



HAZELWOOD
INTEGRATED COLLEGE

**STUDENT GUIDE FOR
CONDUCT IN EXAMINATIONS**
(Including Malpractice and Appeals)

April 2018

INFORMATION FOR CANDIDATES FOR WRITTEN EXAMINATIONS — effective from 1st September 2017

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

- Be on time for your exams. If you are late, your work might not be accepted
- Do not become involved in any unfair or dishonest practice during the exam.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- You must not take into the exam room: Notes; potential technology/ web enabled sources of information such as an ipod, a mobile phone, an MP3/4 player, a smart watch or a wrist watch which has a storage device. Any pencil cases taken into the exam room must be see through.
 - Remember: possession of unauthorised materials is breaking the rules, even if you do not intend to use it, and you will be subject to penalty or possible disqualification.
- If you wear a wrist watch the invigilator will ask you to remove it and place it in your bag.
- Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- You must **not write** inappropriate, obscene or offensive material.
- If you leave the exam room unaccompanied by an invigilator before the exam has finished; you will not be allowed to return.
- Do not borrow anything from another candidate during the exam.

B: Information – Make sure you attend your exam

- Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- If you arrive late for an exam, report to the invigilator running the exam.
- If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- Only take into the exam room the pens, pencils, erasers and any other equipment, which you need for the exam.
- 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

- You may use a calculator unless you are told otherwise.
- If you use a calculator:
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the exam room any operating instructions or prepared programs.
- Do not use a dictionary or computer spell checker unless you are told otherwise.

D: Instructions during the exam

- Always listen to the invigilator. Follow their instructions at all times.
- Tell the invigilator at once if:
 - you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - the question paper is incomplete or badly printed.
- Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 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.
- Remember to write your answers within the designated sections of the answer booklet.
- 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

- 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.
- Put up your hand during the exam if:
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - you need more paper.
- You must not ask for, and will not be given, any explanation of the questions.

F: At the end of the exam

- 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.
- Do not leave the exam room until told to do so by the invigilator.
- 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.

Please read this information in advance of your examination(s) and ensure you follow all the instructions. A full copy of the Examination Policy can be found on the school website.

CANDIDATE MALPRACTICE POLICY

Introduction

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications (such as ASDAN CoPE) and also regarding examinations marked externally.

Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by candidates with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing of as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – This may refer to the use of resources which the candidate has been specifically told not to use
- The alteration of any results document

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

The following are examples of malpractice by candidates with regards to examinations. This list is not exhaustive:

- Talking during an examination
- Taking a mobile phone into an examination
- Taking any item other than those accepted by the Awarding Body into the examination, such as a book or notes
- Leaving the examination room without permission
- Passing notes or papers or accepting notes to, or accepting notes or papers from another candidate

If a teacher suspects a candidate of malpractice during an examination, the candidate will be informed and the allegations will be explained. He/she may be removed from the examination room. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination and will therefore be disqualified.

Appeals

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line with the Appeals Policy.

This Policy can be viewed by students on the school website and is discussed with the students prior to examination periods during assemblies.