



Student Vocational Course Handbook 2023-2024



Contents

Introduction.....	2
Purpose of the handbook.....	3
Vocational Qualifications at Goldington Academy	3
Course Arrangements.....	4
Registration & Entry Information.....	4
Internal Assessment	4
Authentication of work	4
Marking of Internal Assessments.....	4
Internal Appeals.....	4
Moderation.....	5
Opportunities for resubmission of work.....	5
Personal data	5
Copyright	5
Candidates with access arrangements/reasonable adjustments	5
Alleged, suspected or actual incidents of malpractice	6
Results.....	6
Complaints procedure.....	7
Appendix 1 - JCQ Information for candidates	8
Appendix 2 - JCQ Information for candidates – Social media.....	11
Appendix 3 - JCQ Information for candidates – Privacy Notice	12
Appendix 4 – OCR guide – How to reference and avoid plagiarism	15



Introduction

Goldington Academy is committed to ensuring that candidates are fully briefed all exam and assessment processes in place in the centre and are made aware of the required JCQ awarding body instructions and information for candidates.

This booklet aims to provide information that is helpful and informative. Please read it carefully so that you are aware of the regulations and procedures and share it with your parents or guardians so that they are also aware.

The Examination Boards (sometimes called Awarding Bodies) set down strict criteria which must be followed for the conduct of non-examined assessments (NEA) and Goldington Academy is required to follow them precisely. You should therefore pay particular attention to the JCQ notices at the end of this booklet. Failure to do so can result in disqualification from some or all of your subjects.

If there is anything that you do not understand, please ask. If you or your parents or guardians have any queries or need help or advice at any time, please contact Mrs Henderson, the Examinations Officer at examoffice@goldington.beds.sch.uk

Purpose of the handbook

- To support/complement candidate briefings
- To inform candidates about malpractice in assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all the relevant information about their assessments in advance of any assessments being taken
- To ensure copies of relevant JCQ information for candidates documents are provided in advance of any assessments being taken
- To answer any questions candidates may have
- To signpost candidates (and where relevant parents/carers) to any assessment - related policies/procedures that they need to be aware of on the centre's website

Vocational Qualifications at Goldington Academy

At Goldington Academy we offer three different types of vocational qualifications which are covered by the guidance and regulations as set out in this handbook;

- OCR Cambridge Nationals
- WJEC Vocational Level 1/2
- BTEC Tech Award

For detailed information about the programme overview, unit details and assessment procedures, please refer to the specification on the examining board website.

These qualifications are different to GCSE's because:

- Students develop skills, knowledge and understanding in the vocational area they are studying.
- Each vocational course is made up of a number of units, allowing students to build up their qualification in stages.
- Students are assessed through non-examined assessments and an external examination.
- Students produce evidence for their key skills qualification throughout their vocational course.

- Students take responsibility for their own learning by planning their work, doing research and regularly reviewing their progress.

All vocational courses run by Goldington Academy are governed by the JCQ, you must read the Information for candidates – coursework assessments (Appendix 1) and Information for candidates – using social media (Appendix 2) documents. Speak to your teacher if you are unsure about any of the rules.

For OCR Cambridge Nationals courses, you will be provided with a ‘Student guide to NEA assignments’ booklet, which is specific to your course – for use in conjunction with the handbook.

Course Arrangements

Registration & Entry Information

- BTEC learners are registered with Pearson before November in Year 10
- OCR Cambridge Nationals and WJEC Vocational courses are entered for units in either the January or June assessment series in Years 10 & 11, depending on the unit completion date set by your teacher. The specific assessment plan will be provided by each subject teacher

For all Vocational courses, the external examination will be taken in summer 2025 (certification series).

Internal Assessment

The content of the assessment will be outlined on an Assignment Brief. For every assessment there will be a clear deadline by which the work must be submitted to your teacher. Ask your teacher if you are unsure.

Authentication of work

Before submitting your work, a declaration form (specific to the examining board) must be completed to declare that the work is your own. **A mark of zero will be recorded if a student cannot confirm the authenticity of their work.**

Marking of Internal Assessments

Your work will be marked by your teacher in accordance with the marking criteria provided by the awarding body. Following that, a sample of the assessments will be checked by another member of the teaching team to ensure the grading is fair and accurate.

Internal Appeals

Your teacher will inform you of your centre assessed mark before these are submitted to the exam board. There is an ‘Internal Appeals Policy’ in place for any candidate who feels that the assessment of their NEA has not been carried out fairly, consistently and in accordance with the specification for the qualification. This can be found on the ‘Examinations’ section of the school website.

To initiate an appeal, you may request copies of materials (generally, as a minimum, a copy of the marked assessment material (work) and the mark scheme or assessment criteria plus additional materials which may vary from subject to subject) to assist you in considering

whether to request a review of the centre's marking of the assessment. **This request must be made within 3 calendar days of receiving your marks.**

There are strict deadlines to submit a written internal appeal and once the marks have been submitted to the examining board, this option will no longer be available to you. Non-examined assessments are not subject to the usual examination post-results services.

Ensure you discuss any concerns with your teacher or the exams office immediately for further guidance or support.

Moderation

Following the submission of marks to the examining board, a sample of students' work will be sent to a moderator. The purpose of moderation is to bring the marking of an internally assessed component/unit to an agreed standard in all participating centres. Please note that, after moderation, the centre assessed mark could go up, stay the same or go down. Your subject teacher and/or a member of SLT will be available on results days to support you should this happen.

Opportunities for resubmission of work

Every internal assessment unit contributes to the final qualification grade; therefore, it may be appropriate for your teacher to authorise resubmission of evidence to meet assessment criteria targeted by an assignment. This will only be authorised in cases where:

- it is permitted within the specification of the qualification and
- it is in the student's best interest to do so

Personal data

The awarding bodies collect information about exam candidates. To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice (Appendix 4)

Copyright

- The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate
- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Candidates with access arrangements/reasonable adjustments

Access Arrangements are determined by the Special Educational Needs and Disabilities Coordinator (SENDCo), in conjunction with relevant teaching staff and exam office personnel. They are agreed before an assessment/exam. They allow candidates with special education needs, disabilities or temporary injuries to:

- Access the assessment/exam;
- Show what they know and can do without changing the demands of the assessment/exam

Goldington Academy will apply directly to the awarding bodies for access arrangements on your behalf. You will be notified of your approved access arrangements in writing by the SENDCo. Access arrangements are applied for based on your usual way of working. In some cases, an assessment may be carried out with you by an external assessor who specialises in access arrangements. If your teacher thinks you would benefit from this, they will discuss it in detail with you and make recommendations to the SENDCo.

Alleged, suspected or actual incidents of malpractice

Attempted or actual malpractice activity will not be tolerated. The school will follow the JCQ procedures as described in JCQ's "[Suspected Malpractice in Examinations and Assessment: Policies and Procedures](#)" document.

The following are examples of malpractice by candidates with regard to non-examined assessments. This list is not exhaustive:

- Plagiarism: the copying and passing off as the candidate's own work the whole or part of another person's work. OCR have produced a useful guide – How to reference and avoid plagiarism (Appendix 4)
- Collusion: working collaboratively with other learners to produce work which is submitted as the candidate's only
- Failing to abide by the instructions of an assessor: this may refer to the use of resources which the candidates have specifically been told not to use
- The alteration of any results document
- Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example:
 - *ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2024*. You should retain a copy of the computer-generated content for reference and authentication purposes.

If a member of staff suspects a candidate of malpractice the candidate will be informed and the allegation will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, she/he will be given the opportunity to repeat the assignment as long as the candidate has not already signed the authentication form. If found guilty of malpractice following an investigation, the member of staff may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

Should the candidate be found guilty of malpractice after having signed the authentication form then the matter is no longer subject to internal school discipline and must be reported to the relevant awarding body.

Results

- Summer 2024 provisional statements of results release date is on Thursday 22 August 2024. Further information will be supplied later in the academic year
- Details of the January 2024 and Summer 2024 results days will be confirmed once they become available
- Selected teachers and members of the senior leadership team will be available during the exam results collection window

- Results will **not** be given via telephone under any circumstance
- If you are unable to attend results day in person, you can have them emailed to you or elect another person (including family members) to collect your results on your behalf. For either option, you must complete the 'Candidate Permission form', available from Mrs Henderson, Exams Officer

Complaints procedure

Goldington Academy has a written complaints procedure which will cover general complaints regarding the centre's delivery or administration of a qualification. This can be found on the 'Examinations' section of the school website.

Appendix 1 - JCQ Information for candidates

You **must** read this information if you are taking any qualifications that contain elements of non-examination assessment.

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.

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

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

The regulations state that:

'the work which you submit for assessment **must** be your own';

'you **must not** copy from someone else or allow another candidate to copy from you'.

If you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is called 'referencing'. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, p29).

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher 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 or should not be included.

If you worked as part of a group on an assignment, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Don't** leave it lying around where your classmates can find it 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 any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned - they may have read the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources 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

Appendix 2 - JCQ Information for candidates – Social media

You **must** read this information to help you stay within examination/assessment regulations when using social media.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.



Please take the time to familiarise yourself with the JCQ rules:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

JCQ 2022 – Effective from September 2022



Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within exam regulations. Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.

Appendix 3 - JCQ Information for candidates – Privacy Notice

You **must** read this this notice as it contains “Information About You and How We Use It”



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

Appendix 4 – OCR guide – How to reference and avoid plagiarism

How to reference and avoid plagiarism



What is referencing?

Giving details in your work about where your information came from.

What is plagiarism?

Taking someone else's work, words or ideas and passing them off as your own.




Do

- ✓ **Reference** anything you've copied from websites, books or course notes
- ✓ Always use quotation marks “ ”
- ✓ Say where it's from and the date you got it
- ✓ **Use your own words** as well when asked to describe or explain something




Why?

- ✓ A good way to get across your own opinions and thoughts
- ✓ Demonstrating your understanding helps get you marks



Don't

- ✗ **Just** copy from websites, books or course notes – use it to support your own thoughts and ideas and make sure you **reference**



Consequences

- ✗ Copying without referencing looks like you're pretending it's your own words. This is known as plagiarism and **you could lose marks**

If you're not sure what this means for your assignment work, **ask your teacher.**