



LUTTERWORTH HIGH SCHOOL



ASSESSMENT HANDBOOK 2021/22 A Guide for Students, Parents and Carers

Candidate Name:

Candidate Number:

CENTRE NUMBER: 25269

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INTRODUCTION

Lutterworth High School is committed to ensuring that candidates are fully briefed on the examination and assessment processes in place and are made aware of the required Joint Council for Qualifications (JCQ) awarding body instructions and *Information for Candidates* documents.

This handbook has been produced to help you fully prepare yourself for your coursework and non-examined assessments. Please read it carefully and show it to your parents so that they are also aware of the regulations and procedures to follow in the event of any problems occurring.

Strict criteria must be followed for the conduct of examinations and assessments and Lutterworth High School is required to follow them precisely. You should, therefore, pay particular attention to the JCQ Notices printed in this handbook.

If you or your parents have any queries or need help or advice at any time before, during or after examinations, please contact:

A full examination handbook will be given to you nearer your exams which will outline all of the examination procedures and regulations.

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Remember –we are here to help

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NON EXAMINED ASSESSMENTS AND CONTROLLED ASSESSMENTS

Non-Examined Assessments and Controlled assessments are a part of some subjects. They are designed to assess skills such as a student's ability to carry out research, prepare tasks etc. Assessments are divided into 3 sections:

- a period of time when the teacher introduces the task and discusses research techniques etc.,
- a set period of time in which the students, either individually or as a group, research the task, and
- a semi-formal examination period where the students write up their findings. This final stage may be done in the classroom or an examination room, depending upon the subject, but whichever the venue, the examination regulations of no communicating, no mobile phones etc. will apply.

The JCQ rules concerning plagiarism apply to all controlled assessments (*see "Information for Candidates–Non Examined Assessments" and "Information for Candidates–Controlled Assessments" in the Appendices*).

Once completed, assessments are marked using the Awarding Body mark scheme. If you feel that the mark you have been awarded is incorrect, you must follow the steps laid down in the Internal Appeals Procedure, a copy of which can be found on the school website and in the Appendices section of this handbook. Any queries regarding controlled assessment marks must be resolved before the Awarding Body submission deadlines.

EXAMINATION AND ASSESSMENT MALPRACTICE

What is malpractice?

'Malpractice' is any act, default or practice, which is a breach of the JCQ regulations or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of an examination result or certificate.

This malpractice can occur in the course of an exam or assessment, including the preparation and authentication of any controlled assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

The following all constitute malpractice offences for which there are penalties imposed by the Examination Boards

- Possessing a mobile telephone (even with the SIM card or battery removed), a watch, MP3/4, iPod, headphones or any other technological or web enabled device whilst in the examined assessment, exam room or quarantine room
- Failure to remove a wristwatch
- A breach of the instructions or advice given by an invigilator or Examination Board in relation to the examination rules and regulations
- Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations
- Collusion – working collaboratively with other candidates beyond what is permitted

- Copying from another candidate – in controlled assessments or during an examination, including the misuse of IT
- Deliberate destruction of work – including defacing your own script
- Disruptive behaviour in the examination room or assessment session, including the use of offensive language
- Talking in the exam room
- Communication between candidates – written, verbal, facial expressions or gestures
- Using social media – accepting, passing or distributing examination related information to/from others
- Taking unauthorised notes or paper into the examination room and/or using permitted notes/books that have been annotated, calculators/dictionaries when prohibited.
- Writing or symbols on hands/skin
- Including inappropriate, obscene or offensive materials in scripts or controlled assessments, including drawing/comments which could cause offense to others
- Plagiarism – unacknowledged copying from published sources, including the internet; incomplete referencing
- Making a false declaration of authenticity – using work of others and declaring it is your own work
- Theft of someone else’s work (project or controlled assessment) to pass off as your own
- Leaving the examination room or quarantine room unescorted before the end of the exam or during clash supervision
- Impersonation – deliberate using of wrong name or candidate number or arranging to be impersonated
- Altering results documentation, including certificates

Make sure you know what you can and cannot do in an examination room, before it is too late. Do not take unnecessary risks otherwise all your efforts during the year could be wasted.

Penalties for possession of a mobile phone or electronic device – issued by JCQ

If a mobile telephone or electronic device is found in a candidate’s possession in an examination room, assessment room or quarantine room – **even if it is turned off** – it will be removed and a report made to the appropriate Examination Board. The Examination Boards operate a **non-tolerance** policy on all candidates discovered to be in infringement of the regulations and state that any candidates discovered to have a mobile phone, or electronic device, with them during an assessment or examination faces disqualification.

TYPE OF OFFENCE – FAILURE TO HAND IN MOBILE PHONE/WATCH/ELECTRONIC DEVICE	PENALTIES GIVEN
Not in the candidate’s possession but makes a noise in the examination room	Penalty 1-2
In the candidate’s possession, but no evidence of being used by the candidate	Penalties 2-4
In the candidate’s possession and evidence of it being used by the candidate	Penalties 5-9

Penalties imposed against candidates for malpractice

- **Penalty 1 – Warning**
The candidate is issued with a warning that if the offence is repeated within a set period of time, further penalties will be applied
- **Penalty 2 – Loss of marks gained for a section**
The candidate loses all the marks gained for a section of the work. A section may be part of a component or a single piece of work for a controlled assessment
- **Penalty 3 - Loss of all the marks gained for a component**
The candidate loses all marks gained for a component
- **Penalty 4 - Loss of all the marks gained for a unit**
The candidate loses all the marks gained for a unit. This penalty usually still allows the candidate to aggregate or request certification
- **Penalty 5 - Disqualification from the unit**
The candidate is disqualified from the unit and is therefore prevented from aggregating or requesting certification in the examination series
- **Penalty 6 - Disqualification from all units in one or more qualifications taken in the examination series**
If circumstances suggest, penalty 5 may be applied to other units taken in the same examination series (units banked in previous series are retained)
- **Penalty 7- Disqualification from the whole qualification**
The candidate is disqualified from the whole qualification taken in that series or academic year. This penalty can only be applied if the candidate has requested aggregation. Any units banked in previous series are retained, but the units taken in the present series and aggregation opportunity are lost. If the candidate has not requested aggregation then the option is penalty 6
- **Penalty 8- Disqualification from all qualifications taken in the examination series**
If circumstances suggest, penalty 7 may be applied to other qualifications. It can only be applied to other qualifications if aggregation has been requested. Any units banked previously are retained but the units taken in the present series and the aggregation opportunity are lost. If the candidate has not requested aggregation then the option is penalty 6
- **Penalty 9- Barred from entering examinations for a set period of time**
The candidate is barred from entering for one or more examinations for a set period of time. The penalty is applied in conjunction with any of the other penalties above if the circumstances warrant it.

LHS also has the right to take further action against a student once a penalty has been imposed by the Examination Boards.

A copy of this Assessment Handbook can be found on the LHS website <http://www.lutterworthhigh.co.uk>. Additional information relating to policies, timetables, special notices, will be added to the website as we progress through the year. Any queries or concerns which remain unanswered can be directed to:

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