

Gordon's School

Candidate exam handbook 2022/23

This handbook is reviewed and updated annually

Produced/reviewed by	
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Introduction

Gordon's School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates.

This booklet contains all the information you need to know regarding the examination regulations and procedures that students are required to follow. Please read this booklet carefully and show it to your parents/carers so that they are also aware of the examination regulations and procedures.

All Students Must:

- Read and fully understand the JCQ Notices to Candidates included in this Booklet. Appendices 1-9
- Check the details on your Individual Candidate Timetable (issued prior to written exams) and report any errors to the Examinations Officer.
- Inform the school, via the Examinations Officer, of any event for which special consideration might be sought from the Awarding Bodies (e.g. illness before or during an exam, bereavement or other trauma, disadvantage or disturbance during an exam).
- Read the instructions of each exam paper very carefully.
- Read and fully understand the Information to Candidates NEA and NEA appeals process.

Coursework assessments/non-examination assessments

- Completion of NEA's usually takes place during the Spring Term of the final year.
- Students/parents/carers will be informed via Departments when NEA's are taking place and given any relevant deadlines.
- Please see Appendices at the end of this booklet for the full JCQ notice on NEA's and the Gordon's School Internal Review Process.

Written timetabled exams

- You will receive an individual candidate examination timetable during the Spring Term, which indicates: the date and time, subject title and exam level for all your written exams
- Check the information is correct on your individual exam timetable, including your name
- Check if you have two or more subjects timetabled at the same time or a whole day of exams exceeding 6 hrs for GCE or 5.5 hours for GCSE
- If you have any of the above or any queries or questions contact the Examinations Officer.

Where you will take your exams

- The majority of our exams take place in the Gym (GCSE) and the Rec (AS/A level).
- A 'room & clashes' timetable will be displayed in all Houses after the Easter Holidays.

What time your exams will start and finish

- Morning exams usually start at 09:00, afternoon exams usually start at 13:30.
- GCSE students will have an exam briefing in the Chapel at 08:45 (after registration) for morning exams and 13:15 for afternoon exams.
- AS/A level students must arrive 15 minutes before the start of an exam (usually at the back of the Rec).
- The length of an examination is shown on your individual candidate timetables (if you have an access arrangement of extra time this needs to be added).
- The start and finish times (including extra time) will be displayed on the board at the front of the examination room.
- There is at least one clock in the examination rooms.
- Candidates with rest breaks will be given a note on their desk with the 'new' finish time after each break is taken.
- You will not be allowed to leave the examination room earlier than the normal end time of the exam even if you have finished.
- If you are finished, use this time to check over your answers and check you have written your name and candidate number on any additional sheets you may have used.
- If you have finished you must sit quietly facing the front and do not turn around or look about the room, make any noise or distract other candidates in any way.

Supervision during your exams

- Exams are invigilated by a team of invigilators employed by the school.
- Students are expected to behave in a respectful manner towards invigilators and follow their instructions at all times.
- Invigilators are in the examination room to supervise the conduct of examinations and they must follow the strict rules and regulations when conducting exams as directed by the JCQ and Awarding Bodies.
- The Examinations Officer and / or a member of the Wider Leadership Team will be present at the start of your exam for identification and discipline purposes.
- Invigilators will distribute and collect the examination papers.
- Read out all relevant JCQ instructions
- Tell you when to start and finish the examination.
- Hand out extra paper if required.
- Deal with any problems that occur during the examination, for example a candidate feeling ill and report all incidents to the Examinations Officer.
- If you wish to go to the toilet during an exam, put your hand up and an invigilator will escort you to the nearest toilets. You will not be allowed any extra time to do this unless you have a previous authorised access arrangement of rest breaks.

- Invigilators cannot discuss the examination paper with you or explain any of the questions.
- The invigilator will announce when you have 5 minutes left and tell you when to stop.
- You must stop writing immediately and remain silent, facing the front. Remember that you are still under examination conditions until you have left the room.
- Please note some of your colleagues may still be sitting an exam as they may be doing a different paper, which is longer, or have extra time so the exam room should remain silent.
- Invigilators will collect all question papers, answer booklets and additional paper.
- If you have used more than one answer booklet or loose sheets of paper, ensure your name and candidate number is written on them all and insert them inside your answer booklet.
- Remain seated in silence until told to leave the exam room, usually done one row at a time.
- Leave room in silence, do not scrape chairs, please show consideration for other candidates who may still be working.
- Remember to collect any belongings, mobile phones, bags etc. on your way out of the exam room.
- Do not congregate outside the exam room walk away from the entrance.

Exam room conditions

As soon as you enter the exam room you are under exam conditions (for full set of rules, please read appendix Information for Candidates – Written Exams)

You must not:

- Speak.
- Take in any notes into the exam.
- Distract or communicate with other candidates.

You must:

- Remove and switch off any technological or web enabled products like mobile phones / ipods / fitbits / watches (both digital or analogue) and place in boxes provided at the back of the exam room. If you are found to have any of these items with you, which is not allowed, even if you did not intend to use it, this will be reported to the Awarding Body.
- Listen to and follow the instructions of the invigilator.
- Face the front at all times.
- Put your hand up if you need anything and wait for the invigilator to come to you.
- Only take in a clear plastic pencil case with the equipment needed for that exam.
- Any calculator covers must be removed and placed upside down on the floor.

Where you will sit in the exam room

- You will be asked to line up in surname alphabetical order outside the exam room
- If there is more than one exam going on at the same time you will be asked to line up in separate queues.
- The invigilator will instruct when each group is to enter the exam room and direct to seating.

- Each candidate will have a card on their desk identifying their name and candidate number.

How your identity is confirmed in the exam room

- A member of WLT and/or the Exams Officer will be outside the exam room for identification & discipline purposes.
- Each candidate will have a candidate card on their desk which has a four digit candidate number, this is used by all the Awarding Bodies to identify you. You must write it on all your examination papers. It is a good idea to remember it.
- You must write your name and number exactly how it appears, please note legal names are used for exams, not 'known as' names.
- At the beginning of the exam invigilators will come round the room to take the register, they will take this information from your exam card.

What equipment you need to bring to your exams

- You are responsible for providing your own equipment for examinations.
- You must not lend equipment or attempt to borrow from another candidate in the examination room.
- Only material listed on the question paper is allowed in the examination room.
- You must not have on or near you any other material.

You will need:

- Transparent pencil case or clear plastic bag.
- Black ball point pens – no blue pens and no gel pens as scanners may not be able to read blue/gel ink.
- Pencil, sharpener and rubber eraser – no correction fluid or pens.
- Ruler with cm and mm.
- Highlighters must not be used in your answers but can be used on question papers if these are not being sent to the examiner.
- Calculators may be allowed for some exams. No instructions or lid, make sure you have new batteries and that they are reset. (see section below on using calculators).
- Clear plastic drink bottle (if desired) with water only and with any labels removed.

Using calculators

- You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams.
- Candidates may use a calculator in an examination unless prohibited by the awarding bodies specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations:

<p>Calculators must be:</p> <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered; ○ free of lids, cases and covers which have printed instructions or formulas. 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

[Taken from JCQ Instructions for conducting examinations 2022-2023]

What if I think there is an error on the paper or have the wrong paper

- The invigilator will ask you to check you have the correct paper before the exams starts. If you think something is wrong put your hand up and tell the invigilator immediately.
- If you think something is wrong in the paper put your hand up and wait for the invigilator to come to you, they will then investigate. Continue with further questions whilst this is taking place.

Food and drink in exam rooms

- In accordance with the JCQ guidelines you are not allowed food and drink in the exam room other than as previously mentioned a plastic drink bottle (if desired) with water only and with any labels removed.
- No food is allowed in the exam room unless it has been authorised by the Examinations Office i.e. unwrapped cough sweet or sugar 'boost' for a diabetic

What you should wear for your exams

- Full school uniform must be worn at all times for written exams.
- Permission may be given in advance for Gordon's logo P.E. kit in certain practical exams.
- Sixth Form students are expected to adhere to the normal sixth form dress code.

Where your personal belongings will be stored during your exam

- We strongly advise that you bring as little personal belongings as possible to an exam. However, if you have a bag or coat it can be placed in the entrance hall of the Gym or back of any other exam room.

What to do if you arrive late for an exam

- You should get to school as quickly as possible and report to the Examinations Officer in the School Office. If it is still possible for you to sit the examination, a member of staff will escort you to the exam room.
- You must not enter an examination room without permission after an examination has begun.
- If you arrive very late, the school must inform the Awarding Bodies, giving the reason and evidence for your lateness. The awarding body may decide not to accept your work.

What to do if you are unwell on the day of an exam

- Inform school immediately, preferably the Examination Officer direct, so that we can help and advise you. You must obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf. Please note a minimum of 25% of the complete assessment must be completed to receive a grade.
- If you feel ill during the exam put your hand up and an invigilator will assist you. If you think this may have affected your performance you may be eligible for Special Considerations.

What happens if you have an unauthorised absence from an exam

- If you miss the examination, you cannot take it on another day. Timetables are regulated by the Awarding Bodies and you must attend on the given date and time.
- If you miss an exam without good reason, you risk not gaining your final GCSE or GCE.

What happens in the event of an emergency in the exam room

- If the fire or lockdown alarm sounds during an examination, the invigilators will tell you what to do.
- Do not panic, do not communicate with other students and listen to the invigilators instructions.
- Any type of interruption during your exam will be reported to the Awarding Body.

Candidates with access arrangements

- Some students are entitled to various access arrangements they should have been put into place during the Autumn or beginning of the Spring Term and therefore been put into practice during your mock exams.
- All invigilators should be aware of your access arrangement, if you feel you are entitled to an arrangement but are not given it put up your hand and notify an invigilator who will investigate immediately.

Special Consideration

- Special consideration is an adjustment to the marks of a candidate who is eligible for consideration, under special circumstances such as illness, bereavement, injury, domestic crisis etc.
- The allowance for special consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for really exceptional cases).
- You should be aware that any adjustment is likely to be small and no feedback is provided.
- Students are only eligible for special consideration if they have been fully prepared for the whole course but their performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control.
- The Examinations Officer must be informed immediately so that the necessary paperwork can be completed.
- You will be required to provide evidence for your application.

Alleged, suspected or actual incidents of malpractice

'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Examples of Candidate malpractice include:

- A breach of the instructions or advice of an invigilator, supervisor or the Awarding Body in relation to the examination or assessment rules and regulations.
- Failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments.
- Collusion: working collaboratively with other candidates, beyond what is permitted.
- Allowing work to be copied e.g. posting work on social media sites prior to an examination/assessment.
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- Exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication.
- Bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations).
- Impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or assessment.
- Plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing.
- Bring into the examination room or assessment situation any unauthorised material or objects.
- Behaving in a manner so as to undermine the integrity of the examination.

Penalties for malpractice:

- If a candidate is suspected of malpractice the invigilator will inform the Examinations Officer who will report it to the Awarding Body.
- Penalties for malpractice range from a warning to loss of certification or even being disqualified from all exams with that Awarding Body.

Contingency Day

- Ofqual has set the afternoons of Thursday 8th & 15th June and the day of Wednesday 28th June as the Public Examination Contingency Day.
- This date will be used if a significant, unexpected event arises nationally or locally during the exam period such that no students (or a large number of them) are able to take an exam when planned. Students should be available throughout the exam period, up to and including that day, in case their planned timetable is disrupted.

Results

- Year 13 A Level & level 3 BTEC results can be collected from school from 08:00 on Thursday 17th August 2023
- Year 11 GCSE & level 2 BTEC results can be collected from school from 10:00 on Thursday 24th August 2022
- Y10 & Y12 external BTEC unit results will be issued by tutors upon student return in September

Statement of Results will also be emailed to all students' school email addresses within 30 minutes of the collection time.

Post-results services

Post-results services available:

- Copy of script
- Review of marking
- Original script

On results day if you have not got the grades you need for sixth form/college/university

- Speak with a member of staff available on both results days who will be available for advice.
- If you feel strongly that you require a review of marking or copy of script to ascertain whether a review of marking would be viable a review of marking / access to scripts form will be in your results envelope and emailed to you. Complete the form and return to the examinations officer by the deadline stated on the form. All fees will need to be paid and student's signature obtained before a post-results service can be submitted.

Please note that if you apply for a Review of Marking results can go up, down or stay the same. If a grade goes up the fee charged will be reimbursed by the exam body.

Certificates

Certificates arrive in school during November of the examination year. They will be posted to the last home address held on the school system unless the examinations officer has been informed in writing of a change of address. If you were expecting a

certificate and not received it by mid-December of the examination year please contact the examinations officer immediately.

If you need replacement copies at a later date you will need to go directly to the awarding bodies to request a replacement at a substantial cost.

NEA Internal Review Process – Gordon's School, September 2022



Non-Examination Assessments

Some departments undertake Non-Examined Assessments (NEA's) as part of their GCSE and A Level course. These are internally marked and then externally moderated by the public examination boards. Students will be provided with their internally awarded marks and are able to appeal this mark should they wish to. This flowchart outlines the process in more detail and provides students with an understanding of the timescales involved. Please note that if a student does appeal the mark, then there is a risk that it may decrease. The appealed mark can still be altered by the external moderator employed by the examination board.

Andrew Reeve
Deputy Head (Curriculum)

Information for candidates

Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

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

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and you **must independently draw your own conclusions from the data.**

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

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; **do not** share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work.

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, 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/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

Plagiarism

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

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 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



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



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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.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though – you **cannot** copy it and claim it as your own work

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2023.

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

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

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should 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 pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

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

Plagiarism

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

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

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned – they may have read the source you are using, or even marked the 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



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2022

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you **must not** have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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.

- 6 If you have a watch, the invigilator will ask you to hand it to them.
- 7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.
- 8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

E. Advice and assistance

- 1 If on the day of the on-screen test 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 on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2022

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room **must** be see-through.

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.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 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.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 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, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are in doubt about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



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 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	https://ccea.org.uk/legal/privacy-notice
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://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

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: <https://www.jcq.org.uk/contact-our-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 (e.g. 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 hold. 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 and 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: <https://www.jcq.org.uk/contact-our-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 assessments 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.

Information for candidates Using social media and examinations/assessments

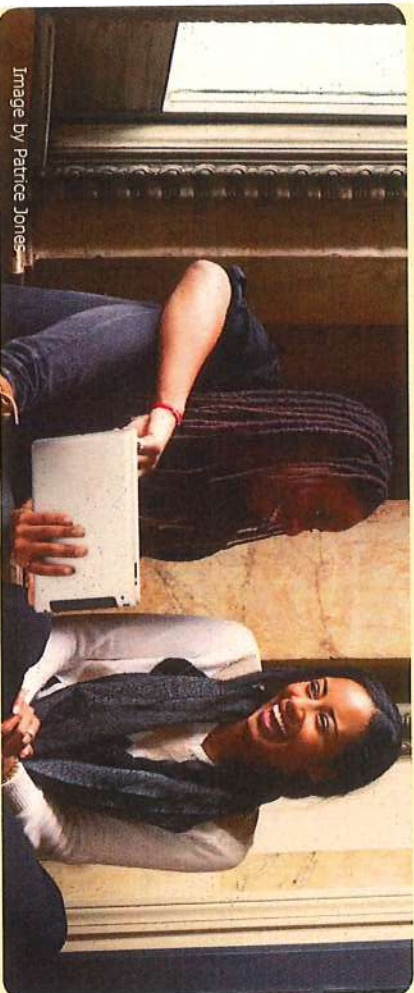


Image by Patrice Jones

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.

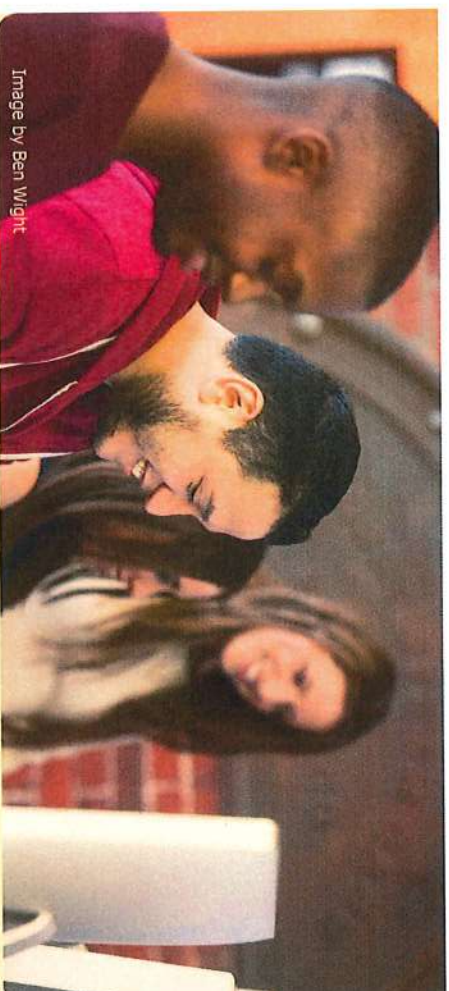


Image by Ben Wright

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>



NO MOBILE PHONES NO WATCHES

**NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **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.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

The *Warning to Candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

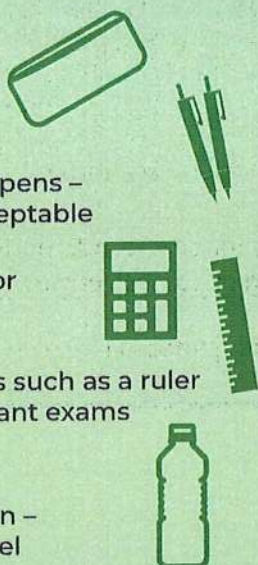
What you cannot take into exams:

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)



What you will need:

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.



You can also find useful information about preparing for exams at www.jcq.org.uk/exams-office/information-for-candidates-documents

