



LUTTERWORTH HIGH SCHOOL



ASSESSMENT HANDBOOK 2024/25 A Guide for Students, Parents and Carers

Candidate Name:

Candidate Number:

CENTRE NUMBER: 25269

Examinations Officer – Donna Kosack

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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.

Donna Kosack - Examinations Officer

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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, or using Artificial Intelligence 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:

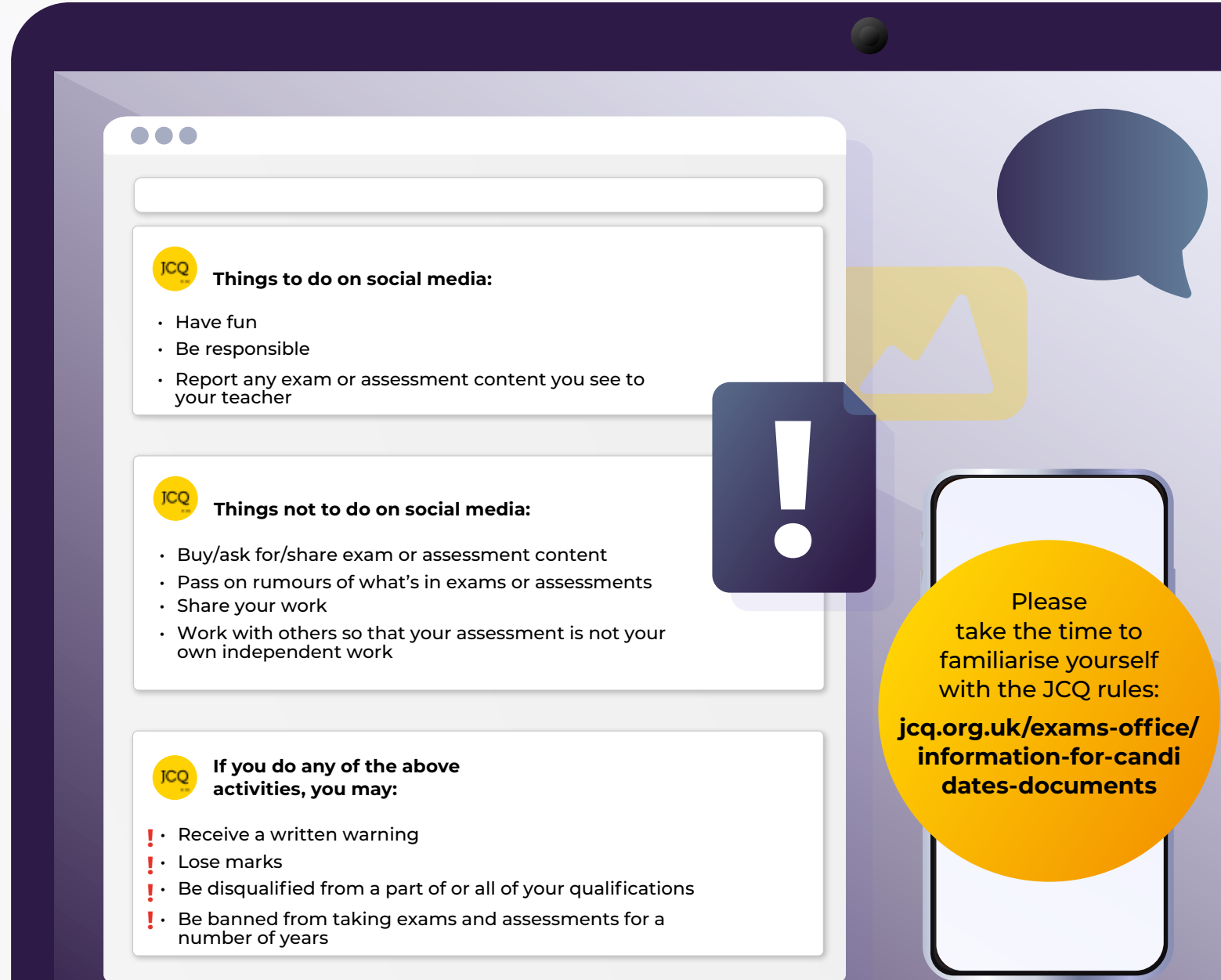
Miss Donna Kosack, Examinations Officer

☎ 01455 552710

✉ exams@lutterworthhigh.co.uk

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work

If you do any of the above activities, you may:

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2024

Produced on behalf of:



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

When you submit your 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.

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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - 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, p29).

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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2025.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025. You **must** submit a copy of the computer-generated content with your work for reference and authentication purposes.

You may be required to produce 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs 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. They 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 or should not be included.

If you worked as part of a group on an assignment, 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. **Don't** share it with anyone, including posting it on social media. You **must always** keep your work secure and confidential. 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 any pre-prepared or generated online solutions and try to pass them off as your own work – 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, ideas or outputs 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 work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources. They can detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If it is discovered that you have broken the rules, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- 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



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2024

Produced on behalf of:



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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 the regulations.

If there is something that you do not understand, you **must** ask your teacher.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** 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. You **must 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. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. 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 any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

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 known as **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, p29.

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You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this 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: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs 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 work 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 it is discovered that you have broken the regulations, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- 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.



Information for Candidates

Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

| | |
|---------------|---|
| AQA | https://www.aqa.org.uk/about-us/privacy-notice |
| CCEA | http://ccea.org.uk/legal/privacy_policy |
| City & Guilds | https://www.cityandguilds.com/help/help-for-learners/learner-policy |
| NCFE | https://www.ncfe.org.uk/legal-information |
| OCR | https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/ |
| Pearson | https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html |
| WJEC | https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf |

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments, marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg Ofqual in England) and also relevant local authorities and the Universities and Colleges Admissions Service (UCAS). An awarding body may also use information about you to investigate cheating and other examination malpractice and will share information about malpractice with other awarding bodies.

The awarding bodies take the security of the information about you that they hold seriously.

You will find further, technical information about what the awarding bodies do with information about you, why and the legal basis in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

Your rights

The law gives you a number of rights in relation to the information about you that the awarding bodies holds. Those rights are:

- Access – you are entitled to ask each awarding body about the information it holds about you.
- Rectification – you are entitled to ask each awarding body to correct any errors in the information that it holds about you.
- Erasure – in certain circumstances you are entitled to ask each awarding body to erase the information about you that it holds.
- Object to or restrict processing – in certain circumstances you are entitled to ask each awarding body to stop using information about you in certain ways.
- Complain – you are entitled to complain to the Information Commissioner (the body regulating the use of personal information) about what each awarding body does with information about you.

You will find further information about your rights in relation to information about you in the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or by contacting the awarding body (see above).

How long the information about you is held

Each awarding body retains information about you only for as long as it is needed. Some of the information is needed only during the period in which you are undertaking the examination or assessment and is securely destroyed a short while afterwards. Other information about you, such as your name, gender, address, qualification and subjects entered and the results, are held indefinitely and for at least 40 years.

Each awarding body has its own retention policy that sets out what information it retains, how it is retained and for how long. You can find out more about retention policies by contacting each awarding body (see above).

How to find out more about the information about you that the awarding bodies use






To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Please note

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner (www.ico.org.uk). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages (www.jcq.org.uk/exams-office). The awarding bodies are regulated by Ofqual (<https://www.gov.uk/government/organisations/ofqual>) in England; Qualifications Wales (www.qualificationswales.org) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

Warning to candidates



| | | | | | |
|---|---|--|---|---|--|
|  Questions matter AQA |  City & Guilds |  Rewarding Learning CCEA |  Oxford Cambridge and RSA OCR |  Pearson |  WJEC |
|---|---|--|---|---|--|



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.

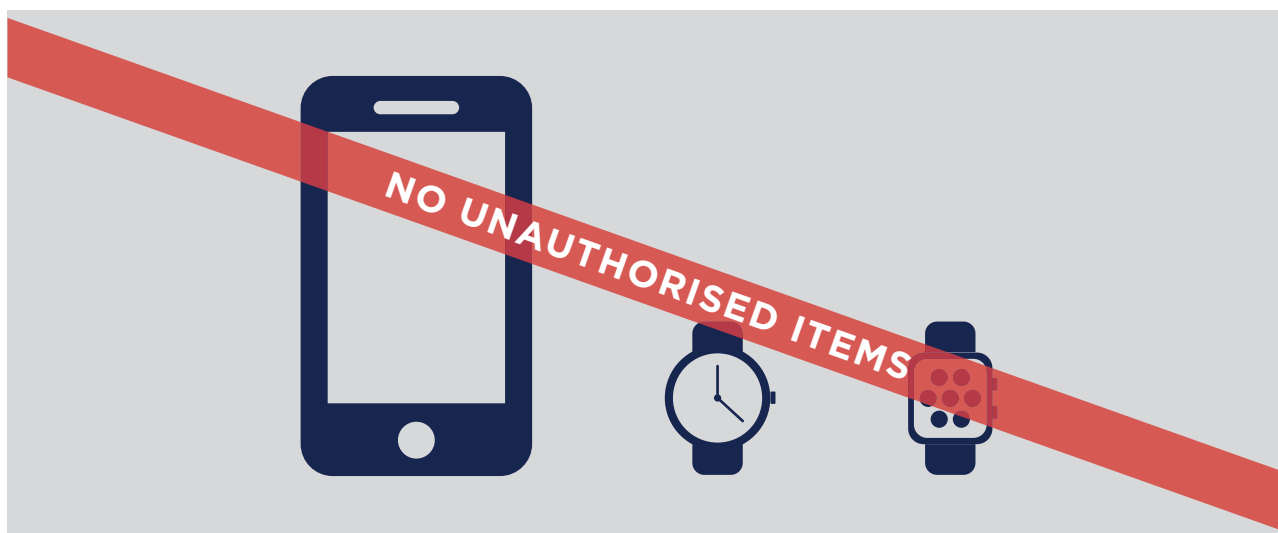
7

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.