



**St John's School**  
LEATHERHEAD

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**A2/AS & GCSE PUBLIC EXAMINATIONS**  
**INFORMATION FOR PARENTS AND PUPILS**  
**2018-19**

[www.stjohnsleatherhead.co.uk](http://www.stjohnsleatherhead.co.uk)

## INTRODUCTION

Public examinations can be a stressful time for pupils and parents and it is important that all those involved are as well informed as possible. Well informed pupils will realise that the rules and regulations are designed to ensure fairness and minimise problems. It is in the interest of all that the examinations run as efficiently as possible.

The School makes every effort to ensure that the administrative arrangements for public examinations run smoothly and that the examinations are conducted in a way that conforms to regulations, yet is as unobtrusive as possible and helps pupils to achieve their best. Internal examinations are run to the same standards so that pupils become familiar with the formal processes beforehand.

This booklet is intended to provide information about examination procedures, to answer some of the most frequently asked questions and to help guide and support both pupils and parents through the examination process. It also contains the Formal Notices and Appeals Procedures that are required by regulation to be given to each candidate.

If you have any other questions after reading this booklet, please feel free to contact the Examinations Office.

The Examinations Officer is:

**Stephen Blatch**

Issue Date: 01/09/2018

Date of Review: 31/08/2019

The Examinations Office can be contacted directly on 01372 385 478.

On examination days the first point of contact, in case of any problem, should be the main School Reception on 01372 373 000 where a message can be left. The Examinations Office staff are unlikely to be able to answer any calls directly on such days as they will be working in the Examination venues. In an absolute emergency a message can be left on the Examination Officer's mobile: **07730 206 860**.

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## **Who is responsible for the administration of the examinations?**

The School's Examinations Officer is responsible for the administration of all public examinations and for the supervision of pupils during examinations, acting on behalf of The Head, who is the Head of Centre.

A combination of members of the teaching staff and external invigilators will invigilate all public examinations at St John's and will be present during the examinations at all times.

The Awarding Bodies or Examination Boards set down strict criteria which must be followed for the storage of examination material, conduct of examinations and the dispatch of scripts. The School is required to follow them precisely.

## **How can the dates of the examinations be found out?**

Dates for examinations are fixed by the Examination Boards. The Examinations Officer will send out examination dates to pupils as soon as possible after final entries have been made, in the autumn term. Parents should be aware that the whole "window" for written examinations in 2018-19 is from 13 May to 28 June 2019 for the Summer GCE and GCSE examinations. This does not include controlled assessment, non examined assessments, practical work or language oral tests etc. which are independently scheduled by the School. The summer GCSEs and A levels are likely to be spread out across the whole examination period.

Please note that Wednesday 26 June 2019 is designated as the examinations 'contingency day' by the awarding bodies, should an awarding body need to invoke their contingency plan.

## **How can I find out information about non-examined assessments/ coursework deadlines?**

Some subjects at GCSE and A level have an element of coursework or non-examined assessment included in them which has to be completed, marked and sent to the Boards well before the formal examination sessions take place. The School sets its own deadlines to allow time for this process and to ensure the Boards' deadlines are met in good time. These school deadlines, which ensure that all controlled assessment is completed before the end of Easter Term, are fixed. Pupils who do not submit coursework/ non-examined assessment on time will not be allocated a mark for this portion of assessment and their overall grade will suffer. There are strict regulations about the work pupils submit. The Notice to Candidates about Coursework and Non-Examined Assessment are included at the end of this booklet (see APPENDICES A & B). It is essential that pupils read the Notice and, in particular, take care to avoid plagiarism of another author's or pupil's work, as the Boards are extremely vigilant and intolerant over this issue.

## **What can I do if I am unhappy with the process that has led to the internal award of a controlled assessment mark?**

The School has an Appeals Procedure in place for the purpose of investigating problems arising from the internal assessment of work for external qualifications. The Appeals Procedure and the steps required to initiate it are described in APPENDIX C.

## **What arrangements are made for Study Leave?**

Formal Study Leave begins for Upper Fifth and Upper Sixth pupils on dates determined by the School and communicated to pupils and parents well in advance. In deciding these dates, the School seeks to achieve a balance between the time available for teaching and the time the pupil can use independently for his or her own revision.

## **What information will pupils receive about their examination entries?**

Once entries have been submitted to the Examination Boards, the Examinations Officer will inform all pupils that their entries are available to be viewed through the Pupil and Parent Portals, with the confirmed dates of their examinations. The pupils are required either to confirm through their tutors that these are correct, or to notify their tutor or the Examinations Officer of any problems that have arisen regarding their entries or personal details. At this stage it is most important that pupils flag up any examination clashes (see below) that they might have.

Should any changes be made to a candidate's entries, these will be updated on the Pupil and Parent Portals.

## **Where will the examinations be held?**

The main locations for written papers are the Old Chapel (OChap) and Performing Arts Centre (PAC) but other rooms may be used if necessary. An IT room is normally used for those who type their examinations. Candidates are asked to be outside their venue at least 20 minutes before the scheduled start time to enable seating procedures to be carried out efficiently. They are asked to wait quietly outside the venue until asked to enter. Where a candidate sits will be determined by their candidate number which appears on all Statements of Entry. The candidates will be lined up in candidate number order outside the Examination Room prior to entry. Candidates who are eligible for extra time are normally seated together to minimise disruption when an examination finishes.

## **At what times do the examination sessions begin?**

The official start time is 9.00am for morning examinations and 1.45pm for afternoon examinations. The Examination Boards dictate the permissible start times for examinations. Candidates are asked to report no later than 8.40am for morning examinations and 1.25pm for afternoon examinations. The length of examinations varies and some will not finish until after the official end of the School day (5.30pm). Certain pupils also receive an allowance of extra time for their examinations and so their finish times may be even later. Pupils and parents should be aware of this and make appropriate arrangements for getting home.

Timings for some papers may deviate from the above pattern and candidates will be informed of this. It is each candidate's responsibility to be aware of the start time of their examinations, but parents should be warned that there is a tendency for pupils to confuse morning and afternoon sessions. Please ensure your son/daughter carefully checks his/her examination commitments on the evenings before they are due to occur.

## **What happens if a pupil has more than one examination at the same time?**

If a candidate is timetabled to sit two or more examinations in different subjects at the same time, this is known as a clash. All such clashes should be picked up during the checking process (see above) and brought immediately to the attention of the Examination Officer who can grant, where permissible by the Examination Boards, permission for one, or more, of the papers to be taken at a later time, either on the same day or, in extenuating cases, on the next working day.

## **What happens on the day of a clash?**

To safeguard the integrity of the examination process, the candidate has to remain under supervision between two clashing papers or subjects. If an examination is delayed from a morning to an afternoon session, the candidate will need to be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink, as they may not be able to eat in the Dining Hall, although wherever possible lunch will be provided. In rare cases it may be necessary for a paper to be taken the next day and, consequently, it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the security of the examination and needs to be organised well in advance. In addition, all clash candidates are requested to relinquish their mobile phones for the duration of the supervision; even attempting to communicate with any other candidate will invariably result in the annulment of that particular examination for all of the candidates involved.

## **How are pupils supervised?**

The School employs a body of external invigilators to supervise pupils under the management of the Examinations Officer. Once candidates enter the examination room they are under examination regulations and must follow the invigilators' instructions at all times. The invigilators are experienced in examination procedures and are subject to strict regulations.

Candidates will be called into the room in candidate number order. In some sessions papers will already be on examination desks. These must not be opened until candidates are instructed to do so.

## **What happens if a pupil is late?**

If a candidate has missed the start of an examination for whatever reason, they, or their parent/guardian, should telephone the School immediately, 01372 373 000 and leave a message for the Examinations Officer. Depending on security and invigilation arrangements, it may be possible for the candidate to be admitted late and have the full time to sit the examination. We will make every effort to help candidates with a genuine reason and who are brought directly to school to sit the examination. However, pupils and parents should be aware that a report of the circumstances will be sent to the Examination Board who may decide not to accept the paper.

Candidates who arrive after the end of the examination will not be admitted.

## **What should pupils bring to the examinations?**

Candidates should bring writing equipment, calculator, coloured pencils, erasers, ruler, mathematics equipment etc. in a transparent plastic bag or a transparent pencil case. **Non-transparent pencil boxes or cases will not be permitted in the examination room.** Due to the fact that an increasing number of papers are now being marked online, candidates should use **black ink only** for all written examinations.

Candidates will be advised by their subject teachers about any subject specific materials required for the examination, e.g. set texts. Candidates are responsible for ensuring that they bring everything they need to the examination. They should not assume that they can borrow any equipment or stationery that they have forgotten.

Candidates that **do not bring** the required stationery to an examination **will not be provided** with it as this is their responsibility to ensure that they are prepared for all of their exams.

### **What must candidates not bring with them under any circumstances?**

Some items are **strictly banned** from all examination rooms and should not be brought into the examination room under any circumstances. The Examination Boards treat mere possession of these items as malpractice:

- mobile phones
- personal CD/tape/minidisk/mp3/4 players and iPods - unless permitted for individual language or music examinations
- any other products with an electronic communication/storage device or digital facility, this includes smart watches.

These items can be handed to an invigilator before the start of an examination, but the School will not be held responsible for the security of these whilst the examination is in progress. It is advised that such items are not brought to school on examination days and if they are should be left locked in houses.

Candidates may bring a watch into the venue with them but this must be removed and placed visibly on their desk for the invigilators to see. In exceptional circumstances the School may ask all candidates to remove their watches before the start of an examination and for these to be left outside of the venue.

Candidates should write in black ink only and not in pencil or other colours of ink (except in the case of graphs, diagrams etc.). The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked. Blotting paper is not allowed. Highlighter and gel pens are not allowed in answer books, they must also not be used when the question and answer paper are combined in one booklet.

Pupils should not have in their possession any notes, papers, books etc. except where specifically required (see above). Candidates should not bring lucky mascots etc. into the examination room.

No food items are allowed, except in circumstances which have been previously arranged with the Examinations Officer.

Rough work must be done in the answer book and neatly crossed through, but not obliterated, as it will be forwarded to the Examiner. Separate rough paper is not allowed, unless it is explicitly stated on the question paper.

### **May pupils bring a drink?**

Candidates are permitted a small clear plastic bottle of still water. No fizzy drinks or cans will be allowed due to the risk of spillage. Bottles should be placed on the floor next to the examination desk and have any labeling removed. All water bottles must be see through and free of any text.

## **What are the regulations concerning calculators?**

Calculators are allowed in examinations (but see list of prohibited types below), except where the paper specifically prohibits them, for example certain Mathematics papers. In such a case, candidates must make sure that they hand their calculator to the invigilator or place it on the floor beside their desk.

Calculators with any of the following facilities are **prohibited**:

- data banks
- dictionaries
- language translators
- retrieval of text or formulae
- QWERTY keyboards
- built-in symbolic algebra manipulations
- symbolic differentiation or integration
- the capability of remote communication with other machines

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable calculators are permitted so long as the information and/or programmes stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programmes during the examination is an infringement of the regulations. Candidates are responsible for clearing any information and/or programmes before the examination.

In all cases calculator lids are to be removed from calculators and placed on the floor beneath the candidate's desk at the start of the examination.

## **What are the regulations concerning Mobile Phones?**

**The regulations state that under no circumstances should a candidate be in possession of the following in an examination:**

- **iPods**
- **iWatches/Smart Watches**
- **Mobile Phones**
- **MP3/4 Players**
- **Technological/Web Enabled sources of information.**

This applies to all Public Examinations and Internal Assessments. They cause disturbance to other candidates if they ring and present clear opportunities for malpractice.

Any pupil found to have an electronic device in the examination room will be reported to the appropriate Examination Board. Should this happen, they are likely to be disqualified from that paper and possibly from the whole examination in that subject.

This is a very serious offence and it is the School's advice that electronic devices should not even be brought to school on examination days. If candidates must bring these, they will be given the opportunity to leave it in house.

Examination and House Staff will, however, take no responsibility for the loss or theft of any electronic device brought to school in these circumstances.

## **What is meant by 'malpractice'?**

Malpractice is the term that the Examination Boards use for any irregularity or breach of the regulations of any kind. The Examination Officer is required to, and must, report all infringements to the appropriate Examining Body who will decide on what action to take, based on the nature of the infringement. There is a tariff system of actions and some infringements carry automatic loss of marks as a minimum penalty (see APPENDIX D). The Examination Boards take the integrity and security of examinations very seriously and it is important that candidates always heed the instructions of the Examinations Officer very carefully.

Where a pupil or parent suspects that malpractice may have taken place in an examination setting, this includes controlled assessment and coursework, this should be reported to the Deputy Head (Academic) who will begin investigative proceedings.

## **How are examinations started?**

A member of the examination staff, or the lead invigilator, will announce that candidates are subject to the appropriate regulations. Any instructions or Board notices - changes to papers, errata etc. - will be read out and the candidates will be asked to fill in the formal details on the front of their answer booklets. The examination will be officially started when all candidates in the room have received their instructions, have been reminded of the duration of their examination and have been asked if they are ready to begin.

## **What standards of behaviour are expected during examinations?**

The Examining Bodies produce a 'Notice to Candidates' (see APPENDIX E). This gives general guidelines for conduct which must be observed. A copy is included at the back of this booklet.

The School and the Examination Boards regard breaches of examination regulations very seriously. Parents should please impress on their son/daughter the importance of good behaviour in an examination, as any activities that may disturb or upset other candidates will not be tolerated.

The Head of Centre and/or Examinations Officer have the authority to remove disruptive candidates from the examination room.

Candidates are asked to wait quietly outside the examination venue and to enter and leave in silence. This avoids disturbance to other candidates and helps maintain a calm atmosphere for those pupils who are nervous about their examinations or who are still working.

Candidates who try to communicate with other candidates inside the Hall or who create a disturbance in the examination room will be removed and the circumstances reported to the relevant Board. Candidates should also take care not to behave in a way that might lead the invigilator to suspect the possibility of misconduct. Any such infringements may result in the candidate not receiving a grade for the whole of that examination.

## **What should pupils wear for examinations?**

Pupils must wear blazers or suit jackets to examinations, if the weather is inclement they should wear a jumper. Apart from this all pupils should conform to the usual school rules regarding uniform and appearance when they are present in school for examinations.

## **What do I do if my son/daughter is unwell at the time of one or more of the examinations?**

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise whether or not your son/daughter is fit to sit the examination. If the candidate takes the paper, your doctor should give you a letter which the School can forward to the relevant Examination Board asking for Special Consideration (see below) on the grounds of illness. If the candidate is unable to sit a paper for this reason, the Board may, after examining the doctor's letter and in the light of evidence of performance on other papers, decide to award a grade. It is essential that you see your doctor on, or before, the day of the examination. Retrospective information is not accepted by the Examination Boards and any medical letters must be forwarded to the Examinations Officer without delay, as there is a tight deadline.

Please telephone the School if your son/daughter will not be attending an examination or if he/she will be present, but is unwell. It is helpful for the invigilator to be aware that a candidate is not feeling well - for instance, the candidate may be moved to sit nearer the door. Please be aware that any medical certificate must be accompanied by a note detailing the examinations to which it refers and the date on which the papers were taken. Otherwise, there can be no guarantee that all relevant examinations will be covered.

## **What do pupils do who finish early?**

Pupils will not be allowed to leave any examination early, even though they may think that they have done all they can. Any remaining time at the end of a paper should be used for quietly checking through answers. Candidates who have finished an examination must not, on any account, disturb others in the room. If there are exceptional circumstances which may require a pupil to leave early, a written request must be made well in advance to the Examinations Officer.

## **What do I need to do if there are problems that may affect my son's/daughter's examination performance?**

Certain candidates are eligible for extra time or other examination Access Arrangements - for example, the use of a word processor. Appropriate applications will be made to the Examination Boards as long as they are supported by the correct evidence, which may be medical evidence, a Statement of Educational Needs, or an Educational Psychologist's report. The Special Educational Needs Coordinator (SENCo), Mrs J Chaddock, is the first point of contact if you believe your child may qualify for an Access Arrangement. **Requests must reach the Boards by 21 February 2019 for summer GCSE and GCE modules, any request received after this date may not be accepted by the examination boards.** The SENCo will then liaise with the Examinations Office to put requests for Access Arrangements in place. For further details relating to access arrangements and word processors please see appendices G and H.

Should an emergency arise just prior to the examinations - for instance a pupil breaks his/her writing arm - then we can make special Access Arrangements. In such a case, the candidate may be able to dictate answers to a scribe. Please notify the School of any such event as early as possible, so that the arrangements can be made and the pupil suffers no delay or uncertainty on the day.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the examinations, should be notified as soon as possible to the Examination Officer so that **special consideration** can be requested at the grading stage. Parents should be aware that any adjustment is likely to be small and that no feedback is provided. All requests for special consideration must be submitted to the Examinations Officer no later than 12.00pm Friday 28 June 2019.

## **Pupils whose first language is not English**

All pupils whose first language is not English are entitled to the use of a bilingual dictionary for the purposes of translation. Pupils whose first language is not English and who have attended a school where English is the medium through which lessons occur for less than two years, are also entitled to 25% extra time for the purpose of using their dictionary. As such, the Examinations Officer must be informed of the type of bilingual dictionary required so that this can be provided in the examinations. No electronic translators or personal dictionaries are permitted.

## **When and how are the results distributed?**

All exam results will be published through the Parent and Pupil Portals by 7:00am on the morning of results day. In the summer, results will be available for collection from the Henry Dawes Centre at the School and staff will also be available to aid with queries on results days.

### **2018-19 Results Dates**

A level: Thursday 15 August

GCSE: Thursday 22 August

## **What can be done if results are substantially different from what is anticipated?**

It must be remembered that examinations can only measure performance on one particular day and that candidates can do better or worse than anticipated for a variety of reasons. For A levels it is possible to obtain a priority photocopy of the script before proceeding to an EAR (Enquiry About Results) both of which bear a cost. Forms are available from the Examination Officer on, and after, results day.

For the summer session there is a Priority Service for A2 Results Enquiries which may be needed for University entrance. This can be initiated up to seven days following the A level results day. The summer 2019 deadline is **12.00pm Wednesday 21 August**.

The Head of University Admissions (Mr Aaron Mooney), Senior House Staff and Senior Academic Staff will be available on results day in the summer, and at pre-arranged times thereafter, to advise pupils with difficulties concerning their results or their university place. If a university place is dependent upon a result, the Results Enquiry process should be started as soon as possible after consultation with the Head of Department and/or Senior House Staff.

The final submission deadline for non-priority EAR submission to the School is 14 days from the release of the GCSE results, the deadline for summer 2019 is **12.00pm Friday 6 September**. EAR request forms must be signed by candidate and accompanied by the stated fees in the case of those who have left the School.

GCSE pupils who have left the School and want to have papers reviewed should contact with the relevant Head of Department who will advise them how to proceed.

Should a pupil feel that he/she wishes to proceed with a review he/she will need to complete and sign an EAR form, which will have to be returned with the correct fee to the Examinations Officer within 14 days of the release of the GCSE results. Pupils should be aware that the mark that is returned after this is the final mark whether this has gone up, remained the same or gone down and cannot be further appealed.

Parents, candidates and heads of department should take the following into account when deciding whether or not to proceed with a review of marking:

- How close is the mark to the overall grade boundary, if it is close to the bottom boundary the mark may go down which could lead to a lower overall grade.
- Do you think that a review of marking will yield sufficient marks to change the grade, the relevant Head of Department should be consulted here to advise on whether this is possible / likely.

Heads of Department may contact pupils if they think that there is sufficient evidence for an individual pupil to submit an application for a review based on their experience and judgement. In situations like this it will be the final decision of the pupil as to whether to review or not and as such they will have to meet the cost of the review.

Where a Head of Department thinks that, in general, a paper has been incorrectly marked, they may contact a pupil to request permission for a review. The pupil will still have to sign an EAR form. In a situation like this, the School will meet the cost of these reviews. Pupils and parents should be aware that in some of these cases there may be a significant mark change but not a grade change.

### **How do I go about obtaining copies of marked examination scripts?**

It is possible to have access to marked original scripts for most AS/A2 units and GCSEs. Up to one week following the publication of AS/A2 level results it is possible to request a photocopy of an examination script. This is to assist in making a decision about whether to initiate an EAR.

Original scripts can also be returned to candidates at a modest cost. The deadline for the summer examinations is 17 September 2019.

### **Do I need to decline an A level grade if I am intending to sit further modules?**

It is no longer possible to decline A level grades if the pupil is intending to sit further modules after they have left the School.

### **How do I go about arranging to re-sit a module?**

After the publication of results, the Heads of Department will go through the results and suggest to the pupils who they think could do better in a given unit, that they retake this examination in the following examining series. Each department will have their own criteria that they will apply. Pupils that wish to re-sit an examination, where the Head of Department has not suggested this, must in the first instance speak to them and agree that this is the correct strategy.

Should a former pupil wish to re-sit an examination he/she will first have to obtain the permission of The Head and complete the form in appendix F. It will be the responsibility of the candidate to make sure that he/she is fully prepared for the examination.

Once a pupil has been entered for a re-sit examination, he/she can withdraw at any time but if this is after the withdrawal deadline of 1 April, please note that this may still result in a charge depending on the Examination Board for that unit.

Where a pupil wishes to re-sit a paper in a subject that he/she has dropped this will not be allowed, with the exception of GCSE English and mathematics where if he/she has not achieved a minimum 4 grade he/she will have to re-sit these examinations, usually in November or January in the case of IGCSEs.

## **When do pupils receive certificates?**

Although result slips are issued on results day, certificates will only be available in school from November onwards. Certificates of leavers will be posted to their home address. If you know that you will be moving, please inform the School of your new address so that your certificates are sent to the correct one. GCSE and Lower Sixth pupils who have continued their education at St John's will be informed of availability and collection arrangements via their tutors.

Certificates should be looked after carefully, as they will be needed in the future by employers and education establishments of all kinds. They are expensive to replace (up to £60 each) and the Boards will require proof of identity, such as an original birth certificate.

Stephen Blatch  
Examinations Officer

St John's School  
September 2018

## **Internal Examinations/Assessment**

It is the responsibility of the Examinations Officer to oversee the running and organisation of the internal examinations and assessments that are carried out for current pupils at St John's.

### **Lower Third**

There is generally one set of internal assessments for this year group and these are conducted in the Summer Term, in the week prior to half term.

### **Upper Third**

There is generally one set of internal assessments for this year group and these are conducted in the Summer Term, in the week prior to half term.

### **Fourth Form**

There is generally one set of internal assessments for this year group and these are conducted in the Summer Term, in the week prior to half term.

### **Lower Fifth**

There is generally one set of internal assessments for this year group and these are conducted in the Summer Term, in the week after half term.

### **Upper Fifth**

There is generally one set of practice papers for this year group and these are conducted in the second half of the Autumn Term.

### **Lower Sixth**

There is generally one set of internal assessments for this year group and these are conducted in the Summer Term, in the week after half term.

### **Upper Sixth**

There is generally one set of internal assessments for this year group and these are conducted in the Spring Term.

### **Timetables**

The Examinations Officer will make these available to both parents and pupils in the term that the above examinations are held.

Stephen Blatch  
Examinations Officer

St John's School  
September 2018

## **APPENDIX A: Notice to Candidates - Coursework**

**This notice has been produced on behalf of:**

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

**Information for candidates**

**GCE, ELC and Project qualifications - 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 or lecturer.

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, pg.29).

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 2019.

You must also include 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: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

**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, 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, 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. 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 essays from on-line essay banks — 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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## **APPENDIX B: Notice for Candidates – Non Examination Assessments**

**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 these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

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.

**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 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, pg.29.

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 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

**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 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. 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 essays from on-line essay banks — 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.**

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 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 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**

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## **APPENDIX C: Appeals against internal assessment of work for external qualifications**

St John's School is committed to ensuring that whenever the teaching staff assess pupils' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. Pupils' work should be produced and authenticated according to the requirements of the Awarding Body. Where assessment of a body of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a pupil feels that this may not have happened in relation to their work, they may use the Appeals Procedure outlined below. Please note that appeals may only be made against the process which led to the assessment and not to the mark or grade awarded.

- 1 Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examination series.
- 2 Appeals should be made in writing to the Examinations Officer who will investigate the appeal and, if necessary, pass it on to the Deputy Head (Academic). If the Examinations Officer was involved in the assessment in question, or is unable to conduct the investigation for any other reason, the Deputy Head (Academic) will appoint another member of staff of similar or greater seniority to conduct the investigation.
- 3 The Examinations Officer and/or Deputy Head (Academic) will review the process used for internal assessment and decide whether it conformed with the requirements of the Awarding Body and the Examinations Code of Practice of the QCA. This will be done before the end of the examination series in question.
- 4 You will be informed in writing of the outcome of the appeal, including correspondence with the Awarding Body, any changes made to the assessment of your work and any changes made to improve matters in the future.
- 5 The outcome of the appeal will be made known to The Head and a written record of the appeal kept and made available to the Awarding Body at their request. Should the appeal bring to light any significant irregularity, the Awarding Body will be informed.

After work has been assessed internally, it is moderated by the Awarding Body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally-assessed work. This is outside the control of the School and is not covered by this procedure.

## APPENDIX D: Explanation of Penalty Points for Offences committed in Exams

TYPE OF OFFENCE	WARNING (Penalty 1)	LOSS OF MARKS (Aggregation still permitted) (Penalties 2-4)	LOSS OF AGGREGATION OR CERTIFICATION OPPORTUNITY (Penalties 5-9)
<b>Personal stereo, or other similar electronic devices</b>	Not used.	Used but does not contain material relevant to subject.	Used, contains material relevant to subject.
<b>Mobile 'phone or other electronic communicating device</b>	In the examination room but not in the candidate's possession and rings or beeps.	In the candidate's possession, but no evidence of being used or being active.	In the candidate's possession and evidence of it being used or active (rings, beeps, used as calculator).
<b>Talking</b>	Isolated incidents of talking before the start of exam or after papers had been collected.	Talking during exam about matters not related to exam; receiving exam related information.	Talking about exam related matters during the exam; whispering answers to questions.
<b>Written communication</b>	Passing written communications (notes) that clearly have no bearing on the examination.	Receiving exam related information.	Passing exam related notes to other candidates; deliberately helping one another; swapping scripts.
<b>Copying from another candidate (including the misuse of ICT)</b>	Lending coursework, not knowing it would be copied.	Permitting Examination script/coursework to be copied; showing other candidates the answers.	Copying from another candidate's script/coursework; borrowing coursework to copy.
<b>Collusion</b>	Collaborative work is apparent in few areas, but possibly due to teacher advice; candidate unaware of the regulations.	Collaborative work begins to affect examiner's ability to award a fair mark to individual candidates.	Work of candidates reflects extensive similarities and identical passages, possibly due to deliberate attempt to share work.
<b>Plagiarism: unacknowledged copying from published sources (including the internet) and incomplete referencing</b>		Plagiarism from published work listed in the bibliography OR minor amount of plagiarism from a source not listed in the bibliography.	Plagiarism from published work not listed in the bibliography OR plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography.
<b>Disruptive behaviour in the examination room (including the use of offensive language)</b>	Minor disruption lasting short time; calling out, causing noise, turning around, taking another's possessions.	Repeated or prolonged disruption; unacceptably rude remarks; being removed from the room.	Warnings ignored; provocative or aggravated bad behaviour; repeated or loud offensive comments; physical assault on staff or property.

## **STANDARD PENALTIES**

1	=	Warning
2	=	Loss of marks gained for a section
3	=	Loss of all the marks gained for a component
4	=	Loss of all the marks gained for a unit
5	=	Disqualification from the unit
6	=	Disqualification from all units in one or more qualifications taken
7	=	Disqualification from the whole qualification
8	=	Disqualification from all qualifications taken in that series
9	=	Barred from entering for examinations for a set period of time

## APPENDIX E: Information for Candidates



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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### Information for candidates For written examinations – effective from 1 September 2017

This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A</b>	<b>Regulations – Make sure you understand the rules</b>
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	You must not take into the exam room: <ul style="list-style-type: none"> <li>• notes;</li> <li>• potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device.</li> </ul> <p>Any pencil cases taken into the exam room must be see-through.</p> <p><b>Remember:</b> 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>B</b>	<b>Information – Make sure you attend your exams and bring what you need</b>
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	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C</b>	<b>Calculators, Dictionaries and Computer Spell-checkers</b>
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the exam room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D</b>	<b>Instructions during the exam</b>
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> <li>• you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> 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	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E</b>	<b>Advice and assistance</b>
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	Put up your hand during the exam if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F</b>	<b>At the end of the exam</b>
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
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.

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# APPENDIX F: Private Candidate Entry Form

## Information

Please complete all of the following, see page 2 for instructions on how to complete this form. Any errors may incur additional charges from the examination boards.

Once these entries have been processed, details of the fees will be available and will be sent to you. These fees will need to be paid prior to the entries being sent to the examining boards.

## Personal Details

1. Candidate Full Name: \_\_\_\_\_
2. Candidate Date of Birth: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Contact Number: \_\_\_\_\_
5. Candidate email: \_\_\_\_\_
6. UCI Number: \_\_\_\_\_
7. The Head's Permission      Yes / No      Date: \_\_\_\_\_

## Examination Details

All of the details can be found on the results statement sent out on results day. **You will be entered to certify (gain an overall grade), unless you specifically opt out of this, opting out may put a university place at risk.**

Paper Code	Exam Board	Unit Title

## Confirmation

By signing below I, the candidate named above, confirm that:

1. All of the details given above are correct and I am happy for St John's to enter me for the above examinations.
2. I will be entered as a private candidate and as such St John's School will take no responsibility for either preparing me for the above examinations or the outcome of these examinations but will process this application and any subsequent application on my behalf with the relevant examination boards.
3. Should there be any changes to the above I will inform St John's as soon as possible (this could incur additional charges).

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **Instructions**

### **Personal Details**

1. Candidate Full Name – this is your full name and is the name that will appear on your certificate.
2. Candidate Date of Birth.
3. Address – this is the address that your certificates will be sent to after they have been received.
4. Contact Number – please provide a number that you can be contacted on in case there is an issue with your application or on the day of the exam.
5. Candidate email – your entries and results will be emailed to this address.
6. UCI Number – this is a 13-digit number followed by a letter that is unique to you and will be found on your results slip.
7. The Head's Permission – before any application can be made The Head's permission must have been obtained. If you do not have this then your application will not be processed.

### **Examination Details**

The details of the modules/unit codes can be found on your results slips. Please can you make sure these are provide as in some cases the modules and exam boards could have changed and may not be the ones that are currently being sat at St Johns.

In order to gain an overall grade a Certification Code is required. You will be automatically entered to gain an overall grade unless you specifically opt out of this. **Please note that not entering a certification code could potentially put university places at risk.**

## APPENDIX G: Access Arrangements Policy for Pupils with Specific Learning Difficulties (SPLD)

'Access Arrangements are intended to meet the particular needs of an individual candidate without affecting the integrity of the assessment'. (Joint Council for Qualification (JCQ) Regulations 2015-16.) Access Arrangements are agreed by the assessor, the SENCO and the pupil's class teacher at the start of an examined course or if necessary after evidence of affecting issues has been collated. They allow candidates / learners with special educational needs, disabilities or temporary injuries to:

- access the assessment
- show what they know and can do, without changing the demands of the assessment

The Centre (St. John's School) must adhere strictly to the current JCQ regulations with regard to the administration and allowance of Access Arrangements. The penalties for not so doing could be serious for both the pupil concerned and the Centre. On some occasions, if JCQ regulations change or if a pupil makes sufficient progress, pupils may lose an entitlement to extra time. However, in such cases this would be closely monitored by the SENCO.

### Types of Access Arrangement

The following Access Arrangements may be offered to pupils with SpLD or physical or temporary conditions if this is assessed and identified as appropriate for their needs:

1. Arrangements which must be officially applied for to JCQ:
  - 25% extra time
  - use of a reader, or computer reader
  - use of a scribe, or speech-to-text software
2. Arrangements which do NOT have to be officially applied for, but which must be agreed as early as possible following assessment, so that the proposed Access Arrangement can be trialled. When sufficient evidence for inspection has been collated these can be put in place accordingly
  - use of a word processor (**see Word Processor Policy**)
  - use of rest breaks
  - a prompt
  - a coloured overlay
  - Smaller venue
  - Separate venue

This process must be undertaken early enough in the course to become the candidate's 'normal way of working' (see below):

### Assessment

- JCQ recommends that all assessments are carried out by the Centre staff, or by a professional appointed by them working regularly with the Centre
- Assessments are normally carried out in Year 9 and updated in Year 12, when Access Arrangements have to be reapplied for
- The school employs a number of 'specialist assessors' as members of the Learning Development Team and who have been formally approved by the Head of Centre, the Head. They are appropriately qualified, as required by the current JCQ regulations.
- Under normal circumstances, only those pupils who have **below average scores** (below standard score 85) for processing, working memory, reading efficiency, reading speed or writing speed will comply with the JCQ criteria for Access Arrangements

If a report compiled by an external assessor is presented to the Centre by parents, it is up to the Head to decide whether any recommendations within the report for Access Arrangements are accepted. For example, a recommendation for 25% extra time, when the assessor has not recorded any standard scores below 85, is unlikely to be upheld. In each case, the school must state in writing, for JCQ inspection purposes, the reasons for accepting or rejecting an external report. An external report must be commissioned after discussion with the SENCO to ensure that the Educational Psychologist is fully informed as to the pupils normal way of working and if/how any difficulties present in the classroom/exams. Where a report is commissioned without the knowledge of the school this will be seen as an invitation to investigate any concerns raised but does not guarantee that any recommendations made by the assessor would be put into place.

### **Normal Way of Working**

- Access Arrangements must reflect the pupil's normal way of working. There must be plenty of opportunity for pupils to practise access arrangements before sitting a public examination.
- Teachers will be expected to provide evidence for JCQ inspection purposes, i.e. that use of the Access Arrangement is the pupil's normal way of working and benefits the pupil. Pupils will be required to bring the SENCO examples of examination or test scripts which give evidence of their need for the Access Arrangement and/or that they have used it in consultation with teachers. These will be kept on file for JCQ inspection purposes within the LDD and are stored in accordance with data protection requirements.

### **Communication**

- It is the duty of class teachers and the SENCO to communicate regularly over the trial and allowance of Access Arrangements for a pupil
- Parents must be consulted as soon as difficulties are discovered and must be made fully aware of all discussions, which take place on the award of Access Arrangements. However, they cannot influence decisions on the award of Access Arrangements for their son or daughter.
- Pupils must be advised on how to use the AA they have been awarded and must then be given opportunities to practise.

## APPENDIX H: Word Processor Policy

In principle, the school supports the use of laptops and other digital writing devices in lessons, as evidenced by the BYOD initiative, provided they are helpful to the pupil and do not cause inconvenience or distraction to the teacher, or the rest of the class.

### Use of word processors by pupils with Specific Learning Difficulties

- JCQ regulations state that pupils with SpLD can word process examination scripts, if this is 'appropriate to their needs'. This will usually be because they are either very slow writers, or their handwriting is very difficult to decipher. **(See Access Arrangements Policy)**
- The **SENCO** will compile a register of pupils with **SEN** who have permission to use a laptop or similar device for exams and assessments. All requests must be approved by the relevant subject teacher(s) and this must be agreed and formalised with the SENCO.
- The use of devices in each lesson is at the discretion of the individual class teacher. They will direct when and how it is set up and used.
- If a pupil is awarded word processing provision re examination scripts, they **must** use a computer as one of their normal methods of communication in class and for homework. This must be documented by the SENCO for JCQ inspection purposes. **(See Access Arrangements Policy)**
- In most cases the word processor must have the grammar and spellchecker turned off when it is used for internal tests and examinations, unless allowed under the terms of specific examinations or other access arrangements provision
- There will be occasions when pupils who have had **extra time** in the past may lose this concession, if they word process scripts. This would typically happen if the award for extra time was for slow handwriting speed and their typing speed is within the average range. However, if their processing or reading speed is below average, they will still be entitled to extra time in addition to the use of a word processor. **(See Access Arrangements Policy)**

### Use of laptops by EAL pupils

- **EAL** pupils may use devices with the permission of their subject teachers.
- Laptop use in each lesson is at the discretion of the individual class teacher who will direct when and how it is set up and used.

### Use of word processors by other pupils

- JCQ regulations state that any pupil may word process examination scripts, if this is 'appropriate to their needs'. This will usually mean that they are very slow writers or their handwriting is difficult to decipher, although they may not have an identified SpLD.
- With the BYOD initiative this does not constitute 'normal way of working' unless a teacher has recommended typing as an AA provision
- All pupils with typing provision must receive permission from the **Director of Studies, Mrs Rebecca Evans, and the SENCO**, following the recommendation of their individual subject teachers and evidence is required to support this provision for JCQ inspection.

### General Information

1. There will be a list of those who have permission to use a laptop or other digital device on iSAMS/Firefly.
2. Any pupil who wishes to begin to use a laptop in lessons must first obtain permission and support from the relevant member of staff. They must also negotiate with the teacher how work is to be presented and handed in.

3. Laptops may be used for leisure purposes in house only with the **permission of the Housemaster or Housemistress**.
4. Pupils must ensure that laptops have sufficient battery life to last a morning or afternoon without recharging.
5. Pupils must ensure they come to lessons with devices ready to begin work.
6. Pupils must ensure that they **print off all work** regularly and that the use of the laptop does not result in gaps in their books or files. Word processed work should be handed in at the same time as work from the rest of the class and stuck into books/filed as per their non-typing peers.
7. Pupils are **responsible** for their own devices at all times. They must NOT allow other pupils to use them, or interfere with them in any way, either in the classroom or in house.