- Do not make up or invent data or findings. This is called fabrication.
- Do not accept help and input from another person, or work collaboratively when this is not permitted; for example, working with a classmate on an assignment and then submitting it as entirely your own work. This is called collusion.

Full Centre Supervision

Your exam board, Cambridge International, has candidates in over 160 countries. It is really important that question papers are kept secure so that the exam is fair and that all candidates get the marks they deserve. To help keep the question papers secure the exam board asks your centre to supervise you at particular times around your exam. We call this 'Full Centre Supervision'. You must follow the rules for Full Centre Supervision. If you do not, you may not be allowed to take the exam, your paper may not be marked or your results may be cancelled.

Full Centre Supervision rules

- Full Centre Supervision sessions can take place before or after your exams. You must attend all sessions and arrive in good time.
- Your centre will tell you the dates, times and venues of your Full Centre Supervision sessions.
- If you arrive late, report directly to the person in charge of the session.
- You are not allowed to have mobile phones or use any communication device,

including the internet, during Full Centre Supervision.

- You can have books and revision notes with you during Full Centre Supervision, but you must not take them into the exam)
- You can talk to each other during Full Centre Supervision, but you must not during the exam.
- Do not leave the room until you are given permission to do so.
- If you need to leave the room you must be supervised by a member of staff.
- If you feel unwell during Full Centre Supervision tell the person in charge of the session.

Notice to Candidates

Know the rules before you take your examinations

1. You **must** be on time for all your examinations and any required periods of supervision.
2. You **must** bring the equipment you need to the examination e.g. pens, pencils and rulers.
3. You **may** use a calculator unless you are told not to do so, but you **must not use the calculator function of another device.**
4. You **must not** become involved in any unfair or dishonest practice before, during or after the examination.
5. You **must not**:
 - Sit an examination in the name of another candidate.
 - Have unauthorised material, including electronic devices and mobile phones in the examination.
 - Have any equipment in the examination which might give you an unfair advantage.



6. Having unauthorised material in the examination is breaking the rules, even if you do not intend to use it. If you have any unauthorised material, you may be penalised or disqualified.
7. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
8. You **must** follow the instructions of the invigilator.
9. If you are in any doubt speak to the invigilator.
10. You **must** leave the question paper, your answer book or answer paper, rough work and any other (used or unused) materials in the examination room.

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains *“Information About You and How We Use It”*

Information for Candidates Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body’s full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
Pearson	https://www.pearson.com/corporate/privacy-notice.html

Who we are

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies’ full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what to the awarding bodies do with information about you, why and the legal basis in the awarding bodies’ full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.

- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use


To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one).

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

JCQ Information for candidates – social media 2019 - 2020

You **must** read this information to help you stay within examination/assessment regulations when using social media.



Information for candidates Using social media and examinations/assessments



**This document has been written to help you stay within examination regulations.
Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:

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



Appendix 7

JCQ No Mobile Phones poster - This poster will be displayed outside each exam room.

You **must** note that “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.”



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.

WARNING



NO unauthorised materials in the exam room. For example:

NO mobile phones

NO smartwatches

NO technology with communication or storage

NO unauthorised notes or revision materials

If you have unauthorised materials you could be

DISQUALIFIED

Appendix 8

JCQ *Warning to Candidates* poster

This poster will be displayed outside each exam room. You **must** note all the warnings.



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

Notice to Candidates

You **must**:

- be on time for all exams and any periods of Full Centre Supervision
- follow the instructions of the invigilator
- leave all used and unused exam materials in the exam room.

You **must not**:

- have any unauthorised materials in your possession
- talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are in any doubt speak to an invigilator.

If you break any of the rules you could be
DISQUALIFIED



Appendix 9

Internal appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking
If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure



School Communicator Installation Guide

Get the Communicator on your Desktop or Laptop.



Windows Desktop & Mac OS X

1. Visit <http://six-delta.com/downloads.html>
2. Click on 'PC & Mac' on the right.
3. Select your School from the drop down list on the left.
4. Click on the Windows or Mac button.
(Windows: When asked to 'Run or save' the file, click 'Save' first and thereafter 'Run').
5. Follow the installation prompts thereafter.

Mac installer is compatible with Mac OS 10.6 and higher.

It is recommended that you install the Communicator on your Computer in order to view larger documents that you may be required to view or print.

And get it on your Smartphone for when you are on the go.

Scan the QR Code below with your Mobile to download the app.



..or visit

TLLG.NET/JHYR

in your device's browser.



 Windows Phone

Is it recommended that you install the
Computer Version as well in order to view and print larger documents.
Visit www.six-delta.com on your computer.

DO NOT FORGET TO PERSONALISE YOUR CONTENT AND HOMEWORK FEED TO ENSURE THAT YOU ONLY RECEIVE THE INFORMATION THAT YOU REQUIRE.

Please contact the i6 Communicator support team if you experience any problems installing the software support@school-communicator.com

www.sixdelta.com | Tel: 00971 (0)50 55 31 365 | Dubai, UAE