



Nunthorpe
Academy

Centre Number 41268

**A Guide to Students for all
GCSE and A Level Examinations
to be held at Nunthorpe Academy in
the academic year 2018-2019**

**Failure to comply with the enclosed rules may result in you being disqualified from one,
some or all your examinations.**

Please ensure you read the following information carefully.

If there is anything you don't understand, ask for help.

Keep this booklet safe!

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Head of School: Danny Yates

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National Teaching School
designated by
National College for
Teaching & Leadership



Introduction and Context

It is the aim of the Examinations Staff at Nunthorpe Academy to ensure the examination periods run smoothly, with as little stress as possible for our students.

We hope this booklet will provide some helpful information regarding examinations here. Please take some time to read the following information carefully as examination regulations can change frequently.

The Awarding Bodies set down strict criteria, which Nunthorpe Academy must follow, for the Conduct of Examinations. Therefore please pay particular attention to the Notice to Candidates at the end of this booklet.

If you have any questions or if you need help or advice at any time before, during or after the examinations, please contact the Academy on, 01642 310561 to speak with the Examinations Officer.

Key Examinations Dates for 2018 - 2019

GCSE Key Dates 2018/2019

Summer Examinations

10 May - 27 June 2019
Contingency Day 26 June 2019
Results Thursday 22 August 2019

A Level Key Dates 2018/2019

November re-sit Examinations

1 November - 10 November 2018
Results Thursday 10 January 2019

Summer Examinations

13 May - 27 June 2019
Contingency Day 26 June 2019
Results Thursday 15 August 2019

Certificate Collection Day

Tuesday 19 November 2019 3:30 – 5:00pm
Academy Main Reception

Summer 2019 Examination Contingency Day

Dear Parents/Carers and Students

I would like to bring to your attention something for Summer 2019 AS, A Level and GCSE candidates, the Joint Council for Qualifications have announced a contingency date. A contingency date is a day specifically set aside, should sustained national or local disruption arise during the Summer 2019 examination series.

The contingency date for Summer 2019 is 26th June

The decision comes following the tragic events of last summer, namely the Manchester attacks and the Grenfell Tower fire. The Joint Council for Qualifications (JCQ) have decided that they need the option to postpone an examination (or examinations) in the event of an incident and rearrange them for a later date to allow all students a fair and equal chance. If disruption happens, the GCE and/or GCE (A Level) examinations would be taken either for the first time or again on that day.

Therefore students taking AS, A Level or GCSE Examinations Summer 2019 should not plan a holiday or to be at any distance from academy before 27th June 2019

Examination Officer

Before The Examinations

There are a number of subjects which take examinations before the published starting dates, (Art, Drama, Music, MFL, & All Vocational Qualifications), these are arranged at a convenient time during the year and particularly in the run up to the summer examinations, please liaise with the relevant Head of Department for the dates or alternatively check the Nunthorpe Academy Calendar on our website www.nunthorpe.co.uk.

Examination Boards

The following Examination Boards are used throughout the Academy: AQA, Pearson, OCR, WJEC, LIBF, and NCFE.

Examination Information

Information regarding the examinations can come from various sources, please be aware of this. In the run up to examinations you need to pay particular attention to the following to ensure you receive all the correct information; Subject Teachers, Form Tutors, and the Examination Notice Board, (situated outside the main dining area and Sports Hall for GCSE, and in the social area in the Sixth Form for A Level).

Examination Timetables

Examinations take place throughout the year at Nunthorpe Academy: November (re-sits only), January (vocational), March (vocational) and Summer. Controlled Assessments, (NEA) are arranged within the faculty and do run throughout the academic year.

An individual provisional examination timetable will be issued as soon as entry is made to the examination board for the coming examination series. This will give students the important information they need for the forthcoming examinations. **Please check your individual provisional examination timetable VERY carefully. If there are ANY mistakes (e.g. name, date of birth, examination entry etc.) you MUST tell the Examinations Officer immediately.** Mistakes that are not spotted at this stage could result in the final results certificate being printed incorrectly later.

Where you are timetabled to take two or more examinations at the same time (i.e. you have a 'clash'), one will be taken after the other with a short supervised break in between. Check each examination date carefully, and check to see if the examination is in the morning or the afternoon. If there is an examination on the list that you were not expecting to take (e.g. if you know you have already dropped or been withdrawn from a subject), also if there is no entry for an

examination you were expecting to take you MUST tell the Examinations Officer immediately.

Within the week prior to the first timetabled examination you will receive a final timetable with your venue and seat number (e.g. Sports Hall, seat A3). **Make sure you know which venue and seat number you need to be in for each examination.** A seating plan will be on the Examination Notice Boards (as described above) on the day of the examination so students can confirm their room and seat number. Failure to sit in the correct seat could result in the invigilator making a call home to report non-attendance to parents. A copy of the sports hall layout is displayed at the back of this guide.

Extra time will not be permitted if you have simply misread your timetable. You alone, are responsible for checking and keeping your examination timetable safe, re-prints will not be issued by the academy's Examinations Office. If you lose your timetable, you must see your Pastoral Manager immediately who may be able to give you a replacement.

Examinations Equipment

Please make sure you only have all the necessary equipment for EVERY single examination, as you are responsible for providing all equipment needed for your examination.

The examination boards INSTRUCT that all examinations are written in BLACK INK. You are allowed to bring black pens, pencils, rubbers and rulers, make sure you have an adequate supply for ALL examinations you sit.

Some examinations will allow the use of calculators, your subject teacher(s) will inform you which papers they are allowed in. Calculator lids/cases must be placed under your desk before the start of the examination.

Please do not bring:-

Gel Pens
Tippex/Correcting pens
Scrap Paper
Dictionaries
Books
Bags

Anything brought into the examination room that is not allowed to be there will be placed outside.

THIS IS VERY, VERY, VERY IMPORTANT!

MOBILE PHONES, IPODS, MP3/4 PLAYERS, SMARTWATCHES or any POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES of INFORMATION MUST NOT be brought to the examination - even if they are turned off.

If you have such equipment with you, you will be asked to place them on your desk for collection and they will be removed from the examination room.

The academy will not accept responsibility for your mobile phones etc. and it is your responsibility to collect them at the end of each examination if you have handed one in.

Possession of a Mobile Phone or any other technological enabled source of information whether switched on or not, can result in disqualification from the examination as well as the overall qualification. Minimum penalties imposed by the examination boards are as follows (without exception):

- 1. Device found on you and turned ON: disqualification from entire subject award – eg: from the whole qualification;**
- 2. Device found on you and turned OFF: disqualification from that component eg: from that part of the qualification.**

The Academy is in possession of a Mobile Phone Detector, which will be used randomly during the examinations to ensure this rule is adhered to.

Examination Days

Examinations at Nunthorpe Academy usually start at:

**9.00am for all morning examinations and
1.30pm for all afternoon examinations**

However, occasionally, these times are subject to change, particularly to accommodate students with examination clashes. **It is your responsibility to make sure you arrive for your examination on the correct day and at the correct time.**

After the academy's review of the 2018 examinations and discussions with outside agencies, (Ofqual, JCQ etc.), we have added the following to our examination procedures. Academy blazers will no longer be allowed to be worn during any GCSE examination, (effective Summer 2019), thus avoiding students from being disqualified for having anything other than the equipment needed for the examination in which they are attending. Blazers, planners, notes, mobile phones or any internet abled devices will need to be locked in lockers before arriving at the examination venue. You will need to make sure you have a padlock on your locker so that it is secure. As students will be unable to wear their blazer, they can instead wear a jumper or cardigan. This will avoid any reports of cheating, malpractice and disqualification to the examination boards.

Please arrive 10-15 minutes before the scheduled start of the examination, and do not enter the examination room until you are asked to do so by Nunthorpe Academy staff or by the Examination Board Invigilators.

Entering the Examination Room

-) All coats, jackets, blazers, hats, bags and unauthorised equipment must be locked away in your locker prior to attending your examination venue as stated above.
-) Remember examination conditions apply as soon as you have entered the room so settle down quickly and silently.
-) Listen carefully to instructions you are given from staff or Examination Board Invigilators.

Starting the Examination

The Examination Board Invigilators will have distributed the appropriate paper and materials as indicated by the awarding bodies, please check that you

have been given the correct subject unit paper. The following announcement will be read out to all students at the start of every examination by a senior member of staff or a senior invigilator:

Warning To Candidates!

-) **“No talking, signing to, looking at, listening to, interfering with any other candidate or any other form of communication. To do so means withdrawal from the examination room and any incident reported to the examination board.**
-) **You are FORBIDDEN to have any MOBILE PHONES, iPods, MP3 players, Internet Enabled Devices or any other unauthorised materials with you.**
-) **Only material listed on the examination paper are allowed in the examination room, you must not have any other equipment with you or on your desk!! “Check your pockets now” Failure to hand in any unauthorised materials could lead to disqualification!!**
-) **Calculator lids if allowed and non-clear pencil cases need to be placed on the floor underneath your desk, clear pencil cases are allowed on your desk.**
-) **Please place any watches you have on your wrist on your desk now, no watches are not permitted to be worn during the examinations, there will be consequences if found wearing one during the examination.**
-) **You must write in black ink.**
-) **You must do all work, including any rough work in the question book, or on examination stationery unless otherwise stated.**
-) **You must not use, correction fluid, reading pens, blotting paper or gel pens in your answers!!**
-) **NOW check you have the correct paper for your subject and the correct tier on your desk.**
-) **NOW fill in all the details needed on the front of your examination paper, write your full LEGAL NAME, candidate number, centre name, centre number, if using answer booklets all of the above and unit or component code must also be filled in (pause for students to complete this).**

Fire Procedure:

-) **Now please point out the fire exits, one is the door they entered through and the other is top right if you are facing the changing rooms, If during the examination the fire bell goes off "Put your pens down" and listen to the invigilator who will instruct you on the procedure.**
-) **Students will be told how long the examination is by the SLT member.**
-) **If all ok the start time will be announced to the students and start and end times written on the boards.**

You must fill all details on the front of the examination paper correctly, you must always write your legal name on your examination papers. Please refer to the board at the front of the examination room or your seat number label for

the academy's Centre Name and Centre Number. Always pay attention to the additional information or messages that Nunthorpe Academy staff or the Examination Board Invigilators may need to advise you of, and always take the time to read the instructions on the front of the question paper.

Illness/Absence/Late Arrivals for any Examination

Please report any illness/absence from an examination to the academy AS SOON AS POSSIBLE on 01642 310561 (Extension 157). Failure to do this may result in receipt of a bill for the missed examination.

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination; this is at the discretion of the academy.

Candidates will be considered very late if they arrive more than one hour after the awarding body's published starting time and may not be allowed to enter the examination room. Even if the academy allows you into the room to take the examination, the examination boards request that they are informed of all students arriving after the hour deadline and reserve the right to reject your work.

During the Examination

Please do not try to attract the attention of other students or share equipment. If you need anything put up your hand to alert an Invigilator.

Do not give the Invigilator the slightest cause to suspect that you may be trying to communicate with others.

Any candidate "suspected of cheating, collusion, misconduct, any form of dishonesty or malpractice" will be reported to the board. It is possible that the candidate may be disqualified not only from the subject concerned but from all of their current examinations (and possible entry to future examinations).

At the End of the Examination

At the end of the examination, make sure you have filled in your personal details on the front of the answer booklet and on any supplementary sheets you have used.

A treasury tag will be provided by the Invigilator to attach any loose sheets to the answer book. All rough work should be done in the answer book and sent

to the examination boards. It is your responsibility to ensure any additional sheets are securely fastened in the correct order.

If there are other students working on different examinations please remember to leave the examination room **IN SILENCE** when instructed by the invigilator. Remember there could be other students sitting examinations in other locations, try and remember to keep your voices down whilst moving around the building.

Special Consideration

If you feel there is any reason for which you may be entitled to Special Consideration, please contact the Examinations Officer as soon as possible. The examination boards are, very much, 'tightening up' on reasons for students requesting Special Consideration but we will be able to advise you.

Disability Policy

-) All examination rooms are on the ground floor or accessible by a lift. Chairs are available when queuing outside when needed.
-) There is an appropriate toilet near or in all areas.
-) All areas have had an internal risk assessment carried out.
-) If any candidate needs to take regular medication invigilators will be fully aware of this and will make this possible. Examination Officer should be notified if there are any exceptional health issues. Any specialised equipment will be provided.
-) Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate.
-) Recruitment of invigilators will follow normal school policy with regards to disabled applications.
-) All invigilators will receive training including disability issues or will work initially alongside an experienced invigilator.
-) The SENCO will make the Examination Officer aware of any issues concerning individuals in the main venue.
-) The SENCO will take the lead in making applications based on their close knowledge of the needs of the student under their care. They will produce a list of the students involved together with their arrangements and this list will be available for the invigilator to see.
-) Any complaint made by students with disabilities should be directed in the first instance to the Examination Officer who will initiate an enquiry.
-) Emergency evacuation procedures are appropriate for all candidates.

Results Days

A Level Thursday 15 August 2019 – GCSE Thursday 22 August 2019

Students who are unable to collect their results on results day have a few choices how they can receive their results. An email can be sent to admin@nunthorpe.co.uk on results day, email must come from an account in the name of the student which will be responded to ASAP but no later than the following day, 12:00 midday with results attached. Students can nominate a family member or friend to collect results on their behalf by email or letter prior to results day, email must come from an account in the name of the student to admin@nunthorpe.co.uk, letters can also be sent or handed in to the academy addressed to the Examinations Officer. On results day a letter can be given in exchange for the results nominating a family member or friend but must be signed with consent from the student, ID may be requested from the nominated family member or friend when collecting the results on your behalf.

Post Results Information

Students and staff can request a review of marking or a copy of the script, this can only happen if we have consent by the student, attached to the result information will be a consent form for students to give consent to the examination officer for one of the services if requested by the students or staff. If the request is for a review of marking the student will be informed by letter only if the grade changes after the review of marking, if the grade stays the same the department head will be sent a copy of the outcome to show students upon request to see it.

Certificate Collection

Certificates will become available for student collection on Tuesday 19 November 2019 3:30 – 5:00pm Nunthorpe Main Reception. Students who are unable to attend at that time will be able to collect Certificates from the Examinations Officer at the Academy from this date for one year. If you are unable to collect in person and are sending a representative to collect the certificates on your behalf you will need to provide them with a signed letter of permission to hand in before certificates can be released to them, alternatively an email can be sent to admin@nunthorpe.co.uk advising whom will be collecting the certificates on their behalf, the email must come from an account in the name of the student which will be responded to. Certificates will not be posted home as they need to be signed for.

This section of our Examinations Guide applies to Year 11 Students only

All of the details below are supplied by Mr Skelton – Assistant Vice Principal

Mr Skelton makes **ALL** final decisions regarding entries for **ALL Examinations**.

If you have any issues about **ANY** examination entry – **AFTER** you have consulted the Examinations Officer and/or the Curriculum Director for any subject(s) and your Pastoral Manager - you can then contact Mr Skelton.

Firstly some important dates for your diaries and planners:

8 – 19 April 2019	Easter Revision School
23 April 2019	DC4 predictions go into student planners
10 May –	
27 June 2019	Summer Examination Series
27 June 2019	Year 11 Prom
8 - 9 July 2019	Year 11 Induction to Sixth Form
19 July 2019	Last Day of Term
22 August 2019	GCSE Results Day
22 August and	
2 September 2019	Sixth Form Enrolment (Provisional)
19 November 2019	GCSE, GCE & BTEC Certificate/Coursework Collection 3.30-5.00pm – Academy Main Reception

As we progress through the year I will send out more detailed information regarding many of the events listed but feel it is sensible at this point to give you an overview of the year ahead.

Revision Conditions – Maximising Achievement at Examinations - Tips for Students and their Families

During the forthcoming months it is important that students have a number of considerations paid to them at home as they prepare for their examinations:

1. Somewhere very quiet to work and revise (and the odd cup of tea brought in).
2. Regular and healthy routines – sleep patterns, eating times, fruit/vegetables and water, rest & relaxation and, of course, family time.

3. Input from home - all students appreciate their parents showing interest in what they are doing, don't worry if you can't offer specific support in say GCSE German or GCSE Mathematics - just ask how it is going;
4. Rewards/targets to work towards – for some students it is helpful to have short term rewards for the revision they do as the August Examination Results day in 2019 can feel so very far into the future.

Expectations for Year 11 Students

At this point in Key Stage 4, it is important that lessons and routines run as smoothly as possible to allow top quality final preparations for GCSE Examinations and BTEC portfolio completion. We are eager for students to fully engage in ALL lessons during these final months of their formal education.

The following apply for all students within ALL lessons and tutorials:

1. ***Attendance at ALL tutorials on time and positive engagement with their tutors;***
2. ***Attendance at ALL lessons on time and positive engagement with subject teachers;***
The relationship between attendance and attainment for examination performance at our academy in 2018 is shown below;

<i>Level of Attainment</i>	<i>Average Attendance</i>
<i>5+A*-C</i>	<i>96.1%</i>
<i>Fewer than 5A*-C</i>	<i>88.5%</i>

Other consequences of not meeting with these minimum expectations may include:

-)] The Academy no longer being willing to pay for the examination entries for individual students;
-)] Exclusion at home until the examinations period begins;
-)] Not supplying local post-16 providers and/or employers with a positive reference;
-)] Not accepting an application for progression into our Sixth Form.

Examination Entries

Students will receive a copy of examination entries when Mr Yates instructs them to be released. Please check these VERY carefully with parents and Form Tutor.

If you have any concerns, please contact the subject teacher in the first instance and then, after that, the relevant Head of Department and/or Pastoral Manager

Nunthorpe's expectations regarding Examination Entries

Every year, some students begin to indicate to us through behaviour, effort, attitude, attendance or punctuality that they are not prepared to do the level of work required at this point in Year 11.

In these cases, and thankfully they are very rare, we do, and always have, reserved the right to remove funding for the student's examinations and issue charges for the examinations to parents/carers. In these cases, once students attend the examination(s) and perform ***to the best of their ability***, we do reimburse parents the cost of the examination entries. Our intention in these cases is to ensure that we have full support from parents/carers for the examinations their child will undertake.

During the 2018-2019 Examination period, Examination entries cost us an average of £60 per subject Therefore, for a student taking, for example, 10 GCSEs, their Examination bill costs the academy approximately £600.

Should we have concerns about the entitlement of a student to examination fees, parents will be invited into the academy immediately to meet with Mr Yates to discuss those concerns and agree a way forward.

Information regarding re-sit examinations

Where it is deemed appropriate for a student in Year 11 to re-sit a module or unit examination (in order to increase their chances of achieving at or beyond their target grade) all of the above expectations remain. Where we deem it necessary for a student to re-sit, the academy will meet the cost of one re-sit per subject, beyond this each case will be dealt with on an individual basis and there will be dialogue between the academy and family to determine who will pay for subsequent re-sits. However, as the structure of GCSE examinations is changing so too are rules regarding re-sits and therefore the likelihood of students re-sitting is becoming increasingly rare.



PASSPORT TO THE PROM 2019

Nunthorpe Academy will be hosting a special event to celebrate the end of the academic year. Your 'Passport to The Prom' will recognise and reward the achievements and efforts that you make during this special year at Nunthorpe Academy. It is important to stress that attendance at the Prom is a **reward** for our students.

An electronic 'Passport to The Prom' will be kept by your Pastoral Managers/AVP Pastoral which records your achievements, efforts and progress throughout the year. You will gain a regular update and if you are at risk of not being allowed to attend then your parents/carers will receive an update. The 'Passport to The Prom' will start running from Monday 2 of July 2018 and continue across the academic year until Friday 5 April 2019.

HOW WILL IT WORK?

All students start on 50 points and the amount needed to attend the Prom is 100. Therefore everyone is invited and we have given you half of the amount you need! You will gain points for positive outcomes during year 11 and you will lose points for negative outcomes during year 11. There will be no nasty surprises.

Cautionary note!!!!

Remember you will need to use the section in your planner to record any intervention/ extracurricular sessions attended and get the supervising member of staff to sign it. This must be completed every Half Term (HT) as you will not be permitted to go back to ask for this to be done. It is your responsibility to ensure these sessions are signed off by your SPM/APM/ or the AVP Pastoral every HT.

HOW DO I GAIN POINTS?

Actions that gain Prom Points	Points (per HT)	Person Responsible
Receive More than: 50 APs per HT	2	AVP
100 APs per HT	3	AVP
200 APs per HT	4	AVP
300 APs per HT	5	AVP
Praise Postcard/Letter Home	3	Student to show APM/ SPM/AVP
Student of the Month Nomination	4	APM/SPM
HoH/PM/HOD Commendation	5	APM/SPM
SLT Commendation	7	APM/SPM
Governor's Award	10	APM/SPM
Continued attendance (approx. 8 sessions per HT) at revision sessions/clubs (if invited and at the discretion of the HoH/PM)	5	Student to get planner signed and show to APM/SPM/AVP

On-going support of others (e.g. Buddy/Mentor/Academy Council/BIGs)	5	APM/SPM/AVP
Commitment to extra-curricular activities (eg sporting, drama)	5	AVP
Attendance per HT: 100%	5	AVP
Punctuality per HT (number of Lates): 0 1	5 3	AVP AVP
Homework record per HT (number not completed) 0 1	5 3	AVP
All Greens in your Interim Reports	5 (per Interim Report)	AVP
Attendance at Post 16 Open evenings/interviews (evidence of attendance will be required to be shown eg a letter from the organisers of the event, programme from the event or a photo taken at the event.)	3 (per attendance) +1 for every one over 3	Student to show evidence to APM/SPM/AVP
Work experience success: - Approved completion of WEX Booklet or Positive Statement from WEX Placement - Both of the above	2 5	AVP AVP

HOW DO I LOSE POINTS?

You will lose 1 Prom Point for every Academy Behaviour Point that you receive.

BENEFITS IF YOU PERFORM WELL?

- There will be a termly prize draw for a free Prom ticket per House for those students who are performing well and who have received a set amount of positive prom points (40 points) for that term.

All final decisions on attending are decided by the Head of School, SLT and the Pastoral Teams. Like all other decisions made at the Academy individual circumstances will always be taken into account.

The Prom is on the 27 June 2019 at Guisborough Hall, details and cost will be confirmed closer to the time.

This section of our Examinations Guide applies to SIXTH FORM Students only

All of the details below are supplied by Mrs Kell – Vice Principal

Mrs Kell and Ms Jackson make ALL final decisions regarding examination entries for ALL A Level, Vocational A Level & GCSE re-sit, qualifications in the Sixth Form – whether or not they have any ‘formal examination papers’.

If you have any issues about ANY examination entry – AFTER you have consulted the Examinations Officer and/or the Head of Department for any subject(s) - you can then contact Ms Jackson or Mr Chuhan.

Please note that in accordance with the KS5 Standards Document (attached) any student with attendance below 90% may not be entered for examinations in that subject, unless extenuating circumstances have been approved by Mrs Jackson.

The Sixth Form ‘Standards Document’, outlines expectations in relation to Year 12 and 13 students. If these standards are not met then students will not be entered for examinations, or costs for the examinations will be passed on to the students. Approximate costs for these can also be found in the ‘Standards Document’.

Important 2018-2019 dates for your diaries:

Easter Holidays Monday 8 April – Tuesday 23 April – Easter Revision School more details of specific courses and times will follow on the website.

Year 12 –Students will not have any study leave and will be expected to attend all lessons until the end of term (Friday 19 July 2019). If students are sitting some AS examinations then structured revision will take place in their lessons in the lead up to their examination. If a student has an afternoon AS examination, he/she will be allowed to stay at home to revise in the morning of that examination, if the student wishes.

Year 13 –Students will commence ‘study leave’ on Monday 3 June 2019. They will still be expected to attend all subject lessons, at the discretion of the teacher until the date of their last examination in that subject, but they will no longer have to attend registration or their Monday tutorial period 3. They may choose to stay in the sixth form building for independent study periods or work at home.

Results Day Thursday 15 August 2019 - Both AS and A Level results will be available for collection from Nunthorpe Sixth Form. Year 13 students will be able to collect their results from the Sixth Form between 9.00am – 9.30am. Year 12 9.30am - 10.00am.

University Clearing Arrangements for Year 13 Sixth Form Students

It is important that you are aware of **Clearing** procedures in advance of results day. Ms Jackson will provide you with a sheet which outlines the Clearing procedure in due course. The tutors, Ms Jackson and Mr Chuhan will be around to offer support and guidance on results day, but all contact with universities has to be done by students.

Sixth Form Enrolment Dates 2019 - Thursday 22 August & Monday 2 September.

If for any reason you are unable to enrol on the two dates above, you must contact Ms Jackson immediately. Failure to do so will mean your place cannot be guaranteed.

You will need to bring the following items when you enrol:

-) Examination results slip
-) Parent/Carers email addresses and mobile phone numbers

Tuesday 3 September 2019 - Year 12 & Year 13 term starts 8.40am to 3.00pm.

Y13 Celebration Event – Thursday 23 May 2019 from 6.00pm – 8.00pm.

Tuesday 19 November 2019 - 3.30pm to 5.00pm Certificate Collection for all Year 12 and Year 13 students in the Sixth Form building. Students who are unable to attend at that time will be able to collect Certificates from the Academy Main Reception after that date for one year. If you are unable to collect in person and are sending a representative to collect the certificates on your behalf you will need to provide them with a signed note of permission to hand in at reception before certificates can be released to them.

Standards Document September 2018

Attendance and Punctuality

Students are **expected to attend** sixth form **between 8.30am and 3.00pm** – end of period 5, **every day** as a bare minimum. Registration and the tutorial period (Monday, Period 3) are a compulsory element of attending sixth form and follow a programme designed to support individuals through one to one mentoring, study skills, current affairs, presentation and social skills, UCAS, Apprenticeship and Employment applications, topical debate and outreach work with outside agencies, to name a few. All opportunities are designed to create a rounded individual prepared for their next step after life at the sixth form.

If students do not attend registration they will be marked absent and this will affect their overall attendance. Their **attendance figure** will be reported in any **reference** written by the sixth form staff and will obviously be vital in these highly competitive times whether applying for work, training or university. Students with attendance **below 90% will** be asked to pay for their examinations and may **not be entered for examinations**. (Extenuating circumstances can be discussed with Ms H Jackson).

In real terms any student whose attendance is at 90% equates to 2.5 periods (out of the 5 per week per subject) per week missed. Over a year, 90% is the equivalent of 3.6 weeks missed.

Definitions:

Authorised absence

An absence which has been reported e.g. illness, doctor's appointment, an approved holiday in exceptional circumstances.

Unauthorised absence

Any period of absence which has not been accounted for or approved.

Both of the above absences will affect the overall attendance grade of your son or daughter and will be taken into account when making examination entries and assessing student progress. There are clear links to poor attendance affecting the overall grades attained by students.

Absence

Any **absence** from the sixth form due to **illness** must be phoned in to the Academy Attendance Officer before 8.40am on 01642 310561, option 1, student absence.

Leave of absence requests must be made on the appropriate '**Request for Absence Form**', which can be obtained from student reception, but must be returned to the Head of Sixth Form for authorisation. Returning the form is **not** an automatic agreement for the absence; this **must be approved before any leave is taken**. **Holidays** in term time must be **avoided** due to the level of content delivered within the programme of study for level 3. Please see the Nunthorpe website for holiday periods. The sixth form remains open for independent study on PD days.

Standards Document September 2018

Students **needing to leave the site for any legitimate reason**, which has been approved by their Form Tutor and/or Head of Sixth Form, must sign out at reception, and sign back in on return. Driving lessons must not be arranged during sixth form hours with the exception of Wednesday 2.00 pm – 3.00 pm for Enrichment. **Medical appointments** should be made outside of sixth form hours where possible, failing this a phone call or medical appointment card should be shown at reception before signing out.

Lesson and Independent Learning Commitment

Each L3 course has **5 hours of lesson commitment** and a **minimum of 5 additional hours independent study**, comprising of set homework, reading, research, practice questions, etc. Students are expected to attend all lessons on time and complete all work set. Failure to complete work set could result in students being excluded from the lesson until the work is caught up at the discretion of the teacher.

Independent Study (IS) Periods

All students are expected to **stay on site for Independent Study (IS)** periods to support their learning. A quiet study area is provided within the Learning Resource Centre on the first floor of the sixth form, Student Group Rooms are available, for silent study, for certain timetabled sessions (timetables on all SGR doors), in addition to the Common Room on the ground floor. Therefore environments to suit all learners are provided in addition to research facilities and ICT equipment. Students are also encouraged to bring in their own laptops, netbooks, i-pads, etc to assist in their learning, which can access the sixth form internet and 'my document' areas of the Nunthorpe network.

Home Study (2 hours)

The **only exception** to the IS rule is for **Year 13** students who have a proven track record of successful independent study, which has been **formally agreed by Ms H Jackson**. All aspects in this 'Standards Document' are taken into consideration when assessing the application from a student for home study for 2 hours per week.

Interim Data

Assessment details reported every half term. Students will receive grades 1-4 for quality of Classwork and Homework, quality of meeting deadlines, and quality of effort, along with a current grade, predicated grade and end of A level target grade. Tutors will have a follow up one to one with each student to discuss targets and progress made. If there are any concerns these will be raised initially with the student and subject teacher, if resolution cannot be found and no progress is made then contact home will follow. **All parents are however encouraged to make contact with teachers directly if/when any issues arise so that they can be dealt with immediately.** Emails for all staff can be found on the Nunthorpe Academy website.

Examination Entries

Entries will be made in accordance with students meeting the criteria stated in this document and professional judgement on behalf of the staff and students of the sixth form by Ms H Jackson Head of Sixth Form.

Standards Document September 2018

If these requirements are not fulfilled then costs for examination entries will be passed onto the students and parents/carers. These cases are thankfully rare, and once the student has attended the examination(s) and gained their target grade(s), we do reimburse parents the cost of the examination entries. Our intention in these cases is to ensure that we have the full support from parents for the examinations their child will undertake.

Approximate costs for 2018-19 examination entries for:

AS examinations are £50:00, the usual is 4 AS subjects costing £200:00

A level examinations are £50:00, the usual is 3 – 4, therefore costing £150:00 - £200:00

L3 BTEC Certificate costs £91:20

L3 BTEC Diploma costs between £143:20

L3 Subsidiary Diploma £124:80

L3 Extended Diploma £180:10



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.

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"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.

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.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You must not take into the exam room:</p> <p>a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</p> <p>Unless you are told otherwise, you must not have access to:</p> <p>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates.</p> <p>Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.</p>
6	If you wear a wrist watch 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 Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <p>a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.</p>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <p>a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.</p>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <p>a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.</p>
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

Information for candidates Using social media and examinations/assessments



Image by Patrice 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 (if available). They will then report the matter to the awarding body and it will be investigated.

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



Image by Ben Wight

You should be aware that the following constitute malpractice:

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

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>





This notice has been produced on behalf of:

AQA, CCEA, OCR, Pearson and WJEC

Information for candidates – GCSE controlled assessments

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

When you submit any work 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.

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

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

The regulations state that:

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

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

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your 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. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use 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.**

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read 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.

The awarding body will decide which penalty is appropriate.

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

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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.

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



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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

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

Do not be tempted to use 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.**

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using (or even marked the 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 component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS
SMARTWATCHES**

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

) Procedure for the emergency evacuation of the examination room

) In the event of a fire alarm, the following procedure applies:

-) Candidates are to stop writing and put down pens.
-) Invigilators will note the time that the fire alarm went off.
-) Before the Candidates exit, the invigilators will remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another. A breach of regulations could mean disqualification from their examination.
-) The Candidates should remain calm and leave their papers on their desks and leave by the fire exits, to assemble within the Main Academy car park for Sports Hall Students. For other venues ie: (Green Room, NESTA, ELZ, 6th Form etc.), they assemble outside the 6th Form along the tennis court fence. Candidates are to leave a row at a time when told to do so, and escorted by invigilators.
-) Candidates should be lined up according to the seating plan for that particular examination. When assembled invigilators will take the examination register to ensure that all candidates are present. Registers to be given to Clare O'Neill, and in her absence Christopher Deen.
-) The Examination Officer will attend each examination to ensure the procedures are being followed and assist where necessary.
-) The appointed member of SLT will attend the assembly point to ensure students follow procedures.
-) At the end of the emergency the Examinations Officer, or a senior member of staff will inform the candidates when to return to the examination room. The invigilators will remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should they talk to one another whilst returning to the examination room.
-) On return to the examination room the candidates will return to their seats quietly and resume the examination when told to do so, still receiving the **full working time set** for the examination.
-) Invigilators will then note how long the interruption lasted, adjust the finishing time and record how long the disruption lasted.
-) A full written report of the incident is then sent to the relevant examination board.

Sports Hall Examination Layout

**Girls
Changing Room**

**Boys
Changing Room**

L22	K22	J22	I22	H22	G22	F22	E22	D22	C22	B22	A22
L21	K21	J21	I21	H21	G21	F21	E21	D21	C21	B21	A21
L20	K20	J20	I20	H20	G20	F20	E20	D20	C20	B20	A20
L19	K19	J19	I19	H19	G19	F19	E19	D19	C19	B19	A19
L18	K18	J18	I18	H18	G18	F18	E18	D18	C18	B18	A18
L17	K17	J17	I17	H17	G17	F17	E17	D17	C17	B17	A17
L16	K16	J16	I16	H16	G16	F16	E16	D16	C16	B16	A16
L15	K15	J15	I15	H15	G15	F15	E15	D15	C15	B15	A15
L14	K14	J14	I14	H14	G14	F14	E14	D14	C14	B14	A14
L13	K13	J13	I13	H13	G13	F13	E13	D13	C13	B13	A13
L12	K12	J12	I12	H12	G12	F12	E12	D12	C12	B12	A12
L11	K11	J11	I11	H11	G11	F11	E11	D11	C11	B11	A11
L10	K10	J10	I10	H10	G10	F10	E10	D10	C10	B10	A10
L9	K9	J9	I9	H9	G9	F9	E9	D9	C9	B9	A9
L8	K8	J8	I8	H8	G8	F8	E8	D8	C8	B8	A8
L7	K7	J7	I7	H7	G7	F7	E7	D7	C7	B7	A7
L6	K6	J6	I6	H6	G6	F6	E6	D6	C6	B6	A6
L5	K5	J5	I5	H5	G5	F5	E5	D5	C5	B5	A5
L4	K4	J4	I4	H4	G4	F4	E4	D4	C4	B4	A4
L3	K3	J3	I3	H3	G3	F3	E3	D3	C3	B3	A3
L2	K2	J2	I2	H2	G2	F2	E2	D2	C2	B2	A2
L1	K1	J1	I1	H1	G1	F1	E1	D1	C1	B1	A1

**Entrance
& Fire Exit**

**Fire
Exit**

Front