



FURNESS

ACADEMY

EXAMINATION BOOKLET FOR STUDENTS 2018/2019

Name: _____

Examinations are very important times in your life at Furness Academy. The examinations you will be taking will influence what you will do in the future, so it is very important that they run as smoothly as possible.

There are a number of rules and regulations for examinations that you must be aware of. These are set by the Awarding Bodies. If you do not adhere to these rules then you may be disqualified from your examinations.

Read this booklet carefully and if there is anything you do not understand ask the Examinations Officer or a teacher for help.

DO NOT LOSE THIS BOOKLET

This booklet has been put together to provide you and your parent/carers with the information you will need for examinations.

Contents

- Examination Check List
- Furness Academy Examination Entry Policy 2019
- Examinations Rules and Furness Academy Procedures—guidance to candidates
- Essential Dates
- Before Examinations
- Conduct in Examination Hall
- End of Examinations
- Internal Assessment Policy/Appeals
- Emergency Evacuation Procedures
- JCQ Information — Warning to Candidates, Information for Candidates, Controlled Assessment Notices, Guidelines to Referring to Examinations on Internet/Social Media

Useful Information

Centre Number – 42305

Academy Telephone Number – 01229 484270

EXAMINATION CHECK LIST



TRAVEL

Allow plenty of time to get to school for an exam. It is much better to leave yourself a safety margin on timings in case of problems with the journey.



BAGS

Bags and coats should be left in the designated area.



MOBILE PHONES

Phones – Students must not have mobile phones in their possession. They should be switched off and stored in your bag.

This is very important – If a phone is found on your person your whole Examination may be cancelled.



Electronic Devices

You should not have notes, pagers, MP3 players, IPod's, Smart Watches etc. in your possession. The same rules apply for these items as they do for phones.



Sshh!



STATIONERY

You should bring pens (**BLACK INK**), pencils, rubbers and any other equipment needed for your examinations, including a calculator. Only clear pencil cases are allowed on your desk, any others should be left in your bag, or on the floor of the examination hall if accidentally brought in. Do not use gel pens – many of the examination papers are now scanned and sent electronically for marking – gel pens do not scan well

SCIENTIFIC CALCULATORS

In an examination where you have the use of a calculator, you should not have a calculator cover on your desk – please place on the floor.

TALKING

There is absolutely no talking or communication between students once you enter the examination hall. If you have any questions, you should raise your hand once seated and an invigilator will come to you.

FOOD

No food allowed in the examination hall. If you have a special requirement please see the Examinations Officer, before the examinations

WATER

Water bottles are allowed in the examination hall. These should be clear bottles with a spill-proof cap. There should be no label, print or pattern on the bottle.

March 2019

Dear Parents/Carers

EXAMINATION ENTRY - SUMMER 2019

Entry Costs

The entry cost for each GCSE, BTEC and Vocational examination is paid for by Furness Academy. If a student fails to attend an examination through their own lack of personal organisation the school may require parents to refund the cost of the examination entry fees. We reserve the right to ask parents to contribute to the cost of resits if students choose to sit them.

Illness/Accidents

Failure to take an examination for which an entry has been made will result in the examination board automatically failing the candidate for that paper. The only conditions where an examination board and Furness Academy will make an exception to this are serious illness or where an accident has prevented the student attending the examination. In these circumstances the Examinations Officer should be informed as soon as possible and supporting evidence, such as a doctor's note or police report, provided within three days of the examination date. An application for special consideration will then be submitted to the examination board.

Statement of Entry & Timetable

Students will be provided with **two** documents – a statement of entry form and a timetable. Please check **all** details carefully and report any mistakes or problems to Mr Powell (Examinations Officer). If there is anything you are not clear on please ask.

Statement of Entry

Please check the entries are correct. Both the subject and level (Foundation or Higher). Also on this statement is a breakdown of fees for the examinations. This is **not an invoice**, however, a charge may be made if a student fails to attend an examination.

Timetable

Students will receive an initial individual timetable showing the date and time of their examinations. In April students will then receive a fully personalised timetable showing the venues where they will be sitting examinations, seat references and exact timings for examinations. The dates and times for examinations are fixed nationally and cannot be changed.

This is an important time for your child and detailed preparation is essential for the smooth running of the examination season. We want all our students to achieve their personal best and ask that you support your child in the run up to these important examinations.

If you have any concerns regarding these examinations or would like further information, please do not hesitate to contact Mr Powell (Examinations Officer) at Furness Academy.

Yours sincerely



Mr S P Laheney
Headteacher

Examination Rules and Furness Academy Procedures

Examination Process

As part of the checking process for entry to examinations you will be issued with the following:

1. Statement of entry
2. Provisional timetable (clashes not resolved)
3. Final timetable (clashes resolved)

Statement of Entry and Timetables

Please check the entries are **correct**. Both the subject and level (Foundation or Higher).

If there are **ANY** mistakes (e.g. name, date of birth, examination entry) you **MUST** tell the Examinations Officer immediately. Mistakes that are not identified at this stage could mean your certificate is incorrectly printed later.

Check each examination date carefully and check to see if the examination is in the morning or the afternoon.

Take special note of any re-arrangements due to timetable clashes. These will be detailed on your final timetable issued before examinations start.

YOU AND YOU ALONE ARE RESPONSIBLE FOR CHECKING YOUR EXAMINATION TIMETABLE

TIP – Pin your timetable to your fridge, add reminders on your tablet and ask family members to be aware of the dates. They can then remind you if you forget.

Times

Unless otherwise stated on your timetable, all examinations start at **9.00am** for morning papers and **1.30pm** for afternoon papers. Remember to check your timetable carefully.

Please ensure you allow additional time to arrive at your examination venue, you may be in different venues depending on the examination.

You should be outside the examination venue 10 minutes prior to the examination start time.

PREPARE, PREPARE, PREPARE!

Plan your examination preparation carefully and thoroughly, but most of all **GOOD LUCK!**

Lateness

If for any reason you are going to be late and will miss the start of the examination, you **MUST** telephone the Academy (**01229 484270**)

If you are more than an hour late the examination board could award you zero marks for the papers.

If you are late the Academy will decide whether:-

- To allow you to take the examination.

The examination board will decide whether:-

- To accept the work.

Absence from Examinations

You **MUST** attend all examinations on your personal timetable. Misreading the timetable is not a satisfactory reason for absence.

If you miss an examination due to illness:-

1. You must telephone the Academy as soon as possible on:

01229 484270

2. If applicable, you must provide a medical certificate to the Examinations Officer within 3 days of the examination you missed.

If you miss an examination without a valid reason, Furness Academy may ask your parent/carers to reimburse the entry cost.

Cheating

Make sure you know the rules!

Do not become involved in any unfair or dishonest practice.

If you are caught cheating in an examination, you **WILL** be reported to the Awarding Body. Cheating means doing anything that is against the rules stated on the Warning to Candidates, which is included in this booklet, and includes:-

- Being in possession of a mobile phone or any other internet enabled device including but not exclusive to Smart Watches (e.g. Apple iWatch), MP3 devices (e.g. Apple iPod), or any other prohibited electronic equipment with storage or communication functionality. Including calculators with stored memory.
- Using unauthorised aids (e.g. notes)
- Communicating with other candidates in any way.
- Copying from other candidates.

<p><u>Penalties for cheating can include disqualification from taking any examination for up to 5 years.</u></p>

Equipment

You must provide all your own equipment.

Ordinary pencil cases or boxes are NOT allowed in the examination room.

You should bring your equipment in a clear plastic bag or transparent case.

The following equipment should be brought to **EVERY** examination:

- 2 pens — **black only**
- 2 HB pencils
- Ruler (marked with millimetres)
- Pencil sharpener
- Rubber

For certain examinations you will also need the following:

- Compasses
- Protractor
- Calculator

You are NOT allowed to use any type of correcting fluids or pens.

Mobile Phone / Electronic Device Malpractice

The following devices are NOT allowed in the examination hall:

Mobile Phones, Smart Watches, Electronic Organisers, Music Players, Electronic communication or web enabled / storage devices.

If you accidentally bring any of these into an exam, you **MUST** switch them off and hand to an invigilator immediately.

If your mobile phone is not in your possession but is active, i.e. ringing in your bag, this will be reported to the examination Board and you could receive a WARNING LETTER.

If your mobile phone is in your possession even though it is switched off, you will receive ZERO marks for your paper.

If you use your mobile phone, you will be **DISQUALIFIED** from the subject by the examination board.

The same rules also apply to any other electronic device with storage or communication functionality.

Calculators

Calculators may be used in most examinations. You will be advised if it is a non-calculator paper or you can check with your subject teacher prior to the examination.

You must bring your own calculator. The Academy cannot guarantee there will be spare calculators on the day.

You are not allowed to use a mobile phone/tablet as a calculator.

The Awarding Bodies do not make allowances for calculator failure or operational mistakes – You are responsible for making sure your calculator works properly.

Your calculator must be of a size suitable for use on a desk and be battery or solar powered.

Calculators must not:-

- Have alphabetic keys
- Be programmable
- Have noisy keys which could disturb others.
- Have a permanent memory

Sweets & Drinks

You are only allowed to take a drink of water in a clear plastic bottle with the label removed into the examination room.

You will NOT be allowed to leave the room to refill a bottle of water, and invigilators cannot do this for you, so please make sure you have enough for the whole examination.

Did you know? -By the time you feel thirsty, 20% of your brain has already shut down

Essential Dates for Summer 2019

March

Students receive Statement of Entry—check name, date of birth, entries. Any problems contact Mr Powell immediately.

April

Students receive personal timetables. This will include details of individual examination dates, times and locations. Students will be given clear instructions about examination procedures and expectations.

May/June

GCSE Examinations take place. **Monday 13th May to Wednesday 26th June**

JCQ Exam Contingency Date – Wednesday 26th June

In the event of any examinations needing to be rescheduled nationally this date is set by JCQ to be used. Students need to be available on this date otherwise they risk being awarded zero marks for the paper.

There will be no period defined as study leave.

However, there will be times when students are asked to revise at home and other times when revision will be supervised at school.

August

RESULTS DAY! - Thursday 22nd August

Arrangements for the collection of results will be confirmed before the end of the summer term.

Autumn Term

Awards Evening – GCSE certificates will be issued at this event during the autumn term.

GCSE Certificates

GCSE certificates are stored for 12 months after the Awards Evening. After 12 months the certificates are destroyed, if you need replacements these can be obtained through the awarding body. However there is normally a charge of approximately £40 per certificate.

Before the Examination

You should be wearing correct uniform – you may not be allowed into the examination room if you are not correctly dressed.

Check the seating plans outside the examination venues.

All bags and coats are to be left in the specified areas. Coats must not be worn during the examination.

Make sure you have been to the toilet. You may not be allowed to go once you have entered the examination hall.

Conduct in the Examination Hall

You must be silent at all times when you are in the examination room. This includes from when you enter to when you leave.

At the start of each examination you will be asked to hand in any unauthorised materials – *this will be your last chance to hand in mobile phones etc.*

Tell the invigilator at once:

- If you think you have not been given the right question paper (higher / foundation) or all the materials listed on the front of the paper
- If the question paper is incomplete or badly printed

Read and carefully follow the instructions printed on the question paper and/or on the answer booklet.

You will be told the start time and duration of the examination. The start and end times will be written on the board at the front of the examination hall and displayed around the room.

Listen to the invigilator and do what you are asked.

Fill in the details required on the front of the question paper and/or the answer booklet before you start the examination.

If you need assistance, put your hand up clearly and wait for an invigilator to attend to you.

Do your rough work only on the proper examination stationery. Remember to cross through anything you do not want marked and hand it in with your answers.

If you have finished the examination early, you will NOT be allowed to leave the room. Use this time to check your work.

If the Examinations Officer is unhappy with your behaviour, you will be escorted to a waiting area outside of the examination hall. You will remain there until collected by a member of staff. You must remain silent throughout this process. A report will also be submitted to the Awarding Body detailing any such incidents and you will have opportunity to give a written statement for submission to the Awarding Body.

End of the Examination

The invigilators will collect your examination paper before you leave the room.

Absolute silence **MUST** be maintained during this time.

Question papers, answer booklets and additional paper must **NOT** be taken from the examination room.

You will be dismissed from the examination row by row.

You must remain silent until you are away from the examination venue. Other examinations may still be taking place.

Special Consideration

Special consideration can only be applied if something has seriously affected your performance on the day of an examination. Examples of acceptable reasons for applications are bereavement, injury or illness (you will need a doctor's note). If after the examination you think you have a good reason for applying for Special Consideration you will need to contact the Examinations Officer within 3 days of the examination.

Timetable Clashes

If you have any clashes, arrangements will be made for you to take the subjects one after the other.

If this happens to you, you will be supervised by an invigilator at all times when you are not in the examination.

If you notice a clash on your final timetable which has not been resolved you must tell the Examinations Officer immediately.

Clash Supervision

You will be informed in advance of any clash arrangements.

During clash supervision you will not be allowed to communicate with anyone else and will not be allowed to use your mobile phone or any other communication device. If you need to be supervised over lunch time arrangements will be made to allow you to access the catering facilities.

Internal Assessment Policy /Appeals

Policy on Internal Assessments for Qualifications with English Awarding Bodies

In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Furness Academy is committed to ensuring that:

- Internal Assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Written Appeals

Each Awarding Body publishes procedures for appeals against decisions, and the Examinations Officer will be able to advise students and parent/carers of these procedures.

Appeals may be made to the school regarding the procedures used in internal assessment.

A pupil or parent wishing to appeal against the procedures used in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal. A written appeal must be received by the Examinations Officer at least two weeks before the date of the last external examination for that subject.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer and a member of Senior Leadership. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

Students should note the following:

If at any stage during your examination courses you have concerns about the procedures used in assessing your internally marked work for public examinations (e.g. controlled assessments /coursework/portfolios/projects) you should see the Examinations Officer as soon as possible.

Emergency Evacuation Procedure

In the event of an emergency, all students must adhere to the following instructions:

Signal – Alarm siren or Bell for prolonged period.

On hearing the alarm, pupils will stop writing, close their examination booklets and await instructions from the invigilators

If necessary students will vacate the examination hall one row at a time via the emergency exits under the direction of the Exams Officer and examination invigilators.

Examination papers will be closed and left on desks along with any equipment. All belongings will be left in the building.

Students will exit in an orderly manner and are expected to remain in silence to avoid any breach of the security of the examination.

Finishing the Examination

Depending on the emergency, pupils will be admitted back into the hall as soon as it is deemed safe.

Students will re-enter a row at a time, taking their original seat—Examination material is to remain closed until instructed to restart.

Students will be given the full time allocation for the examination and allowed to finish.

The incident will be reported to the Awarding Body requesting consideration for the disruption be taken into account when marking.

During an evacuation if a student is suspected of malpractice (communicating or trying to gain an unfair advantage) a report will be given to the Awarding Body to consider.

JCQ Information to Candidates



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
 - sit an examination in the name of another candidate;
 - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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

Effective from 1 September 2014

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates

For written & on-screen examinations – effective from 1st September 2018

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 the invigilator will ask you to remove it and place it on your desk.
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	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: 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.



This notice has been produced on behalf of: AQA,

City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates

GCSE, ELC and Vocational qualifications - coursework and non-examination 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, encyclopaedias, 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 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, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

Guidelines when referring to examinations/assessments through the Internet

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

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

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

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

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

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential material in advance of the examination;
- exchanging, obtaining, receiving or passing on information by any means of communication (even if just attempting to);
- passing on rumours of exam content from another candidate.

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

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

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

You must familiarise yourself with the rules:

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

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

**FINALLY,
THANK YOU FOR READING THIS
BOOKLET.**

**GOOD LUCK WITH YOUR
EXAMINATIONS!**