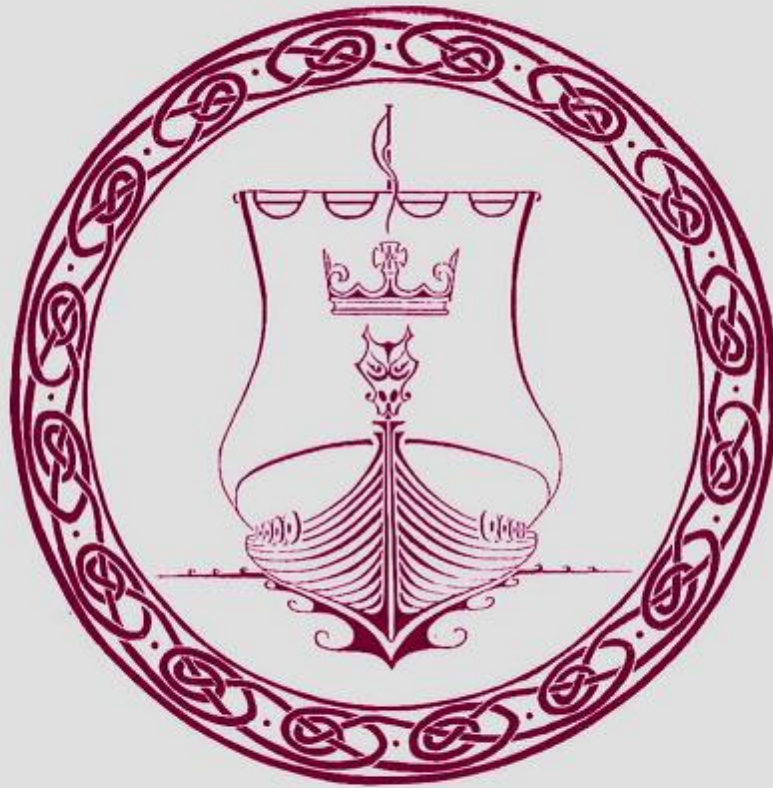


*Queen Elizabeth II High School*



*a.d. 1979*

*gleck dty share dy kinjagh*

**Examination Guidance  
For Students and Parents  
Year 10  
2023-2024**



Dear Student, Parent/Carer

It is the aim of Queen Elizabeth II High School to make the examination experience as stress-free and successful as possible for all candidates, whilst adhering to Examination Regulations.

This booklet is informative and helpful, making you aware of the examination regulations and procedures to follow.

The Awarding Bodies (or Examination Boards) set down strict criteria which must be followed. Many of these are co-ordinated under the Joint Council for Qualifications (JCQ).

The Scottish Qualifications Authority (SQA) is authorised to regulate awarding bodies and the qualifications they offer under the Education (Scotland) Act 1996.

At the back of this booklet are copies of the Awarding Bodies regulations for Examinations, Coursework and Non-Examination assessments.

Failure to follow the regulations will result in penalties, which may include not being allowed to sit the exam or have the paper annulled. This booklet contains information to help you understand the rules.

Please also refer to the school website for exams information in the Curriculum and Learning Section, Exams.

After reading, please return the completed acknowledgement slip below.

Many thanks

Mrs Venezia

Exams Officer

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I confirm that I have received, read and understood the Examinations Guidance Booklet for Students and Parents 2023-2024

Student name .....

Tutor Group.....

Students Signature.....

Parent/Carer's Signature.....

Date.....

# KEY DATES 2023/2024

## MOCK EXAMS

Start on **MONDAY 4<sup>TH</sup> MARCH 2024**

### Behaviour

If you misbehave during your mock exams in March you will have to sit all future mock/external exams in a separate room. **You** will have to pay for the invigilation costs.

When you sit external examinations, breaches of exam rules are submitted to the awarding body who may decide not to award the certificate.

**Whilst you are not sitting external examinations yet, included in this document is important information to help you understand the Awarding Bodies rules. This will help you to sit your examinations and prepare for coursework.**

**These rules must be adhered to when you sit your mocks in March 2024.**

### Attendance

When you are entered for but fail to complete an element of the course, or fail to attend an examination session, you will be required to pay the examination fee. The fees for GCSE/IGCSE qualifications range from £40-£70.00 per subject.



## **Centre Assessed Work (Coursework, non-examination assessments and Portfolios of Evidence)**

The following subjects have coursework/non-examination assessment unit (s):

Art and Design (Fine Art) WJEC 3651  
Art and Design (Graphic Communication) WJEC 3654  
Art and Design (Textile Design) WJEC 3653  
Dance BTEC New Tech award  
Design and Technology –  
Food & Nutrition WJEC 3560  
Practical Woodworking SQA Nat 5  
Product Design WJEC 3603  
Drama WJEC 3690  
Geography CIE 0460  
Home Cooking Skills (Jamie Oliver BTEC) MRH35  
ICT SQA PC Passport – 4 assessed units  
Music WJEC 3660  
Physical Education WJEC Full Course/Short Course 3550/3555  
Workskills BTEC DVSC6

### **Exam 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.**

### **The use of AI in Assessments and Exams**

**AI misuse is when you take something made by AI and state that it is your own work. This is classed as CHEATING.**

**The below quick guide document for students gives an outline of the regulations surrounding the use of AI in assessments, and also within exams.**

**Your teachers and the exam boards are able to check your work as per exam guidelines. Sanctions will be applied if you are identified as misusing AI in assessments.**



### What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

**THIS IS CHEATING!**



### How do I make sure I don't misuse AI?



#### 1 Know the rules

- o You're **not allowed** to use AI tools when you're in an exam
- o Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- o Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- o Name the AI tool you used
- o Add the date you generated the content
- o Explain how you used it
- o Save a screenshot of the questions you asked and the answers you got

#### 3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!

Know the rules  
Talk to your teachers  
Reference clearly

Queen Elizabeth II High School follows the Isle of Man Department of Education, Sport and Culture Complaints procedure in relation to general complaints about the delivery or administration of a qualification.

**Please also refer to your Student Handbook for further information, which will be provided by your teacher and published on the It's Learning BTEC Pages.**

### **What is assessment?**

- Internal assessments are conducted by members of the teaching staff in their role as Assessor who have appropriate knowledge, understanding and skills
- Assessment evidence provided by you is produced and authenticated according to the requirements of the Awarding Body
- The consistency of internal assessment will be maintained by internal verification and standardisation
- All your work being assessed for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification

The qualification consists of units of assessment, and each unit is written in a specific way.

This format includes:

- unit title
- level
- credit value
- learning outcomes
- assessment criteria

### **Your assessor will over a period of time:**

- Meet with you to prepare and agree an assessment strategy prior to the assessment taking place
- Brief you on the assessment process
- Make an assessment decision based solely on your related performance criteria
- Complete checklists and observation records of your assessment
- Give constructive feedback
- Complete required documentation when competence has been achieved
- Devise new and updated assessment plans with you if competence has not yet been achieved

### **Your role:**

You must:

- Prepare for assessment by familiarising yourself with the standards, what is to be assessed and how it will be assessed.
- Carry out activities and/or answer questions
- Make sure the work is your own and not copied from the internet or anyone else
- Gather and present evidence on assessment
- Receive and act on feedback from your assessor

Where insufficient evidence has been presented, you may be withdrawn from the BTEC qualification. Your assessor will provide the reason why the decision has not been made and you will be notified in writing.

## **BTEC Appeals Policy**

### **Aims of the policy**

To enable you to enquire, question or appeal against an assessment decision.  
To attempt to reach agreement between you and the assessor at the earliest opportunity.  
To standardise and record any appeal to ensure openness and fairness.  
To facilitate a learner's ultimate right of appeal to the awarding body, where appropriate.  
To protect the interests and the integrity of the qualification.

You may appeal against the following:

- Assessment decisions
- Conduct of assessments
- Incorrect use of standards

The appeals system must allow for effective fast hearing of appeals. Candidates must put their appeal in the first instance to their assessor, in writing.

If the issue cannot be dealt with between the two parties, then an Internal Verifier will be appointed to oversee the appeal. They may either review the assessment themselves or appoint another independent assessor to carry out this task on their behalf.

Once the assessment has been reviewed which will include discussing the case with both the candidate and the relevant assessor, the reviewer will discuss the relevant material with the Internal Verifier and a decision will be made, and both the candidate and assessor will be informed in writing of the result.

The decision of the appeals panel is final.

Our School Appeals Policy:

### **Stage One (discussion with your Assessor)**

When a Candidate feels that their Assessor's decision is unjustified, the Candidate should notify the Assessor in writing within a week of receiving the decision. The Assessor should make a record on the Candidate's action plan that the decision was appealed and the date this occurred. The Candidate should request that the Assessor consider taking appropriate action to rectify the situation. The Internal Verifier and Centre Quality Nominee should be made aware that this appeal has been lodged. If the issue cannot be resolved between the Assessor and the Candidate, the Candidate can then instigate Stage Two of the Appeals Procedure. This involves referring the matter to the Internal Verifier.

### **Stage Two (involving the Internal Verifier)**

The Candidate should lodge his/her appeal with the Internal Verifier in writing within a week of raising the matter with the Assessor. The Internal Verifier will convene a three-way meeting to try and find a mutually acceptable solution between both parties. Through reconsideration of the evidence, the Internal Verifier will attempt to ascertain if the assessment decision is both valid and appropriate. The role of the Internal Verifier during Stage Two is to act as an independent arbitrator. The Internal Verifier will give advice and make suggestions about an appropriate course of action. The Quality Nominee should be made aware that this appeal has been lodged. If a mutually acceptable agreement cannot be reached at Stage Two, the Candidate can initiate Stage Three of the Appeals Procedure.



### **Stage Three (Convening of an Appeals Panel)**

If the Candidate is still aggrieved, this should be lodged in writing with the Quality Nominee within 20 days of being notified of the assessment decision. The Quality Nominee will notify the External Verifier that an appeal has been lodged and will provide information about when and how the appeal will be heard. The Quality Nominee will set a date for the appeal to be heard by the appeals board. The Quality Nominee will ensure that the panel meets within 20 days of the appeal and will hear evidence from the Assessor and the Candidate. The purpose of the panel is to adjudicate and make decisions about disagreements in an objective and independent way as possible. No-one involved in the original assessment will be included on the panel. Instead, it will be made up of the Quality Nominee, an independent Assessor with workplace expertise and an Internal Verifier (not the subject assessor). If all parties involved cannot reach agreement; the Chairperson of the panel will initiate the final stage of the Appeals Procedure.

NB: This policy will be reviewed every 12 months by the Senior Leadership Team.



## Preparing for Examinations

**You are responsible for arriving at the examination with the proper equipment.**

**We cannot guarantee to provide any equipment you may have forgotten.**

**Please bring with you:**

1. ALL relevant items for each exam

Basic Requirements – to be carried in a **see-through** pencil case or small plastic see-through bag.  
**If you are sitting an SQA exam pencil cases are prohibited.**

Two **black** pens

HB pencil

Ruler

Eraser

Appropriate Equipment e.g. protractor, compass, sharpener, coloured pencils (for certain exams).

**YOU ARE NOT ALLOWED TO USE CORRECTING PENS, FLUID OR TAPE, ERASABLE PENS, HIGHLIGHTERS OR GEL PENS IN YOUR ANSWERS**

**You may use a highlighter pen on your question paper in certain exams.**

You must not attempt to borrow equipment from another candidate during the examination.

2. You may have a bottle of water (**label removed**). No other food (unless there are medical reasons) or drink is allowed, this includes canned or cartons of drinks, fruit infused bottles, chewing gum or any other food – these items will be confiscated.

You must leave your bag/coat in your locker. Bags and coats are NOT allowed in the exam room under any circumstances.

3. Tissues.

## Dress Code

**You must be wearing full and correct school uniform at all times. The school may refuse to admit a candidate who is not correctly dressed to an exam.**

Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

## Calculators

### Calculators must be:

- of a size suitable for use on the desk
- either battery or solar powered
- free of lids, cases and covers which have printed instructions or formulas

### Calculators must not:

- be designed or adapted to offer any of these facilities:-
  1. language translators
  2. built-in symbolic algebra manipulation (output must be numeric not algebraic)
  3. symbolic differentiation or integration (output must be numeric not algebraic)
  4. remote communication with other machines or the internet
- be borrowed from another candidate during an examination for any reason.
- have retrievable information stored in them – this includes:-
  1. databanks
  2. graphic display
  3. dictionaries
  4. mathematical formulas
  5. text

### YOU are responsible for the following:

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator

*The school has calculators for sale in Reception which meet the regulations.*

We have a limited number we can lend out in emergencies; however, we are not responsible if there are not enough to give to all students.



## Seating

You will receive a timetable confirming your seating arrangements for your mock exams in February before half term.

As a general rule exams will take place in the Hall.

Please wait quietly in the Entrance Hall or outside your exam room and wait for instructions from the Senior Team and/or Invigilator (s).

You **must not** take into the exam room:

- a mobile phone
- any type of watch
- Earphones, Earbuds of an description
- storage device, iPod, MP3/4 player or similar device or ANY potential technological/web enabled sources of information
- PAPER NOTES
- a calculator lid/instruction leaflet
- a reading pen unless this forms part of your access arrangement

**YOU MUST ENTER THE EXAM ROOM WITH NO WRITING ON YOUR HANDS/ARMS ETC; YOU MUST WASH ANY WRITING/PICTURES OFF BEFORE YOU ENTER. IF YOU DO ENTER THE ROOM WITH WRITING ON YOUR HANDS/ARMS ETC YOU WILL BE ASKED TO STOP WORKING AND MAY BE REMOVED FROM THE EXAM ROOM. YOU WILL BE REPORTED TO THE EXAM BOARD AS THIS ACTION IS CLASSED AS MALPRACTICE. YOU ARE LIKELY TO BE DISQUALIFIED FROM THE UNIT YOU ARE TAKING.**

**Do not** bring your phone or any other electronic equipment to school. The school takes NO responsibility for valuables during exams. Please leave such items at home to avoid possible problems.

**Any valuables left in Reception are done so at your own risk.**

## Once inside the examination room

**You are under formal examination conditions from the moment you enter the room in which you are taking your examination(s) until the point at which you are permitted to leave.**

**Do not fill in your answer booklet until you are instructed to do so by the invigilator(s). Do not write on your exam label, formulae booklets, prescribed texts at any time.**

**If you communicate with any other student(s) in an exam room, before or once the exam has begun, all students involved will be reported to the Exam Board for misconduct.**

**Any attempt to communicate with or disturb other candidates could result in you being excluded from all external examinations.**

**If you are allowed extra time for your exam, you will have a blue card placed on your desk. If you do not receive one, tell the Invigilator. It is your responsibility whilst in the room to notify the Invigilator if you feel your extra time arrangement is not in place.**

**If you leave the exam room you will not be allowed to re-enter the room under any circumstances.**

You must not borrow anything from another candidate during the examination.

## Invigilators

- Listen to the Invigilator(s) and 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, or if the paper is incomplete or badly printed
- If you drop anything on the floor, do not attempt to pick it up. Raise your hand and an Invigilator will pick it up for you
- If you have a problem and are in doubt about what you should do, feel ill or need more paper, raise your hand
- Read carefully and follow the instructions printed on the question paper and/or on the answer booklet
- Invigilators are there to help you as well as ensure the Exam Board rules are adhered to. But remember, they are representatives of the Exam Boards and the school. Lack of respect for them is taken seriously by the Exam Boards and could have serious consequences

## **Damage to school property**

**THERE WILL BE SEVERE CONSEQUENCES FOR ANY STUDENT WHO DEFACTS AN EXAM DESK.**

## **At the end of the examination**

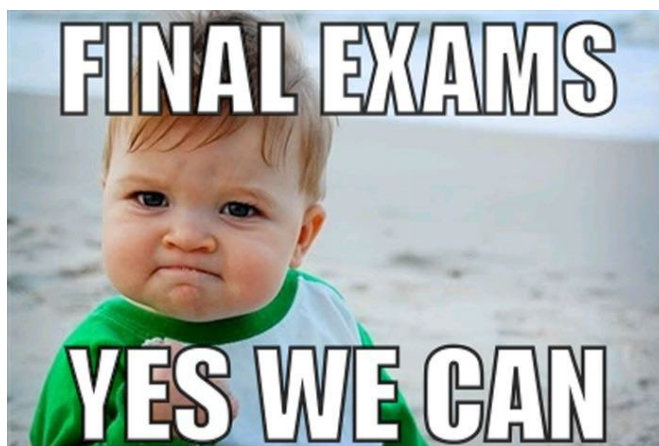
**IT IS SCHOOL POLICY THAT YOU REMAIN IN THE EXAM ROOM FOR THE FULL DURATION OF THE EXAMINATION. YOU WILL NOT BE ALLOWED TO LEAVE EARLY SO PLEASE DON'T ASK.**

Once you have finished your exam, you must wait, in silence. Once all exam papers have been collected, you will be dismissed in an orderly fashion. You must remain silent until you are OUTSIDE the exam room.

Please respect that other students may still be working.

Do not communicate with any other student(s), before you leave the exam room.

If you feel that your performance has been hindered during your exam in any way, please speak to Mrs Venezia or a senior member of staff immediately, i.e. Illness, minor ailments, being disturbed by other students, issues with invigilation. This list is not exhaustive.



## **Misconduct**

**Exam Rules & Regulations** are written to protect the security of all exams and associated coursework and the rights of ALL candidates sitting an examination.

If you choose not to abide by the rules and regulations, you **WILL** be reported to the Exam Board. They reserve the right to penalise you depending on the severity of your misconduct.

The penalties which can be issued are:-

1. Warning;
2. Loss of all marks for a section;
3. Loss of all marks for a component;
4. Loss of all marks for a unit;
5. Disqualification from a unit;
6. Disqualification from all units in one or more qualification;
7. Disqualification from a whole qualification;
8. Disqualification from all qualifications taken in that series;
9. Candidate debarral;
10. Cambridge Assessment International Education may inform other examining bodies of the details of the case and the action taken;
11. Cambridge Assessment International Education may inform the police in serious cases involving theft, impersonation or the falsification of documents.

## **IT IS THEREFORE VITAL THAT YOU UNDERSTAND AND FOLLOW THE RULES**

**The following are posters which you will see around school, usually inside and outside of exams rooms and the hall. Please take note of both – they give clear guidance of what you cannot do in an exam and what you are not permitted to take into exam.**



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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## Warning to Candidates

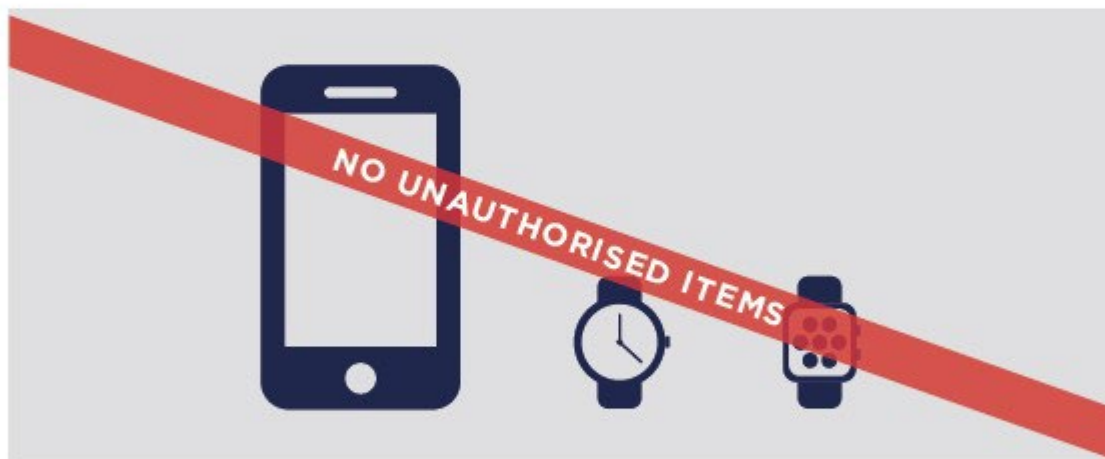
1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material is **not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an 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.**



## NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.

## Instructions for a fire drill during an examination

We hope that there are no fire alarms during the examinations; however, if there is an alarm, these instructions must be followed **IN COMPLETE SILENCE.**

1. Firstly do not panic. Stop working immediately and close any exam booklet. Listen to the Invigilators for instructions.
2. You will be asked to leave the exam room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **MUST** be at least one metre away from other students and **MUST** remain silent.
4. Do NOT walk to where you would normally go; you will go to the tennis court next to the all-weather pitch adjacent to the atrium.
5. When you return to your exam room, do not open your exam booklet and start writing until the Invigilator tells you to do so. Any time lost due to the interruption will be added on to the normal finish time of the examination.

**If you do not remain silent throughout,**

**you, and anyone you have spoken to,**

**will NOT be allowed back into the exam room.**



## **Exam Boards**

These are the specifications we use for GCSE and IGCSE at Queen Elizabeth II High School. You can visit the websites of the Awarding Bodies AQA, Cambridge International, Pearson, SQA and WJEC to find lots more information including past papers and mark schemes, exam techniques and tips.

### **AQA**

Functional skills English L1/L2 8720/8725

### **CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION**

Business Studies 0450

Computer Science 0478

English Language 0500

Geography 0460

### **Edexcel/ PEARSON**

Science Entry level certificate NSC0

Science 9-1 1SC0

History International 4HI1A Grade based on 2 x 1.5 hr external exams

### **BTEC**

BTEC Home Cooking Skills (Jamie Oliver) Level 1/2

BTEC Performing Arts (With a dance approach) Level 1/2 technical award

BTEC Workskills

### **SQA**

PC Passport National Progression Award (IT) GL32 SCQF National 5

Practical Woodworking C862 75 National 5

### **WJEC**

Additional Maths 955001

Art & Design (Fine Art) 3651QS

Art & Design (Graphic Communication) 3654QS

Design & Technology: Art and Design (Textile Design) 3653QS

Design & Technology: Food & Nutrition 3560P1/P2

Design & Technology: Product Design 3603QS

Drama 3690QS

English Literature C720

Entry Level Maths Aware/Cert WJEC 6009A3/6009C3

French 3800QS

German 3820QS

Mathematics 3300

Physical Education 3550QS – 2 hr exam (50%)

Religious Studies Full Course/Short Course 3120/3125

Music 3660QS

### **WJEC EDUCAS**

English Literature 9-1



Exams can be stressful but provided you have prepared well you can minimise the pressure.

Teachers and Support Staff are here to make the process as painless as possible.  
If you have any concerns please don't hesitate to ask for help.

You can get valuable tips on coping with exam stress by having a look at websites and apps such as GCSE Pod, Mind, Calm and BBC Bitesize.

