

EXAMINATIONS HANDBOOK

Contact details:

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Website: www.alcestergs.co.uk

The exams office is open Monday to Friday 8.30am-4.30pm term time only

Introduction

It is the responsibility of the Examinations Officer to ensure the integrity of the exams, to ensure they are conducted in accordance with the rules and regulations, they run smoothly and above all that they are fair to all involved.

All candidates must read this handbook and the following documents which are available on the school website under the 'Regulations and Advice' section:

- Coursework
- Non-Exam Assessments
- Privacy Notice
- Social Media
- Written Examinations
- No Mobile Poster
- Warning to Candidates

This handbook is intended to inform you about all exam procedures and to answer some of the frequently asked questions.

I wish you the very best of luck!

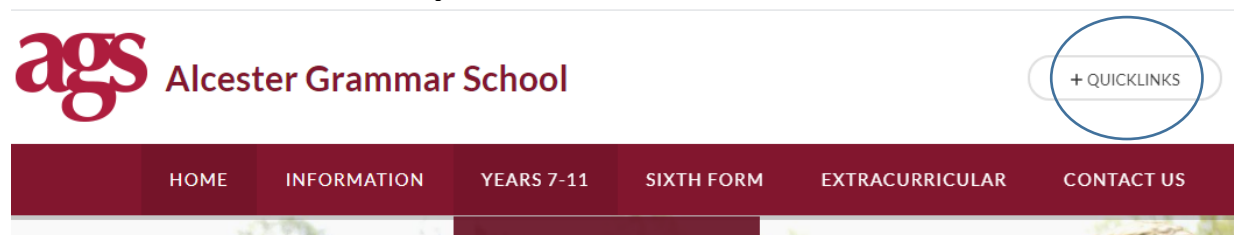
Mrs H Silcox
Examinations Officer

PLEASE BE WARNED

**ANY MAJOR BREACH OF THE RULES COULD RESULT IN
DISQUALIFICATION; NOT ONLY FROM THE EXAMINATION
CONCERNED, BUT FROM THE
WHOLE SERIES**

Know your timetable

You will find this on your 'MyAGS' portal which can be accessed via the home page of the school website under 'QUICKLINKS' :



Then select MY ALCESTERGS LOGIN:



Or via the intranet:



Use your AGS login and go to: Assessments, Examination timetable. This will tell you the date, time, room and seat number for each of your exams.

It's a good idea to make a copy, but please do check your portal regularly for any last minute updates.

Your 'candidate number' can be found in the Personal Details section of your portal, under 'General', and will also be on your ID Card which will be issued to you before your exams. You will need to take this with you to all exams and place it face up on your desk.

Mock Examinations 2020/2021

Year 11 mocks will be held between 19-23 October and 8-12 February.

Year 12 mocks will be held between 4-8 January.

Year 13 mocks will be held between 8-16 December and 15-24 March.

Contingency Date

The Examinations Boards have designated Tuesday 29 June 2021 as a contingency day for external examinations. This date is set aside in the event of a national or local disruption to examinations. If disruption happens the GCSE/GCE exam would be taken up to or including Tuesday 29 June 2021. Therefore candidates are

requested to make sure they are available up to and including this date and not to plan holidays until after this date.

Be punctual

In summer, morning examinations start at 9:15am and afternoon sessions at 1:30pm. Most will take place in the Theatre or Newport Study.

Mock exams will have different start times, so please make sure you know where you need to be and at what time.

Please be 'exam ready' at the venue at least 15 minutes before the start time shown on your timetable. It's a good idea to get to school at least 20 minutes beforehand so you can get yourself organised.

Seating plans will be displayed on the Examination noticeboard in the corridor of Dobell in case you need to double check your seat number and venue.

If you are delayed please contact the School as soon as possible. If someone brings you in they should 'hand you over' directly to a member of staff in Reception, this ensures continuity of supervision. You will be entitled to the full length of the examination regardless of the lateness. However, if you arrive one hour or more later than the published starting times of the examinations, after 10.00am and 2.30pm respectively, then your lateness will be reported to the Examination Boards. It is at their discretion whether they will accept the paper for marking.

Be prepared

Make sure you bring everything you need with you for each exam, either loose or in a clear bag/case, as you may NOT borrow anything from another candidate once you are in the exam room.

If you're unsure, check with your subject tutors about the equipment required for each of your exams, and check with your Maths teacher (well in advance) that you have a calculator permitted within the rules of the exam. Please leave the lid at home.

Black ink only must be used for your written papers; pencils/crayons can be used for illustrations, maps etc. You may use a highlighter on the questions but not your answers and no correction fluids are allowed. Most scripts are scanned and marked online so the consequence of writing unclearly or in the wrong colour could be that the examiner cannot read your work.

You may bring water into the examination room. It must be in a clear (not coloured) bottle with any labels removed. You should place it on the floor, under your desk or chair, so there is no danger of it being knocked over. No other drinks or food items are allowed in the exam rooms.

Prohibited items

Once in the examination room you are not allowed to be in possession of:

- a mobile phone
- a watch
- any electronic storage device (e.g. iPods/MP3/4 players or anything with a text/internet facility)
- any material which might be deemed to be of help to you, i.e. notes
- bags/coats - leave them in a locker or on a designated bag rack
- correction fluid, ink eraser pens, gel-pens
- calculator lids
- glasses cases

Make sure you check your pockets BEFORE the start of your exam, it is not too late at this stage to hand in a prohibited item to an invigilator!

Conduct

You are expected to be dressed in full school uniform for GCSE and business wear for AS/A Level examinations.

Be polite to, and co-operate with, the invigilators. They are there to help you and ensure the smooth running of your exams.

Please wait quietly outside the exam room, line up in row order as per your timetable. There may be other exams / lessons going on in the rooms around you. If it is raining please queue up outside The Studio for the Theatre. For Newport Study please queue up outside the doors into Newport Study and along the corridor, out towards the Maths quad.

Once you are called through into the examination room:

- you must not communicate with another candidate in any way
- find your seat, get yourself organised and await further instructions
- you must not talk until you have left the exam room. Again, please be mindful of other classes/exams taking place at this time
- if you have any questions during any of your papers just raise your hand and an invigilator will come to you

You must not bring any unauthorised materials into the exam room or become involved in any unfair practice. Contravention of the rules may lead to disqualification.

Identity Check

Centre's are required to check the identity of all candidates sitting public exams. You will be issued with a photo ID card which you must bring to all of your exams and place face up on your desk.

If you forget your ID, please obtain a temporary card from Reception or the Hub. You should not enter an exam venue without one.

If you lose your ID, you must notify Reception and request a replacement, there may be a charge for this.

During your exams

- read the instructions carefully and complete everything that is asked of you
- think before you start writing and work out how best to use your time
- if you are unsure about anything or need additional materials, raise your hand and an invigilator will come over to you. Don't wait until the very last moment to request extra paper
- all rough work must be in your answer booklet and crossed through. Any additional pages used must be handed in at the end of the exam
- keep an eye on the clock; the length of your paper and the finish time will be displayed at the front of the room

Please note you will not be allowed to leave the examination room before the scheduled finish time, other than in exceptional circumstances. Make sure you organise transport home if you are going to finish after your bus has left.

At the end of the examination

- stop writing when you are told to do so
- listen carefully to the instructions you are given
- ensure your name and other details are completed on the front of your answer booklet/s
- put your papers in the correct order; and tuck any additional sheets inside your answer booklet
- ensure everything is handed in – even rough work

You will usually be dismissed one row at a time. As you leave the examination room, please:

- leave your chair tidily under the desk
- leave the room in silence as others may still be working
- once outside, please move well away from the exam room to avoid remember others may still be in exams/lessons, so please leave quietly and move well away from the exam room

Non Exam Assessments

Non-Exam Assessments are an important element of most public examinations. The assessments take place at various stages throughout the year and the rules must be adhered to. You must carefully follow the instructions given to you by your subject teacher.

We wish to bring to your attention concern expressed by the Examination Boards regarding the authenticity of work submitted by students at all levels of the system.

In an effort to combat this, the Examination Boards require all candidates to sign a declaration confirming the authenticity of each separate piece of work submitted. This means, not only is the work that of the individual alone, but all sources (books, films, journals AND internet sites) have been acknowledged and referenced.

In the interest of fairness to all candidates, we ask parents to do their best to ensure your son/daughter is clear about this, and that they are aware of the possible implications of any attempt to submit work which is not their own, either wholly or in part.

Neither copying the work of another student nor allowing your work to be copied is acceptable. Both practices constitute infringement of the rules which can be sanctioned by disqualification.

The Examination Boards are likely to disqualify anyone caught cheating, certainly from the examination concerned and, possibly, from the whole series (i.e. all examinations taken).

We too, as guardians of the integrity of the examination process at Alcester Grammar School, are likely to take a very dim view of anyone found guilty of deception.

GCSE students have received from the Head of Year at the beginning of Year 10 an information sheet explaining the nature of non-exam assessments in each subject and when they are scheduled.

What if...?

You are unwell on the day of an exam and unable to attend...

Phone School as soon as you can to let us know. You will need to provide medical evidence that supports your absence. However, candidates should try and sit their examinations where at all possible.

You feel unwell during an examination...

Let an invigilator know and you will be escorted out. You may be able to return later if you feel better and it may be possible to give you (supervised) rest breaks in order to help you through the exam.

You may be entitled to special consideration, although you should be aware that the Examination Board will never award more than 5% of the marks scored in the paper concerned and any adjustments are never made public.

You have a clash (more than one examination at the same time) ...

If the total time does not exceed 3 hours you will take all papers during the same session as scheduled, just one after the other with a short break in-between.

If the time allocated exceeds 3 hours, one of your exams will be moved to either the morning or afternoon on that day and you will be supervised during your lunch break. In this instance you should bring some food, a drink and your revision notes for your next exam. You will not be allowed access to your mobile phone or any other electronic device during this time.

Very occasionally students have to be supervised overnight. If this applies to you, you will be contacted well in advance and the rules will be explained to you.

All clash resolutions will be detailed in your portal and you will be emailed if any of your exams need to be moved to a different session.

Your performance in the examination has been adversely affected by illness or other difficult circumstances...

You may be entitled to special consideration. You should provide written evidence and medical evidence describing your circumstances and hand this in to the Examinations Officer who will contact the Examination Board on your behalf.

You misread your timetable and/or fail to turn up for an examination...

You will not be given another opportunity to sit the examination. You will also be charged for examinations you miss without good cause.

You need to go to the toilet during an exam...

Raise your hand and inform an invigilator. They will arrange for you to be escorted to the nearest lavatory.

The fire alarm sounds during an examination...

Await instructions from the lead invigilator or Examinations Officer. If it is necessary to evacuate the examination room you should leave everything, including your examination paper, on the desk and leave the room one row at a time, as instructed.

You should make your way in single file and **in silence** to the fire assembly point, away from other members of the school. You must not talk or try to communicate with any other candidate. If you communicate with any other candidate this will be reported to the Examination Board and you might be disqualified.

Provided you are able to return to the room later, you will be given the full time allocation and the Examination Board will be informed of the disruption.

Results days

Results will be available on your MyAlcestergs.com portal from 8:00am on the morning of results days.

GCE (AS and A level) results will be issued on Thursday 19th August 2021.

GCSE results will be issued on Thursday 26th August 2021. It is recommended that you come into school on the day to register for Sixth Form.

The Exams Office will be open from 8am-3.30pm on Thursday 19th, 8.30am-3.30pm on Friday 20th August, 8am-3.30pm on Thursday 26th August and 8.30am-3.30pm on Friday 27th August.

On GCE results day A level queries will be the priority for the exams office staff so please bear with us during this busy day.

Post-results services

The following services are available and should be ordered via ParentPay:

- Clerical re-check
- Review of marking
- Priority review of marking
- Access to scripts
- Priority access to scripts

Full details of the services available, fees and deadlines can be found on the school website under, 'Post results services'. You should familiarise yourself with this information before results day. Any requests received after the deadline will not be processed.

Please be aware, if you request a clerical re-check or a review of marking your grade could potentially go down. You will also need to complete a consent form which will be sent to you beforehand. If this is not received then the application for post results will not be processed.

Appeals

Appeals procedures are in place if you have concerns about any part of the system. The appeal, however, can be lodged only against the procedures of the Examination Boards or the School, not against the marks awarded. Please consult the Examinations Officer if you feel you have grounds for an appeal.

Retakes

Any re-taking of examinations will be at the expense of the individual candidate, not the school. Please contact the Examinations Officer in the first instance.

Certificates

Year 11: if GCSE certificates are received in time, they are distributed at Awards Evening; otherwise they are passed to form tutors to hand out. If you are not planning on returning to AGS then you will have the opportunity to pay before the end of term for your certificates to be posted to you. If you do not opt for this service then an email will be sent to let you know when your certificates are ready for collection from Reception.

Year 12: AS certificates are given to Form Tutors.

Year 13: You will have the opportunity to pay before the end of term for your certificates to be posted to you. If you do not opt for this service then an email will be sent to let you know when your certificates are ready for collection from Reception.

Please remember that certificates are valuable documents, often needed when applying for courses and jobs. They cannot be replaced, other than in exceptional circumstances, and it is expensive to do so.

Please also note that we only hold on to certificates for 1 year following our email to you to arrange collection; after which they are confidentially destroyed.

AGS Website

There is a wealth of information available to you on the school website:

www.alcestergs.co.uk

If you have any exam related questions please refer to the 'Examinations' section in the first instance:

Home > Information > Examinations

Examinations

Welcome to the 'Examinations' section of our website.

I am responsible for the organisation of all public examinations and the internal mocks for years 11 to 13.

Here at AGS we try to make the examinations experience as free from stress and as successful as possible. The Examinations Handbook includes general advice about preparation for and behaviour on examination days. It also has specific information about our own procedures and frequently asked questions.

Please also have a look through the tabs on the left which should provide you with further information you need to know. If there's anything you cannot find or would like to discuss further please do let me know - exams@alcestergs.com

The Exams Office is open from 8.30am-4.30pm Monday to Friday, term time only.

Mrs Silcox
Examinations Officer

In this section

Results 2016-2019

Exam Board Links

Summer Exam Information

GCE & GCSE Exam Boards & Codes

Regulations & Advice

How to access your results

Exam Retakes

Mock Exams

Post Results Services

If you cannot find the answer to your question here please do let me know.



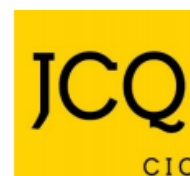
| | | | | | |
|-----|---------------|------|-----|---------|------|
| AQA | City & Guilds | CCEA | OCR | Pearson | WJEC |
|-----|---------------|------|-----|---------|------|

Information for candidates for written examinations – effective from 1 September 2020

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 | <p>You must not take into the exam room:</p> <ol style="list-style-type: none"> notes; 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 | <p>You must write clearly and in black ink.</p> <p>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.</p> |
| 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> <ol style="list-style-type: none"> 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 formulae; 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. Always follow their instructions. |
| 2 | <p>Tell the invigilator at once if:</p> <ol style="list-style-type: none"> 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. |
| 3 | Read carefully and follow the instructions printed on the question paper and/or on the answer booklet. |
| 4 | When the invigilator tells you, 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 | <p>Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.</p> <p>Make sure you add your candidate details to any additional answer sheets that you use for rough work.</p> |
| 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 | <p>Put up your hand during the exam if:</p> <ol style="list-style-type: none"> you have a problem and are in doubt about what you should do; you do not feel well; 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 | <p>If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.</p> <p>Place any loose additional answer sheets inside your answer booklet.</p> <p>Make sure you add your candidate details to any additional answer sheets that you use.</p> |
| 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. |



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – 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.

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, 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://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2021.

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 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, 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 or share it with anyone, including posting it on social media. 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 pre-prepared online solutions — 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

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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 the regulations.

If there is anything 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 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 or share it with anyone, including posting it on social media. 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 pre-prepared on-line solutions — 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.

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.

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| <p>The regulations state that:</p> |
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|--|
| <p>'the work which you submit for assessment must be your own';</p> |
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|--|
| <p>'you must not copy from someone else or allow another candidate to copy from you'.</p> |
|--|

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, 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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.

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

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.

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 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:

- 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