



## Preparation Assessments (GCSE and A Level)

Monday 1 March – Saturday 6 March 2021

### Introduction

The Preparation Assessments are primarily designed to give you feedback on your learning to date, and to allow you and your teachers to plan the coming months. They also allow your teachers to collect data about your current attainment. The content of the assessments is deliberately reduced to allow you to demonstrate your skills and understanding, in the event that these assessments can contribute to grading decisions to support the final assessments in the Summer Term.

The assessments will be released using a platform called [Exam.net](#), which is used by many universities and schools. When the test begins, the browser containing the paper will notify the invigilator if you leave the test window.

To complete these assessments, you will need an internet-connected computer and camera. If your internet cuts out temporarily, the system will save any word-processed information automatically; however, you are very welcome to handwrite on lined paper and upload your responses at the end of the assessment via a unique QR code.

We expect all boys to try their hardest to complete these assignments according to this guide, and to contact us promptly if they experience any difficulties.

### Registration and Study Leave

You will continue to attend morning Tutor periods during the assessment period for registration. At those times when you do not have an assessment you are on study leave. Boarders should follow the study leave House rules from their Housemaster.

If you are unwell during the assessment period, your parent/guardian should contact [BellroomAbsences@bedfordschool.org.uk](mailto:BellroomAbsences@bedfordschool.org.uk) as normal.

### Assessment Timetables

The Fifth Form timetable can be found [here](#) and the Upper Sixth A Level timetable can be found [here](#).

### Materials Required

Ensure you have a space at home suitable to take your assessments.

You will need:

- a desk/table and chair where you are unlikely to be disrupted;
- an internet-connected computer with a camera;
- pencil case equipment: pens, calculator, ruler, etc.
- unmarked lined paper;
- adequate lighting and heating/cooling;
- drinking water.

You should not have on your person, or in your field of vision, any subject resources that you would not carry with you into an examination. For example, you must **not** have:

- access to notes, textbooks or other resources;
- electronic devices such as mobile phones (unless in use as your camera), tablets or smart watches;
- headphones or headsets (except during Music listening assessments).

You should disable any alerts on your device during the assessment.

## On The Day

Ensure your computer area contains only the designated assessment materials.

You will be sent a Microsoft Teams invitation for each of your assessments. The meeting will begin 15 minutes before the start of the assessment.

You should join this meeting with your camera on and be prepared to show the invigilator your working area and materials. You must leave your camera running during the assessment as part of the invigilation supervision.

The Microsoft Teams invitation will also include the access code to the assessment on Exam.net. See the [Exam.net video guides](#) for information on how to use this platform. You must not leave the Exam.net window during the assessment.

If you require assistance **during** an assessment you should contact the invigilator via the Exam.net chat function so as not to leave the test window. If you lose internet connection during the assessment please contact [exams@bedfordschool.org.uk](mailto:exams@bedfordschool.org.uk).

At the end of the assessment, you should leave the Teams meeting only once your response has been submitted to Exam.net. The system will confirm that your response has been submitted.

If you require assistance **before** or **after** an assessment you should contact the invigilator via the Microsoft Teams chat function.

You must remain in the webcam viewing area at all times; comfort breaks will only be allowed if previously requested from the Examination Manager on health grounds.

## Assessment Timings

The question paper will be released five minutes before the start of the assessment. This additional five minutes is to give you time to look through the paper so that you are aware of all the questions that you will be expected to complete.

You must then plan to spend the same amount of time as you would in a typical exam reading the questions, planning and completing your answers.

At the end of the assessment you should upload your responses immediately. If you have handwritten your responses then the invigilator will allow you a few minutes to photograph and upload your responses. The time taken to do this will be noted and should not be abused.

## Access Arrangements

Where you would normally be permitted additional time or rest breaks as part of an access arrangement, you will be able to submit your assessment response later than the 'standard' stated duration. This is shown in the assessment schedules.

Further guidance about how to record which parts of your assessment were completed in additional time can be found [here](#).

## Academic Honesty

The School values of responsibility, endeavour and integrity will be paramount during the period of remote assessments. Cheating, acting dishonestly or collusion with other persons when completing an assessment will be considered as malpractice and dealt with under the School's behaviour policy. A student's marks in these assessments will be adjusted accordingly if found to be in breach of academic honesty.

You must not:

- access the assessment materials via any other means than directly via Exam.net (unless instructed to do so);
- make use of prohibited materials or resources;
- share the contents of the question paper or your own responses with others;
- collude with others during the assessment or receive help from others.

The School will use Turnitin (plagiarism software) to screen submitted responses for similarities to electronic sources or responses from other boys.

All boys must complete the Academic Honesty statement [here](#) before completing their assessments.

## Questions

If you have any questions about the preparation assessments, please contact [exams@bedfordschool.org.uk](mailto:exams@bedfordschool.org.uk).

A FAQ page relating to the preparation assessments can be found [here](#), which will be updated with any questions we receive.