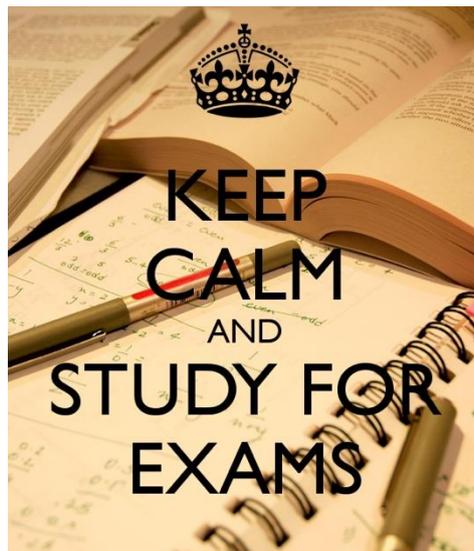


**Bristol Brunel**  
Academy



**GUIDING THE WAY TO EXAM SUCCESS**

NAME:

CANDIDATE NUMBER:

CENTRE NUMBER: 50445

## **RE: Summer 2019 Exams – Contingency Day**

We have been informed by the JCQ (Joint Council for Qualifications) who are the providers of regulations and examination practices across the UK that they are planning to hold an exam contingency day on Wednesday 26th June 2019.

JCQ have decided that there is a need for the option to postpone an exam in the event of a serious incident or bank holiday being announced for example for a state occasion. This means that all exam candidates must be available to sit exams from the start of the exam period in May until Wednesday 26th June 2019 inclusive.

This decision is not an academy decision and applies to all candidates in all schools. Please can parents/carers make a note of the new reserve exam date and make sure that any holiday plans are arranged for after. Should the contingency day be enforced, students will be expected to be in school that day and the academy will not be in a position to apply for special consideration should the candidate miss the exam.

## Introduction

This booklet has been designed to help you through the exams process during the most important years of your education. You will find it useful to refer to during years 10 and 11. It explains some of the exam regulations and terminology and will help you prepare for your exams.

You may have received one of these booklets in previous years; however it's important to remember that rules often change, so you must always refresh yourself with the latest version. We are obliged to make you aware in advance of certain rules, so this is your warning!

### Exam Terminology – things to know!



- Bristol Brunel Academy is known by the examination boards as a 'Centre' and is identified by a Centre Number. Our number is **50445**. You will see this displayed in each exam room and you will need to write it on all your exam papers.
- Each student also has a unique four-digit candidate number. This helps the exam board identify you if you change schools or if there is someone else at BBA with the same name as you. Your unique four digit number appears on your desk for every exam you take. You must copy this number onto all of your exam papers.
- Individual Student Timetable – this is a list of the external exams you have been entered for. For exams you are taking in Summer 2019 you will receive a *provisional* Statement of Entry in February 2019. You must check it carefully and let your subject teachers know straightaway if you think there are any errors.

By the end of March 2019 (year 11) you will receive your official Summer 2019 exam timetable. It will detail the subjects you will take, the date, time and length of the exam, the room your exam will be in and which seat you will sit in.

Your exam timetable is a very important document so look after it carefully. It is your responsibility to check it once again to ensure all the exams you were expecting to see are listed - if they are not please tell your subject teachers straightaway. You may not be sitting the same exams as your friends, even if you are in the same class - if you are in any doubt check with your subject teachers.

- Seating plans – these will be on display in the Academy. Check them regularly in case any changes to times or rooms have taken place.
- JCQ (Joint Council for Qualifications) are responsible for issuing rules and regulations governing exams from all the major boards. You will see posters displaying these in the exam rooms, at the back of this booklet and next to where the seating plans are displayed.

- Exams Officer - the Exams Officer is mentioned a great deal in this booklet. Your Exams Officer is Mrs Close. The Exams Office is located opposite Mr Jones' office on the first floor.

### **Attendance at Examination**

Remember to arrive on time for every exam! You would be surprised at how many students forget they have an exam or get the time and day wrong. This might mean hours of wasted revision, and zero marks awarded for your exam.

Know your exam timetable! It is a good idea to keep a copy at home. Stick one on the fridge, a notice board, in your bedroom – anywhere you will see it. Your parents/carers can remind you of dates. Take a photocopy and carry it with you at all times - it really is **an important document!**

Colour-coded seating plans for exams will be displayed in the Academy, so if in doubt check there. **Monday = GREEN; Tuesday = RED; Wednesday = Lilac; Thursday = Orange; Friday = Blue**

**Your exam timetable will show the start time of your exams -  
DON'T BE LATE!**

You will not be admitted to the exam room after the start time unless your circumstances are exceptional.

It is possible you may be entered for two exams originally scheduled for the same date and time. In these circumstances you will either sit one exam after the other without a break (you will be supervised in between exams as you will not be allowed to speak to anybody) or be kept in isolation in the period between the two exams. If you are going to be kept in isolation over lunch please bring food and drink with you. You may also bring your notes with you so you can revise for the next exam.

Please be prepared to be in the exam room for up to 30+ minutes after the scheduled finish time of any exam. If an exam starts late it will finish late. Bear this in mind when arranging appointments on exam days.

**CAUTION! If you miss an exam through misreading a timetable allowances will not be made!**

**If you know you are going to be late**, and the exam has not yet started, phone the school on **0117 3772700** and explain the problem. When you arrive at school, report to Reception and wait there for the Exams Officer to collect you. **Do not** walk into the Exam Room unattended as the exam may have started.

## Be Prepared

### On Exam Day

- Leave home in plenty of time to arrive in school at least 30 minutes before the exam. Have an early night, to allow you to wake up in plenty of time to get to your exam without rushing.
- Make sure you are wearing full school uniform - you will not be allowed into the exam room without it.
- Check that you have all your equipment before you leave home. Make sure you bring your locker key as mobile phones, iPods, smart watches, MP3/4 players or other electronic devices, bags, coats, hats and gloves are **not allowed into the exam room.**
- Check the Seating Plans for any last minute changes.
- Lock your possessions in your locker.
- Go to the exam room and wait **quietly** outside ready to be admitted.
- When told to do so, enter the room in **absolute silence** and quickly find your seat. **You are under exam conditions from the moment you enter the room until the moment you leave, and if you cause a disturbance your exam could be cancelled.**

### At the start of the exam

- Ensure you are at the correct desk (the desk card displays your name).
- Sit in silence, facing the front. Do not play with your exam equipment; touch any papers already on the desk or talk to other students.
- Listen to and follow all instructions given to you by subject staff and invigilators.
- Place the equipment you **will** need **on** your desk – anything you **won't** need must be placed **under** your desk. You must use **BLACK** pen.
- Fill out your personal details carefully on the front sheet of your script.
- Read the instructions slowly, at least twice.
- Read the whole paper and always check both sides.

## Conduct of Examinations

Exam Boards have a standard code of conduct for all GCSE exams. These regulations will be posted outside each exam room. Please take your time to read these. Some of the key issues are:

### Equipment



**You** are responsible for bringing into the examination all the equipment you need: calculators, rulers, protractors, erasers etc. Equipment to be used must be brought in a see-through pencil case. Remember to bring several pens and pencils, but at least one of each! We are not obliged to provide you with any equipment other than specific non-basic items i.e. we do not have to provide pens and pencils but where necessary we will provide the more technical items. Any equipment loaned to you during the exam will be shared with other students – bringing your own will ensure you do not waste any time waiting for your turn to receive something.

**If you still fail to bring the basic equipment and we do have to supply you with it, this will only happen once the exam has started so you could lose vital exam time waiting for us to get to you – you will not get any extended time to make up for this.**

Ensure your calculator is working before the exam and that the protective cover is removed. Calculator pens/watches are not allowed. Please turn off watch alarms.

Do not bring any correcting fluids/pens into the exam.

Books, notes or other written materials (including planners) are not allowed in the exam room (unless specified).

You must not borrow anything from another candidate during the examination – this counts as communication.

### Electronic devices etc...



You must not take into the exam room any unauthorised materials or equipment which might give you an unfair advantage such as electronic or radio communication devices including mobile phones, iPods, smart watches or MP3/MP4 players. Possession of such material is breaking the rules, even if you do not intend to use it. You will be subject to penalties and possible disqualification. Leave it at home, or store it in your locker.

## Silence



You must remain silent at all times in the exam room from the moment you enter. You will be asked to leave the room in silence at the end of your exam as there may be other candidates still sitting exams.

## Discipline

Talking is not allowed at any time, even if the exam has not yet started or after it has ended. You are not permitted to attempt to communicate in any way at all with other students. Communication includes smiling, whistling, coughing, waving, making gestures etc. Any kind of communication can be heavily penalised, even to the extent of cancelling your entire entry. Do not turn around – face the front at all times. Do as the invigilators ask and do not argue with them – that's talking!

## Need something during the exam?



Put up your hand and wait for the invigilator to arrive. However, exam staff will not be able to give you guidance about which questions to answer or to explain the questions to you.

## Written a lot?

Put up your hand and ask for an extra answer sheet and treasury tag. Affix your sheet to your answer booklet and copy all the details from the front cover of your answer booklet onto the extra sheet.

## Use up all your allocated time

- If you finish with time to spare, go back and read through your answers. Re-read the question too - have you understood what is being asked of you? You will not be allowed to leave the exam early - you will be in the exam room for as long as the exam lasts so it is advisable to use this time wisely rechecking all your work.
- Spend the last five minutes checking your spelling and grammar. Many exams now award extra marks for this.

### Use a black pen

Use **black** ink unless told otherwise. Exam papers are machine read by a scanner so if you write in pencil or blue or red pen then this may not be picked up by the scanner, so you could lose marks just for using the wrong equipment.

### Don't CHEAT!

Cheating includes:

- Communicating or trying to communicate in any way with another candidate
- Using written information to help answer a question
- Helping others to do any of the above
- Any other form of dishonest practise – see notes on equipment.

### Food and Drink

Only clear, unlabelled bottles are allowed into the exam hall. Food is not permitted unless provided by BBA, or you have special arrangements due to a medical condition.

### Illness

If you are ill the day or night before the exam, do make the effort to attend. You may feel better once you have started the exam. If you do feel ill, put up your hand and speak to an invigilator.

If you are too ill to attend, please contact the school on **0117 3772700** giving your name, the exam you should be taking and the reason you cannot attend. Collect a medical certificate from your doctor and bring it in to the school as soon as possible – the exam board may still award you a mark for this exam, but it would only be based on your previous exam results, coursework etc...

If you miss an exam through illness you would not have the opportunity to re-take it until the summer exam series the following year, and you may need to pay to do this.

### Other Influences

If there is something else troubling you around exam time and you think it might affect your results, please talk to someone. Ask your teacher or the Exams Officer for a chat. It is possible to get special consideration for circumstances such as a family bereavement, long term illness of a close family member etc... The Exams Officer can liaise with the relevant exam board and hopefully give you some assistance during the exam period. We do not have any influence whatsoever over how much, if any, special consideration is awarded – it would be included in your overall result. The circumstances should be genuine and unavoidable - you would not get any special consideration if you missed an exam because you needed to go shopping!

## **RESULTS**

Posters displaying the dates for collection of results will be displayed around the Academy, but for your information GCSE results can be collected on **Thursday 22nd August 2019.**

If you know in advance you will not be able to come in on Results Day you **must** leave an A4 self-addressed envelope Reception with a large letter stamp (to cover postage) **by Friday 12<sup>th</sup> July 2017,** and your results will be posted to you. **Any results not collected for which postage payment has not been made will be held in the Exams Office until YOU come in to collect them.**

**Under no circumstances** will we allow anybody to collect **your** results on your behalf, unless you have told us beforehand. These results could play a big part in your future and it is important only you take responsibility for them.

**Enquiry about Results** If things don't look right on your Statement of Results, or you are missing a mark, please complete the forms given to you in your results envelope. This form also needs to be signed by your subject teacher, so please ensure they have completed their section before handing it to the Exams Officer. Please see Appendix A for more information.

**Appeals** If the exam board confirms the original grade is correct, you can appeal against the decision. The appeal must be generated by the Academy (the Exams Officer), so you must tell us you want to appeal, however this second stage appeal is likely to be at your cost. You have to do this within 7 days of notification of the outcome of the Enquiry about Results, so don't delay. For further information, see Appendix A.

**Certificates** On results day you are only given Statements of Results. The certificates arrive in school later in the year, usually by the end of October. Once they arrive, you will receive a letter asking you to come and collect your certificates. You must come in person as you need to sign for your certificates. They are very valuable as they are not replaceable. You will need these when applying for college or getting a job.

### **GET PLANNING!**

If you have any further questions, please ask your Exams Officer, or your teacher. All the staff at Bristol Brunel Academy wish you every success in your exams!

### **GOOD LUCK !!**

## Appendix A

### ENQUIRIES ABOUT RESULTS/APPEALS

#### Missing or incomplete results

If you have any results missing from your Statement of Results, or it shows an 'X' or a 'Q' where you would expect to see a grade, please contact the Exams Officer as soon as possible.

The Exams Officer will talk to the relevant exam board to find out what has happened, and if relevant a grade will be issued to you in due course.

#### Concerns about results given

If you are not happy with the grade you have been awarded and genuinely expected a higher grade there is a service given by the exam boards called 'Enquiries about Results'. All enquiries must be reported to the exam board by your Exams Officer, so you will need to see them in the first instance, or complete the form given in your results pack.

Initially, the Exams Officer will discuss your situation with your subject teacher. If they feel you were only a few marks away from achieving a higher grade, they may well recommend that we submit an Enquiry about Results to the Exam Board, requesting a re-mark of the original exam paper. You need to be aware that a re-mark can result in your grades going up or down. For this reason, you must sign a consent form, giving us the authority to request the re-mark for you. If your teacher thinks there is no cause to ask for a re-mark, you may decide to still go ahead and apply for one, but any costs incurred would be paid by yourself. Please ask the Exams Officer for further information on costs.

#### Appeals

The appeals process is available to centres or private candidates who remain dissatisfied after the outcome of an enquiry about results. Appeals must be submitted within 7 days of notification of the outcome of an enquiry. Appeals do not generally involve further re-marking of the candidates' work; the grounds for appeal must be related to exam board procedures or the application of these procedures. For more information on Enquiry about Results or Appeals, speak to the Exams Officer.

## Appendix B

### Coursework/Portfolios Appeal Procedures / Internal Assessment Appeals Process

#### This applies to GCSE and Entry Level coursework, portfolios; performance etc providing the work is assessed internally.

If at any stage during your exam courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects), then you MUST initially discuss this with your tutor, the teacher concerned, and/or the relevant Subject Leader. Hopefully this will resolve the issue.

If the matter is not resolved then you should see the Exams Officer as soon as possible to discuss whether a formal appeal could be made. Any appeal is very much a last resort, and a request for an appeal will not be accepted unless these other avenues have first been explored. It is expected that appeals will be extremely rare.

An appeal would be very weak if you have not kept to the agreed deadlines (unless this is what the appeal is about), or you have not tried to sort it out within a fortnight of the problem arising. You may not appeal

against any mark that has been awarded unless you think that this has been because of a procedural error, and you must be able to identify the procedural error.

In accordance with the Code of Practice for the conduct of examinations, Bristol Brunel Academy is committed to ensuring that:

- Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
- The consistency of internal assessment is secured through internal standardisation.
- Staff responsible for standardisation have been properly trained and the Academy will comply fully with the Joint Council guidelines.

Appeals may be made to the Academy regarding the procedures used in internal assessment, but not against the actual marks or grades submitted by the Academy for moderation by the Awarding Body.

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, and a written appeal must be received by the Academy before the end of the exam season in question.

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, the Subject Leader (or a representative if either is involved in the assessment in question) and one other Leader of Learning not involved with the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The Academy would encourage the candidate to be supported by a parent, guardian, or friend in the presentation of their case. The appeal decision will be recorded and filed.

The candidate 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 further to protect the interests of the candidate(s).

September 2018



**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 do not show your sources in references and a bibliography, this will be considered as cheating.**

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

### **Notice to Candidates**

#### **GCSE, GCE, ELC, Functional Skills and Project Qualifications: Coursework Assessments**

**This leaflet tells you about some things that you must, and must not do when you are completing coursework. Before 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, but you must take care how you use this material - you cannot copy it and claim it as your own work.

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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, and you must also add the date this was processed.

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

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

#### **Preparing your coursework – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you. Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

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

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

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

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying. You must not write inappropriate, offensive or obscene material.

### **Plagiarism**

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

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

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

### **Penalties for breaking the regulations**

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

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

Your awarding body will decide which penalty is appropriate.

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



**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.**

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 examinations – effective from 1 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.

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes</b> ; b) <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.</b>  <b>Any pencil cases taken into the exam room must be see-through.</b>  <b>Remember:</b> 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 <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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) <b>do not bring into the exam room any operating instructions or prepared programs.</b>  Do not use a dictionary or computer spell checker unless you are told otherwise.
3	
<b>D Instructions during the exam</b>	
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 <b>before</b> 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.
<b>E Advice and assistance</b>	
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 <b>must not</b> ask for, and will not be given, any explanation of the questions.
<b>F At the end of the exam</b>	
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.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**Information for candidates  
For on-screen tests – effective from 1 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, ask your teacher.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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	You <b>must not</b> take into the exam room: a) notes; b) <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.</b> Unless you are told otherwise, you <b>must not</b> have access to: 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. <b>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.</b>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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>B</b>	<b>Information – Make sure you attend your on-screen test and bring what you need</b>
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.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
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 examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the on-screen test</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: 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.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E</b>	<b>Advice and assistance</b>
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	Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the on-screen test</b>
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

## 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 from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

**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) or 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 examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

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

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, 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 carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will 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.

## **Informing students of their centre assessed marks**

In line with JCQ regulations, Bristol Brunel Academy will ensure that all students are informed of their centre assessed marks before the marks are submitted to the awarding body. This allows any student who wishes to do so, to request a review of the centre's marking.

Any student requesting a review will need to explain on what grounds they wish to request a review of an internally assessed mark. BBA will make copies of the marked work and the mark scheme or assessment criteria available to the student considering an appeal. The student will need to explain what he/she believes the issue to be before a review can take place.

**SUMMER 2019 – RESULTS DAY**

**GCSE RESULTS**  
**CAN BE COLLECTED**  
**THURSDAY 22<sup>nd</sup> AUGUST 2019**  
**9.00am – 11.00am**

**Please collect results from Reception**

**IF YOU KNOW IN ADVANCE YOU CANNOT**  
**ATTEND ON THE DAY TO COLLECT YOUR**  
**RESULTS PLEASE LEAVE A LARGE STAMPED**  
**SELF-ADDRESSD ENVELOPE IN RECEPTION**  
**BEFORE FRIDAY 12<sup>TH</sup> JULY 2019 AND YOUR**  
**RESULTS WILL BE POSTED HOME.**

**ANY RESULTS NOT COLLECTED FOR WHICH**  
**POSTAGE PAYMENT HAS NOT BEEN MADE**  
**WILL BE HELD IN THE EXAMS OFFICE UNTIL**  
**YOU COLLECT THEM.**

**Good Luck Everyone!**