



Examination Rules

The rules:

These are always the same

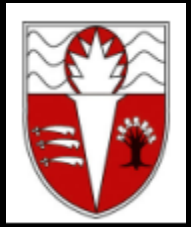


- Be on time
- Don't bring anything you shouldn't or look at another student's paper
- You must not bring:
 - Notes
 - A calculator case/instruction leaflet
- Mobile phones must be switched off and left in your bag
- Any wrist watches with a data storage device or any product with text/digital facilities must be switched off and left in your bag
- All other wrist watches must be left in your bag
- Any pencil case must be see-through
- You are not allowed to use correcting fluid (e.g. tippex), highlighters or gel pens in your answers
- Don't communicate (no talking, body language communication, etc)
- Don't borrow anything from another candidate during the examinations

Fake papers – malpractice

- Papers for sale online are fake
- Attempting to get papers before the exam is considered as malpractice
- Due to security arrangements the school do not see the papers until moments before the exam starts

Lining up and going in:



- Arrive 15 min before your examination start time if the examination is in the Sports Hall (which the majority on the timetable are, if you are in a different room this information is on the timetable)- this is to allow time for you to line up, go in, check papers, hear the instructions etc before the exam start time
- Arrive 10 min before if the exam is in another room
- Each day the seating plan will be stuck outside the hall. Read it, then get into a line according to the row you are in- there will be signs to show you where, e.g. line up in front of sign A if your seat is A12
- A whistle will be blown by a member of staff and at that point you are expected to line up in silence in the row you are in for the exam
- When your row is called into the hall, take your coat off and get your equipment out BEFORE you enter the building
- Bags and coats must be stored at the front of the sports hall or exam room
- Mobile phones **MUST** be switched off and in your bag
- There is always **complete silence** in the hall

In the hall:



- Start and end times for each examination will be written on the board
- Put your hand up if you have a question
- If you think the exam paper in front of you is the wrong one, put your hand up and tell a member of staff
- If you need anything, put your hand up
- Always follow the instructions of the staff in the exam room
- At the end of the examination, you must sit in silence and not communicate until you have left the hall

Examinations not in the hall:



- Wait quietly outside of the classroom- there will be lessons or other examinations going on so do not disturb them
- The staff will explain exactly what you should do

Equipment:



- Check with your subject teacher what equipment you will need
- Any equipment you bring into an exam must be in a clear plastic pencil case/bag
- You are allowed to bring water in a bottle but the bottle must be see-through and there are no labels allowed

Consequences



Devas Street
Manchester
M15 6EX
www.aqa.org.uk

Private and confidential
To be opened by the addressee only

[redacted] – Head of Centre
Brentside High School (12408)
Sent via email only

Friday, 01 July 2022

Our Ref: [redacted]

Dear Ms Hames,

Summer 2022, GCSE, 8582 Physical Education, 8582/1 Physical Education Paper 1
Candidate: [redacted]

Thank you for your completed JCQ/M1 *Suspected candidate malpractice* form for the above candidate.

The evidence you have provided explains that:

- Ten minutes before the end of the examination a member of the invigilation team saw that [redacted] had a mobile phone in his trouser pocket.
- The candidate looked used their phone during the examination to look at notes relevant to the subject.
- The *Warning to Candidates* poster was displayed outside the examination room.
- The candidate had been issued with a copy of the *Information to candidates* prior to the above examination.
- Candidates were reminded of the examination regulations at the start of the examination.

The JCQ *Warning to Candidates* states 'You must not become involved in any unfair or dishonest practice in any part of the examination' and 'Possession of a mobile phone or other unauthorised material is not allowed even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.'

The JCQ *Information for Candidates* documents for written examinations and on-screen tests state 'You must not take into the exam room; an iPod, a mobile phone, a MP3/4 player or device, or a watch. ... 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.'

Additionally, the JCQ *Information for Candidates* documents for written examinations and on-screen tests state 'Do not become involved in any unfair or dishonest practice during the exam' and that 'if you try to cheat, or break the rules in any way, you could be disqualified from all your subjects'.

The JCQ *Unauthorised Items Poster* states 'NO MOBILE PHONES, NO WATCHES, NO MP3/4

In accordance with Appendix 6 of the JCQ *Suspected Malpractice Policies and Procedures* document, the nature of the offence is 'Introduction of unauthorised material into the examination room, for example: Mobile phone or similar electronic devices (including iPod, MP3/4 player, memory sticks, Smartphone, Smartwatch); in the candidate's possession and evidence of being used by the candidate'.

Having carefully considered all of the evidence in this case, I am satisfied that a breach of JCQ examination requirements has occurred, whereby during the 8582/1 Physical Education GCSE examination [redacted] was in possession of a mobile phone and admitted using this phone to look at pictures relevant to the subject.

In line with the JCQ *Suspected Malpractice Policies and Procedures* document, the above candidate will be **disqualified from the above qualification. No result will be issued** [redacted] for any of the 8582 GCSE Physical Education qualification.

Having considered all the evidence, AQA considers a disqualification to be proportionate and in accordance with the recommendations outlined within Appendix 6 of the JCQ *Suspected Malpractice Policies and Procedures* because the candidate was in possession of a mobile phone during the 8582/1 GCSE examination. The candidate has admitted to using the phone to look at a photo that was relevant to the subject.

As Head of Centre you are entitled to appeal against this decision if you wish to do so. In accordance with the JCQ guidelines, appeals on behalf of internal candidates will only be accepted from the Head of Centre and not from the candidate, their parents or any other third party.

If you wish to appeal on behalf of the candidate, you should refer to the JCQ document *A guide to the awarding bodies' appeals processes*. This document can be viewed at www.jcq.org.uk. Page 5 refers to appeals against decisions made in cases of malpractice and page 6 refers to the grounds for an appeal. The form you should complete is JCQ/APP1, which can be found at the end of the document. Your appeal should reach the Exams Integrity team within 14 days of receipt of this letter.

Please note that AQA's malpractice committee, which hears appeals against staff decisions in such cases, will review all the available evidence, including your appeal, and may decide to lower, confirm or raise the penalty applied. If submitting the appeal by email, please ensure you include the reference above in the subject line of the email.

I am grateful for your assistance in this matter.

Yours sincerely

William Tetler
Case Administrator
Exams Integrity
AQA Exams Integrity and Inspection

Good luck

- Good luck with your examinations!
- Always try your best!