



The Henry Cort Community College

YEAR 10/11 INFORMATION EVENING



Key Stage 4 Planning for Success 2018-2019

ASPIRE

ACHIEVEMENT * SUPPORT * PERSEVERANCE * INDIVIDUALITY * RESPECT * EXCELLENCE



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2018/19 policies relating to Non Examinable Assessments (NEAs) and Post Results will be available on the college website soon, parents and students will be informed when these are available.





October 2018

Dear Parents

Key Stage 4 (Year 10/11) Information Evening and 'Planning For Success'

A very warm welcome. We hope you find tonight useful and informative. As I am sure you appreciate KS4 is a crucial time for your child. It is the time where your child begins to prepare for their exams both at the end of Year 10 and Year 11 but also the route their education or training will take once they have left Henry Cort.

In order to achieve their best, students need to cope with increasing demands in all curriculum areas. This evening is to set the scene for your son or daughter's GCSE studies, to give you some tips on how you might support them and to explain some of the pressures. We also have a number of local colleges in tonight to help begin the process of thinking about the next steps.

- It is worth remembering that your child will be sitting the full suite of reformed GCSEs meaning:
- No coursework or controlled assessment in the vast majority of subjects.
- The only exception will be the practical subjects eg Textiles, Art and Product Design where there is still a heavy emphasis on keeping on top of an extended practical project. Students must use their lesson time effectively here.
- This means there is much more emphasis on the end of course exams – they cannot be taken earlier.

Being here tonight indicates your commitment to helping and supporting your child over the course of Key Stage 4 and we know that students achieve greatest success when they receive continuing support not only from the college but also from home.

Even though it may seem early, we would encourage your child to begin regularly revisiting notes – there is a much greater emphasis on memory and the ability to recall knowledge in the reformed GCSEs. If this becomes self generated it will help so that everything is not left until the last few weeks. They should also use the SAM Learning platform and Seneca learning to revise and help recap lesson knowledge and the suite of PiXL apps designed to support your child's learning. We have also included details of revision guides as part of this booklet.

This 'Planning for Success' booklet provides useful information on techniques for using marginal gains to help improve their performance. Also included is 'Information for Candidates' sheets. We would strongly recommend that you and your child read these and that the correct procedures are followed.

Your child has to stay in education until the age of 18. This means they have to go to college; have an apprenticeship or find employment with training. The college is, as it always has been, very supportive of its students when they make these choices. All students will have a careers interview, attend at least one college taster day, have numerous assemblies presented by local colleges and receive a number of college prospectuses. Parents and students are also encouraged to attend the various open evenings where they will have the opportunity to not only view the colleges but to ask specific questions. Information on open evenings is also included in this booklet

If there are any questions on which you need clarification or advice please do not hesitate to contact the college.

Yours sincerely

Ms C Cubbage
Principal



Students awarded GCSEs from 2019 will receive the new 9-1 GCSE grades

Why do we need a new grade scale for GCSEs?

GCSEs in England have been reformed to keep pace with universities' and employers' demands. They are based on new and more demanding subject content but are still suitable for the same wide range of abilities. The new grade scale makes it clear to everyone that students have studied the new GCSEs. It also has an increased number of higher grades compared to the old A* to G grades, to give sixth forms, colleges, universities and employers the opportunity to better distinguish between students of different abilities.

Do all GCSE subjects use the new grade scale?

No, all GCSE subjects at Henry Cort will use the 9-1 grade scale from summer 2019. However, NCFE qualifications use a pass, merit and distinction criteria instead, see table below for more information.

Old GCSE Grading Structure	New GCSE Grading Structure	V Cert Grading Structure	
A*	9	Level 2	D* 8.5
A	8		D 7
B	7		M 5.5
C	6		P 4
D	5	Level 1	D* 3
E	4		D 2
F	3		M 1.5
G	2		P 1
U	1	NYA (not yet achieved)	

How do the new grades relate to the old ones?

We have designed the grading so that there are comparable points at key grades. The bottom of a grade 7 is comparable to the bottom of the old grade A, the bottom of a new grade 4 is comparable to the bottom of the old grade C, and the bottom of the new grade 1 is comparable to the bottom of the old grade G. We have been clear to employers, universities and others that if they previously set entry requirements of at least a grade C, then the equivalent now would be to require at least grade 4.

Further information on the GCSE reforms can be found at the following DfE websites:

- ◆ New GCSEs – get the facts: www.gov.uk/government/publications/get-the-facts-gcse-and-a-level-reform/get-the-facts-gcse-reform
- ◆ Grade descriptors for each GCSE subject: www.gov.uk/government/publications/grade-descriptors-for-gcse-graded-9-to-1
- ◆ New Maths GCSE – parents information guide: www.ocr.org.uk/Images/261118-gcse-9-1-maths-parent-learner-guide.pdf

A 5A (new GCSE)	100% secure at that grade	With a bit more effort you stand a good chance of achieving the grade above.
B eg 3B	75% secure at that grade	You are fairly secure at that grade. With attendance at revision sessions you should make this grade.
C eg 7C	50% secure at that grade	You are just as likely to achieve this grade as the one below – work hard and be independently revising to ensure you get this grade.



Pre-Public Exams 13-30 November 2018 (*Year 10 Exams are in RED*)

Date	Day	Wk	AM (Periods 1 & 2)	MID (Periods 3 & 4)	PM (Period 5)
12-Nov	Mon	B			
13-Nov	Tues	B	Maths Paper 1 of 3 YR11	English Paper 1 of 2 YR11	
14-Nov	Weds	B	Biology Paper 1 of 1 YR11	English Paper 2 of 2 YR11	
15-Nov	Thurs	B	Maths Paper 2 of 3 YR11	Chemistry Paper 1 of 1 YR11	
16-Nov	Fri	B	Maths Paper 3 of 3 YR11	Physics Paper 1 of 1 YR11	
19-Nov	Mon	A	Business Studies YR10 /YR11 Citizenship YR10 /YR11 Paper 1 of 1 Computer Science YR11 Paper 1 of 2	Drama YR11 Paper 1 of 1 Geography YR11 Paper 1 of 2	
20-Nov	Tues	A	French Listening and Reading Paper 1 & 2 of 3 YR11	German Listening and Reading Paper 1 & 2 of 3 YR11	
21-Nov	Weds	A			
22-Nov	Thurs	A	French and German Writing Paper 3 of 3 YR11	English Lit Paper 1 of 1 YR11	
23-Nov	Fri	A	Geography Paper 2 of 2 YR11	History Paper 1 of 1 YR11	
26-Nov	Mon	B	Dance YR10 Sport Science YR10 /11 Paper 1 of 1 Computer Sci YR11 Paper 2 of 2	Food YR10 / YR11 Material Technology YR11 Music Paper 1 of 1 YR11	
27-Nov	Tues	B	RE Paper 1 of 2 YR10 ART YR11	ART YR11	ART YR11
28-Nov	Weds	B	RE Paper 2 of 2 YR10 ART Yr11	ART YR11	ART YR11
29-Nov	Thurs	B	TEXTILES	TEXTILES	TEXTILES
30-Nov	Fri	B	TEXTILES	TEXTILES	TEXTILES

Please note that further exams will take place in 2018 at the following times:

Year 10 and 11 PPEs: 27 February 2019 - 15 March 2019

GCSEs: 13 May 2019-26 June 2019

Year 10 PPEs: 17 June-28 June 2019

Timetables will be published nearer the time and will be available to view on our website:

www.henry-cort.hants.sch.uk/examrevisioninfo

In addition Year 10s will be on work experience from **Monday 1 July - Friday 12 July 2019**



"It's important to understand the 'aggregation of marginal gains'. Put simply....how small improvements in a number of different aspects of what we do can have a huge impact to the overall performance"

SIR DAVID BRAILSFORD

What is going to make you better than the rest of the country?

How will you get the grade?

What will put you above everyone else?

Here are some ideas:

FIRSTLY.....

- ♦ Homework - don't just do it, make sure it's the best you can do! If you need support use the Learning Resource Centre
- ♦ Concentrating in lessons
- ♦ Coming equipped
- ♦ Acting on work before the final deadline (re-draft and mark your own draft)
- ♦ Acting on a Personal Learning Checklist (PLC) following a PPE
- ♦ Go to revision sessions





EXAM EQUIPMENT

- ♦ See-through pencil case
- ♦ BLACK pens – bring more than one (no other coloured or gel pens)
- ♦ HB Pencils
- ♦ Pencil sharpener /Eraser
- ♦ 30cm transparent ruler

In addition:

Maths

- ♦ Scientific calculator (lid/cover must be removed)
- ♦ Protractor
- ♦ Compass

Science

- ♦ Scientific calculator (lid/cover must be removed)
- ♦ Protractor

DT Subjects (*Textiles/Hospitality & Catering/Design Technology*)

- ♦ Coloured pencils
- ♦ Scientific calculator (lid/cover must be removed)

All equipment can be purchased from Mrs Connochie, located in the Progress Office.

SLEEP

Go to bed 15 minutes earlier every night and get up 15 minutes later each morning. In two weeks, you will have pretty much gained an extra full night's sleep!



STAY HYDRATED

Replace energy drinks with water to keep you hydrated.

2% of water loss = dehydration



MUSIC WHEN REVISING (*contrary to popular belief does not help revision*)

Use 'dead time' effectively, on the walk home from college instead of listening to music, put on an Audiopi podcast or an audiobook of a text you are studying and listen to that instead.



SET A GOAL

"You can achieve anything you want."

On a piece of work, look at the targets you have been set by your teacher. These are your marginal gains!



REVISE (PROPERLY)

- ◆ Set a timetable
- ◆ No distractions
- ◆ Start early - 30 minutes of SAM Learning everyday from today is approximately 75 hours = 6 grades better than a competitor!
- ◆ Do it properly



SOCIAL MEDIA

Add up how much time you spend on the Xbox or social media everyday, reduce it by just 15 minutes a day. Would you really miss it? Spend the time gained by revising!

In a few months you will have gained a full 24 hours worth of extra study time.

GET PREPARED

Create a timetable of your final exams and display somewhere prominently eg on the fridge so the whole family knows when exams are so as to avoid conflict.



REMEMBER.....

- ◆ Stay hydrated
- ◆ Sleep
- ◆ Set a goal
- ◆ Revise
- ◆ Get prepared
- ◆ Do your homework
- ◆ Concentrate in lessons
- ◆ Come to college equipped
- ◆ Act on work before the final deadline
- ◆ Act on a PLC following a PPE
- ◆ Go to revision sessions





Exam stress, like most stress, mainly comes down to feeling out of control. Do I know enough? What questions will come up? What if I do badly? This triggers reactions from feeling irritable to being unable to eat or sleep properly, feeling tearful or even panicky. Here are some tips on how to deal with exam stress.

Our Parent Support Advisor is available to offer extra support to parents and students. If this is needed please contact her at college via email: emp@henrycort.org.

BE PREPARED

Make sure you know what you are supposed to have learned.
Do you know what format the exam takes?

MAKE A PLAN

Work out how much time you have to revise and make a timetable.

KNOW WHEN AND WHERE YOU WORK BEST

Work when you are most alert.

TAKE REGULAR BREAKS

EAT WELL

Keeping your blood sugar levels steady so that you don't have energy dips during the day and can sleep well at night.

GET EXERCISE

Anything from walking the dog to going for a swim, run or bike ride helps reduce physical tension that can lead to aches and pains, and releases natural feel-good brain chemicals.

SLEEP WELL

Do not watch TV or play on a computer, phone or tablet just before bed.



English (AQA)

Revision Guides: CPG Revision Books

- ◆ AQA Language: https://www.cgpbooks.co.uk/Parent/books_gcse_english.books_gcse_englishlanguage#AQA
- ◆ AQA Literature: https://www.cgpbooks.co.uk/Parent/books_gcse_english.books_gcse_englishliterature#AQA

Recommended Reading

- ◆ Romeo and Juliet
- ◆ An Inspector Calls by JB Priestley
- ◆ A Christmas Carol by Charles Dickens and the AQA Power and Conflict poetry anthology

Revision sites

- ◆ Language: <https://en-gb.padlet.com/ldf1/db2gqnv7yj4n> Password: HCEnglish
- ◆ Literature: <https://en-gb.padlet.com/ldf1/dg43ccc5a6bi> Password: HCEnglish
- ◆ PiXL Literature App: <https://englishapp.pixl.org.uk/PiXLit.html> *(Students are expected to have reached a minimum of 500 points each term as part of their home learning.)*
- ◆ Quizlet: <https://quizlet.com/subject/HCEnglish/>

Maths (OCR)

Revision Guides: CGP Revision Books

- ◆ Higher: www.cgpbooks.co.uk/Student/books-gcse-maths-range.books_ocr_maths_exam_practice_workbooks.book_MCHQ42
- ◆ Foundation: www.cgpbooks.co.uk/Student/books-gcse-maths-range.books_ocr_maths_exam_practice_workbooks.book_MCFQ42
- ◆ Higher Level 9 additional guide: www.cgpbooks.co.uk/Student/books-gcse-maths-range.books_ocr_maths_exam_practice_workbooks.book_MC9Q41

Recommended Websites

- ◆ MathsWatch: <https://vle.mathswatch.co.uk/vle/>
- ◆ PiXL Maths App: <https://mathsapp.pixl.org.uk/>
- ◆ Corbett Revision Cards: <https://corbettmaths.com/revision-cards/>

Science (AQA)

Revision Guides

- ◆ CGP Revision Books: www.cgpbooks.co.uk/Student/whoAreYou.books_gcse_science_aqa_revision
- ◆ Collins: collins.co.uk/collections/gcse-science-9-1-aqa
- ◆ Pearsons: www.pearsonschoolsandfecolleges.co.uk/secondary/Revision/AQA/Science/AQA%20GCSE%20Science%20revision%20order.aspx
- ◆ Oxford University Press: global.oup.com/education/content/secondary/key-issues/five_year_aqa_assess/?view=ProductList®ion=uk

RECOMMENDED REVISION WEBSITES

- ◆ Seneca Learning: senecalearning.com/
- ◆ BBC Bitesize: www.bbc.com/bitesize/subjects/zrkw2hv
- ◆ Educake: <https://www.educake.co.uk/>
- ◆ SAM Learning: <https://platform.samlearning.com/>
- ◆ Studywise: studywise.co.uk/gcse-revision/
- ◆ Gojimo: www.gojimo.com/
- ◆ Revision Science: revisionscience.com/gcse-revision
- ◆ Planet Science: www.planet-science.com/categories/parentsteachers/science-resources/2012/04/online-gcse-revision-resources-.aspx

Art and Textiles (OCR)

- ◆ GCSE Art Bitesize
- ◆ Recommended: visits to galleries

Business Studies (OCR)

- ◆ OCR GCSE Business Studies GCSE Revision Guide by Neil Denby
- ◆ SAM Learning

Citizenship (AQA)

- ◆ My Revision Notes: AQA GCSE (1-9) Citizenship Studies, 2nd Edition ISBN: 978-1-510418301

Computer Science (OCR)

- ◆ Susan Robinson Textbook and <http://cambridgegcsecomputing.org/>
- ◆ All students to complete SAM learning and view interactive videos / worksheets which have been sent out on Class Charts.

Design Technology (AQA)

- ◆ AQA GCSE (9-1) Design & Technology 8552 by M J Ross

Drama (EDUQAS)

- ◆ Brecht on Theatre- Bertolt Brecht
- ◆ WJEC/EDUQAS GCSE Drama- Garry Nicholas

Geography (AQA)

- ◆ CGP New GCSE Geography AQA Complete Revision & Practice ISBN 978-1-782946157

History - AQA

- ◆ CGP New GCSE History AQA Complete Revision & Practice GCSE Geography ISBN 978-1-782946090

Languages (AQA)

- ◆ GCSE AQA French for Grade 9-1 Exams CGP: www.cgpbooks.co.uk/Parent/books_gcse_french
- ◆ GCSE AQA German for Grade 9-1 Exams CGP: www.cgpbooks.co.uk/Parent/books_gcse_german

Music - EDEXCEL

- ◆ New GCSE Music Edexcel Complete Revision & Practice (with Audio CD) - Grade 9-1
- ◆ AQA Music (Nelson Thomas)

Religious Studies (EDUQAS)

- ◆ WJEC EDUQAS GCSE (1-9) Religious Studies ISBN 978-1510414624
- ◆ Students will also be given a bespoke Hinduism revision booklet.

Physical Education (NCFE)

- ◆ NCFE VCert practice exam papers – www.qualhub.co.uk/qualification-search/qualification-detail/nfce-level-2-certificate-in-health-and-fitness-4435 (these have been uploaded onto ClassCharts)
- ◆ Sports Science practice exam papers – <https://www.ocr.org.uk/qualifications/cambridge-nationals/sport-science-level-1-2-j802-j812/assessment/>



Thinking about life after Henry Cort?

Hampshire County Council have developed a website with a whole host of information on education, training and local youth support: www3.hants.gov.uk/yourfuture.



An apprenticeship is a real job with training which would allow your daughter or son to earn while they learn, whilst gaining a nationally recognised qualification.

Apprenticeships take between one and five years to complete and cover 1,500 job roles in a wide range of industries from engineering to accountancy, public relations to veterinary nursing. Apprenticeships are now available up to degree level and beyond. For more information please visit: www.gov.uk/apprenticeships-guide.

Hampshire Futures

Inspiring ambition, supporting success

FE College and Sixth Form Open Events 2018-19

Before attending please confirm date(s) and times with the college or sixth form. Follow Hampshire Futures on Facebook or Twitter to receive reminders of these events.

College/Sixth Form	Contact	Date/Time
Bay House 6th Form		◆ Thursday 15 November 2018 - All Day
Chichester College		◆ Tuesday 16 October 2018, 4:30pm-7:00pm ◆ Saturday 3 November 2018, 10:00am-1:00pm
Eastleigh College	www.eastleigh.ac.uk 023 8091 1299	◆ Thursday 18 October 2018, 4:30pm-7:30pm ◆ Wednesday 21 November 2018, 4:30pm-7:30pm
Fareham College & CEMAST	www.fareham.ac.uk 01329 815200 www.fareham.ac.uk/cemast 01329 815300	◆ Tuesday 20 November 2018, 5:00pm-8:00pm
Havant and South Downs College	www.hsd.ac.uk 023 92 797979	◆ Wednesday 17 October 2018, 5:00pm-8:00pm (Havant Campus) ◆ Saturday 10 November 2018, 10:00am-3:00pm (Both Campuses)
Itchen Sixth Form College	www.itchen.ac.uk/ 023 80 435636	◆ Saturday 13 October 2018, 10:00pm-13:00pm
Peter Symonds College	www.psc.ac.uk 01962 857500	◆ Wednesday 17 October 2018, 6:00pm-9:00 pm ◆ Thursday 18 October 2018, 6:00pm-9:00pm
Sparsholt College	www.sparsholt.ac.uk/ 01962 776441	◆ Saturday 13 October 2018, 10:00am-2:00pm ◆ Saturday 17 November 2018, 10:00am-2:00pm
St Vincent College		◆ Tuesday 16 October 2018, 5:30pm-8:30pm ◆ Wednesday 14 November 2018, 5:30pm-8:30pm



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.

Information for candidates Using social media and examinations/assessments

JCQ
CIC



Image by Patricia Jones

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

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

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

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

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



Image by Ben Wight

You should be aware that the following might 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 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>



**This notice has been produced on behalf of:
AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

Information for candidates



GCE, ELC and Project qualifications - coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You must also include a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

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

Preparing your 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.

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments



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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2017.

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2016
This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
7	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
8	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s).
2	Arrive at least ten minutes before the start of your on-screen test.
3	If you arrive late for an on-screen test, report to the invigilator running the test.
4	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
5	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ol style="list-style-type: none"> make sure it works properly; check that the batteries are working properly; clear anything stored in it; remove any parts such as cases, lids or covers which have printed instructions or formulas; do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ol style="list-style-type: none"> you have been entered for the wrong on-screen test; the on-screen test is in another candidate's name; you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ol style="list-style-type: none"> you have a problem with your computer and are in doubt about what you should do; you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	<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>



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

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

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

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

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

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

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

Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

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

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

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

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

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

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

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written examinations – effective from 1 September 2016

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

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

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

Using Facebook 'can lower exam results by up to 20%'

It is what parents of teenagers who 'revise' in front of the computer have long feared. Students who use Facebook while they study get significantly lower grades than those who do not, according to psychologists.

A study has found that the exam results of those who used the social networking site while working, even if it was on in the background, were 20 per cent lower than non-users.

Researchers say the findings undermine the theory that young people's brains are better at multitasking on digital gadgets.

Study author Professor Paul Kirschner said: 'The problem is that most people have Facebook or other social networking sites, their emails and maybe instant messaging constantly running in the background while they are carrying out other tasks.

'Our study, and other previous work, suggests that while people may think constant task-switching allows them to get more done in less time, the reality is it extends the amount of time needed to carry out tasks and leads to more mistakes.'

His team studied 219 students aged between 19 and 54 at an American university.

The Facebook users among them had a typical grade point average - a score from zero up to four - of 3.06. Non-users had an average GPA of 3.82.

Those who did not use the site also said they devoted more time to studying, spending an average of 88 per cent longer working outside class.

Three quarters of the Facebook users said they didn't believe spending time on the site affected their academic performance.

<http://www.dailymail.co.uk/news/article-1309612/Using-Facebook-lower-exam-result>.