

# **Candidate exam handbook**

This handbook is reviewed and updated annually

## Contents

Introduction.....	4
Purpose of the candidate exam handbook .....	4
Non-examination assessments.....	4
Written timetabled exams .....	4
Contingency days .....	5
On-screen tests .....	5
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash) .....	5
Where you will take your exams .....	5
What time your exams will start and finish .....	6
Supervision during your exams.....	6
Exam room conditions.....	6
Where you will sit in the exam room .....	7
How your identity is confirmed in the exam room .....	7
What equipment you need to bring to your exams.....	7
Using calculators .....	7
What you should not bring into the exam room.....	8
Food and drink in exam rooms.....	8
What you should wear for your exams .....	9
Where your personal belongings will be stored during your exam.....	9
What to do if you arrive late for an exam .....	9
What to do if you are unwell on the day of an exam .....	9
What happens if you have an unauthorised absence from an exam ....	<b>Error! Bookmark not defined.</b>
What happens in the event of an emergency in the exam room .....	10
Candidates with access arrangements .....	10
Alleged, suspected or actual incidents of malpractice .....	11
Results .....	12
Post-results services.....	12
Certificates .....	13
Internal appeals procedures .....	13
Complaints and appeals procedure .....	13
Appendix 1 .....	14
JCQ Information for candidates – Privacy Notice.....	14
Appendix 2.....	17
JCQ Information for candidates – non-examination assessments .....	17
Appendix 3.....	21
JCQ Information for candidates – on-screen tests.....	21
Appendix 4.....	27

JCQ Information for candidates – written exams .....	27
Appendix 5.....	33
Appendix 6.....	34
JCQ <i>No Mobile Phones</i> poster .....	34
Appendix 7 .....	35
JCQ <i>Warning to Candidates</i> poster .....	35

## Introduction

Paignton Academy 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.

## Purpose of the candidate exam handbook

The purpose of this handbook is to;

- ▶ *Complement student assemblies*
- ▶ *Ensure students are provided with relevant information about their exams and assessments*
- ▶ *Ensure relevant JCQ information for candidates is provided in advance of the GCSE exam season*
- ▶ *To answer any question student many have*
- ▶ *Signpost student, parents and carers to exam related policies or information that is available on the Academy website*

## Non-examination assessments

You may do non-examination assessments throughout year 10 and 11.

Your teacher will tell you when these are, whether they will be in class time, as homework or a mixture of both and when the work is due in.

Once the work has been handed in your teacher will mark it and return the grade to you. If you believe your work has been incorrectly marked you should speak to your class teacher and ask them how to access any relevant information such as the mark scheme and subject specific documents before deciding whether to internally appeal.

You will find relevant JCQ documents at the end of this handbook.

## Written timetabled exams

Around February before you sit your GCSE final exams you will receive a candidate statement of entry which will show your exam entries and the dates and times of your exams. You need to check that the personal details and exam entries are correct and see the Exams Office staff if you are unsure. Your statement of entry will show the name that will appear on your certificates so you need to check this carefully and let the Exams Office staff know if there is a mistake.

Around Easter you will receive your personal exam timetable. This will have the dates and times of your remaining exams and assessments, where you are sitting and the exam length. It may be different to your friends so make sure you follow your own timetable. A copy will be emailed home.

The JCQ' information for candidates' documents- warning to candidates, mobile phone warning, social media warning are included at the back of this handbook and are also on the Academy website under exam information.

## **Contingency days**

This year there will be several contingency sessions for examinations. The contingency days are used where there is national disruption to an exam. You can find the dates on the bottom of the timetable on the Academy website.

You will need to make sure that you are available to come in to school up to and on this date if an exam board need to move an exam for security reasons. **You will not be eligible to apply for special consideration if you miss an exam on the contingency dates due to a holiday, social event or similar.**

You will be informed if you need to attend an exam on the contingency date as early as possible. It is likely due to the disruption of an exam that you will be aware well in advance that the contingency date will be used.

## **On-screen tests**

Some courses at Paignton Academy may have onscreen exams. This will be sat in a computer room and will be in your timetable with your written exams. The JCQ information you need to read regarding online exams is in the back of this handbook.

## **What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)**

Sometimes exams are scheduled to run at the same time. This is called a clash. If you have a clash on your timetable you will need to sit the exams one after the other.

Most clashes are of two short exams totalling less than 3 hours, in which case you would sit one exam and have a supervised break of up to 20 minutes before sitting the next exam.

You would remain in exam conditions at your exam desk over the break and would not be allowed to revise or talk to other students. An invigilator would remain with you at all times to ensure formal exam conditions are maintained. If you have a clash like this you will receive a letter explaining how the clash is organised.

Very occasionally students have clash of two longer exams which may mean one of your exams is moved to a different session that day or, very rarely, you may have a clash of three exams in which case the Exams Officer will talk to you and your parents directly to discuss how you will sit the exams.

## **Where you will take your exams**

Most students will sit exams in the Sports Hall. If you have extra time or other access arrangements you may sit your exams in the Arena, Coach Ed or occasionally a smaller room.

## **What time your exams will start and finish**

GCSE exams start at 9.00am for morning exams and 1.00pm for afternoon exams.

Paignton Academy policy is that students need to stay in the exam room for the whole length of the exam to avoid disruption and give everyone the best chance of success. You can use any time leftover to check through your answers.

## **Supervision during your exams**

Your exams will be supervised by external exam Invigilators. They are there to ensure the exam board rules and regulations are followed and ensure everyone gets the opportunity to do their best.

As Invigilators are required to follow JCQ rules you must make sure you do as they ask, failure to follow the rules and regulations can lead to disqualification. If you have a question during the exam or feel unwell or worried you can speak to one of the invigilators and they will be able to help you.

Invigilators at Paignton Academy are very experienced so if you are unsure about something don't be too embarrassed to ask for help as they have seen and heard it all before.

## **Exam room conditions**

You will need to arrive for your exam at least 10 minutes before the start time. For morning GCSE's, you can come in early for a revision session.

When you get to the exam room you will be asked to leave your bag, along with your mobile phone and any other unauthorised possessions outside the exam room. If you are in the Sports Hall you will be allowed to make your way in to find your seat in silence. You may be stopped and scanned with the metal detector; this is a random check to make sure students don't have a mobile or other unauthorised device in their pocket.

If you are in a smaller room you will usually be called in by an invigilator and ticked off the register.

You will be in exam conditions as soon as you enter the room so you must be careful not to talk to other students or write on your exam paper until you are told to do so. Some students like to 'brain dump' as soon as they are at their desk; **you must not do this** as the exam board will consider you as having started your exam before the start time and you may be disqualified.

Once everyone is in their seat the invigilator will play the exam rules and regulations. Although this is read before the start of every exam you must listen carefully each time so that you know when to fill out the front of your answer book or question paper and so that you know when you may begin; there is a reminder about unauthorised items and this is the last chance to hand them in without risking disqualification.

You will see on the board the details of the exam paper, date, start and finish times as well as the centre number and any other relevant information. You will have a label on your desk with your exam. This is to help identify that students are in the correct seat so please do not deface or take this card. If the card or label is not in your name you are in the wrong seat so check with the invigilator.

When asked to fill out the front of your booklet you must make sure you use your legal name and write clearly in the correct boxes. For your GCSEs you do not need to write

your teacher's name on the paper as your teacher will not see or mark your paper. If you find you do not have a black pen or any other required equipment put up your hand for the invigilator. **We may have some spare equipment but not enough for everyone so you should plan to bring your own.**

You must make sure you complete the details on the front of your answer book, question paper or on any additional paper you use and remember that all additional paper must be sent to the exam board. With this in mind please do not ask for spare paper to draw or doodle on when you have finished the exam. You should spend any remaining time checking your answers.

### **Where you will sit in the exam room**

All exam rooms will have a plan outside for you to check your seat. There will also be a plan outside the exams office.

If you are unsure you can ask an invigilator for help. If you forget your seat number once you are in the room do not leave the room to check but ask an invigilator.

### **How your identity is confirmed in the exam room**

There will be a card on the desk to help the invigilators check everyone is in the correct seat. Please do not take or deface this card as it is important for us.

Students who wear religious clothing such as a veil may be asked to step into a private room by a member of staff (who will be of the same sex) and asked to remove it briefly for identification purposes.

### **What equipment you need to bring to your exams**

For all of your exams you will need to bring a black pen (and a spare or two) and any other equipment you may need such as a calculator, ruler, pencil etc.

All equipment needs to be in a clear pencil case. We have some spare equipment but not enough for everyone so you should bring your own.

### **Using calculators**

You must be aware of the JCQ rules for using calculators. These are explained in the table below. If you are unsure or do not understand the rules please speak to your teacher, head of year or exams office staff.

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

### **What you should not bring into the exam room**

Some items are not allowed in the exam room at any time. If you have an unauthorised item you may be disqualified from the exam you are sitting and in a worst-case scenario, all of your exams. These items include; mobile phones, watches, fit bits, iPods, MP3 players, earphones and other internet enabled devices, as well as note books, papers including timetables and drinks bottles with labels on.

You will hear the list of unauthorised items in the rules and regulations which are read before the beginning of each exam. This is the time to do a final check of your pockets and hand in any unauthorised items without penalty.

If you bring the lid of your calculator in you will need to place it formula side down of the floor under your desk for the duration of the exam.

It is important that you remember and follow these rules as failure to do so may lead to disqualification.

### **Food and drink in exam rooms**

You are allowed to bring a drink in a clear bottle (you must take the label off). You will not be allowed fizzy drinks or energy drinks and we recommend that you bring plain water in a sports tip bottle to minimise the risk of damage to your paper from spillages.

You should not bring food into your exam but exceptions can be made for medical conditions. In this case you will need to speak to the exams officer or head of house in advance so that we can agree on the rules and you may be asked to provide medical evidence.



### **What you should wear for your exams**

For all of your exams you should wear full school uniform. During the summer months you may remove your blazer or tie in the exam room but will need to put them back on before you leave.

### **Where your personal belongings will be stored during your exam**

If you are in a small room, you will usually leave your belongings at the front/back of the room. For exams in the Sports Hall, you leave your personal belongings in the foyer (BRC)/changing rooms (WRC). It is recommended that you leave any valuables at home as the Academy cannot accept responsibility for the safe keeping of any valuables.

If you have a concern regarding your belongings, please speak to your house team before your exams start.

### **What to do if you arrive late for an exam**

If you are late for an exam firstly **DO NOT PANIC**. Phone the Academy and ask to speak to the Exams Officer as soon as you know you will be late.

If you are going to be more than 30 minutes late to the exam we will ask that you do not access the internet or any social media sites and that you stay with a responsible adult who can accompany you to school and sign a declaration to confirm you have not had internet access.

If this is not going to be possible, explain this when you call and we will be able to advise you. We will always do our best to help you get to your exams in an emergency or difficult situation so just make sure you call us and be honest.

In the event that you are more than one hour late or have not been under adult supervision you should be prepared that the exam board *may* decide not to accept your paper but as this is a worst-case scenario always make the effort to get to your exams on time.

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

If you are ill on the day of your exam it is for you and your parent /carer to decide whether you should sit the exam or if you are too ill to attend.

If you are too ill to attend the exam we will need medical evidence in order to apply for special consideration and ask the board to give you an aggregated grade. This could be an appointment card from the doctor, copy of a prescription or photo of medication given to you.

**WE DO NOT NEED A SICK NOTE. DO NOT PAY FOR A LETTER FROM YOUR DOCTOR.**

There are rules regarding what percentage of the final assessment you must sit to be eligible for so you or your parent / carer will need to discuss this with the Exams Officer.

If you are unwell but able to attend the exam you should bring medical evidence to support this for the Exams Officer to apply for special consideration for disadvantage.

If you are unwell during the exam the Exams Officer and Head of House will remove you from the exam and make a decision as to whether you need a supervised break or to go home. In this situation we can apply for special consideration for disadvantage.

There may be other reasons that you miss an exam such as a close relative's funeral or an emergency situation at home. Parents and carers should speak to the Exams Officer if their child needs to miss an exam as, although we may be able to apply for special consideration, this does not guarantee that your child will achieve their full potential.

There are circumstances such as holidays, moving house, attending a wedding or attending at the wrong time which DO NOT qualify for special consideration so any absence from an exam should be vital and discussed with the Academy in advance where possible.

### **What happens in the event of an emergency in the exam room?**

If there is an emergency which requires the exam to be abandoned we will apply for special consideration. We will try to allow students to go back and sit the full time so will always evacuate / lockdown in silence and exam conditions. If it is not possible for you to sit the remainder of the exam we will dismiss you once the Academy is declared safe / the exam has officially ended.

In the event of an emergency during the exam you should stay calm and listen to the invigilators instructions. If you are asked to evacuate you MUST remain silent and in exam conditions.

### **Candidates with access arrangements**

If you have access arrangements you will know what these are in advance and will have had these arrangements in your previous internal exams.

If you have access arrangements you might sit in a smaller room rather than in the Sport Hall. You will be seated with students with similar arrangements.

Students with Chromebooks should be aware that we use Trelson software to keep the Chromebook secure. After the exam students must wait in their seat for their work to be printed and signed.

Students with readers should be aware that there are certain sections of the English paper where a reader is not allowed and this will be clear on the paper and communicated to students.

If you have a computer reader you will be provided with a Chromebook and earphones. If you wish to use your own earphones you should show them to the invigilator as you enter the room. Bluetooth earphones are NOT allowed.

## Alleged, suspected or actual incidents of malpractice

If you are suspected of malpractice such as communicating, being in possession of a mobile phone or having notes the Academy is required to make a report to the exam board.

There are various penalties which could be applied in this situation, none of which the Academy are able to influence.

Below are JCQ examples of breaches of rules and possible penalties.

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
<b>Introduction of unauthorised material into the examination room, for example:</b>			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the exam room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage	notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Notes, study guides and personal organisers	notes irrelevant to subject	notes relevant to subject	notes relevant to subject and evidence of use
Mobile phone or other similar electronic devices (including iPod, MP3/4 player, Smartphone Smartwatch)	not in the candidate's possession but makes a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	in the candidate's possession and evidence of it being used by the candidate
<b>Standard penalties:</b>			
1 warning;		6 disqualification from all units in one or more qualifications taken in the series;	
2 loss of marks gained for a section;		7 disqualification from the whole qualification;	
3 loss of all the marks gained for a component;		8 disqualification from all qualifications taken in that series;	
4 loss of all the marks gained for a unit;		9 barred from entering for examinations for a set period of time.	
5 disqualification from the unit;			

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss of aggregation or certification opportunity (Penalties 5 – 9)
<b>Breaches of examination conditions</b>			
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance; e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to designated seat; significant amount of writing after being told to stop	repeated non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but with proof that the script has not been impaired; breaching supervision (candidate unaware of regulations)	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including the use of offensive language)	minor disruption lasting short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably rude remarks; being removed from the room; taking another's possessions	warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
<b>Standard penalties:</b>			
1 warning;		6 disqualification from all units in one or more qualifications taken in the series;	
2 loss of marks gained for a section;		7 disqualification from the whole qualification;	
3 loss of all the marks gained for a component;		8 disqualification from all qualifications taken in that series;	
4 loss of all the marks gained for a unit;		9 barred from entering for examinations for a set period of time.	
5 disqualification from the unit;			

<b>Type of offence</b>	<b>Warning</b> (Penalty 1)	<b>Loss of marks</b> (Aggregation Still Permitted) (Penalties 2 – 4)	<b>Loss of aggregation or certification opportunity</b> (Penalties 5 – 9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information, including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means); receipt of assessment information or removal of secure information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Theft (where the candidate's work is removed or stolen)			taking somebody else's work (e.g. project/coursework) to pass it off as one's own
Personation			deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
<b>Standard penalties:</b>			
1 warning;		6 disqualification from all units in one or more qualifications taken in the series;	
2 loss of marks gained for a section;		7 disqualification from the whole qualification;	
3 loss of all the marks gained for a component;		8 disqualification from all qualifications taken in that series;	
4 loss of all the marks gained for a unit;		9 barred from entering for examinations for a set period of time.	
5 disqualification from the unit;			

## Results

You will receive your GCSE results in August.

A letter will be sent home with the dates and opening times of the Academy. If you are unable to attend the results day you can give the exams office a stamped addressed envelope for us to post your results home, email us with a request to send results to an email address of your choice (remember your school email will no longer work) or you can give a family member or friend a letter of permission allowing them to collect results on your behalf. They will need to bring the letter with photo ID to collect your results.

Teachers and Senior Leaders will be available on results day to discuss your results and give advice. Uncollected results will be kept at the Academy for the following term. They will not be sent home due to data protection.

We will have a collection box for any uniform you may wish to donate to the academy on the last day of exams and results day.

## Post-results services

On results day you may be asked to sign a form to send your exam script to be reviewed if you are very close to the border for the grade above. You may be asked to sign a form allowing the Academy to use your exam script for teaching and learning; this can be used anonymously.

The full details are explained on the form so take a few minutes to read the form carefully and discuss with your teacher or the Exams Officer.

Your teacher will have looked at results on the morning of results day to identify students close to the border above but if you wish to query this please see the Exams Officer.

If you or your parents/ carers wish to enquire about paying for a review of marking or a copy of your exam script please see the Exams Officer for deadlines and costs.

If there is a change to your overall grade you will receive an email. Requests are submitted to the boards in September and may not be returned to us until October so don't panic if you don't hear back from us immediately.

### **Certificates**

Certificates can be collected from the Academy in December/January. There will be a reminder on our social media and website.

If you are unable to collect your certificates in person you may give a letter of permission to a family member or friend. They will need to bring the letter and photo ID.

Unclaimed certificates will be retained for at least 2 academic years, after which they are confidentially destroyed. We cannot post certificates out due to the cost of compensation as certificates typically cost £46 each to replace so if you are unable to collect your certificates and can't ask a family member or friend to collect on your behalf please speak to the Exams Officer for advice.

### **Internal appeals procedures**

If you wish to make an internal appeal regarding the grading or your work please speak to the Exams Officer or your teacher for the relevant policy and guidance.

### **Complaints and appeals procedure**

If you wish to make a complaint about the exams processes please speak to the Exams Officer or SLT for the relevant advice, guidance and contact details.



## JCQ Information for candidates – Privacy Notice



### 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	<a href="https://www.aqa.org.uk/about-us/privacy-notice">https://www.aqa.org.uk/about-us/privacy-notice</a>
CCEA	<a href="https://ccea.org.uk/legal/privacy-notice">https://ccea.org.uk/legal/privacy-notice</a>
City & Guilds	<a href="https://www.cityandguilds.com/help/help-for-learners/learner-policy">https://www.cityandguilds.com/help/help-for-learners/learner-policy</a>
NCFE	<a href="https://www.ncfe.org.uk/legal-information">https://www.ncfe.org.uk/legal-information</a>
OCR	<a href="https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/">https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/</a>
Pearson	<a href="https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html">https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html</a>
WJEC	<a href="https://www.wjec.co.uk/home/privacy-policy/">https://www.wjec.co.uk/home/privacy-policy/</a>

#### 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](http://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](http://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](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.



## JCQ Information for candidates – non-examination assessments

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

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

## 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.

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.

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](http://news.bbc.co.uk/onthistday/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 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, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## 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**

## JCQ Information for candidates – on-screen tests

**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, a watch, AirPods or earphones/earbuds.

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.

## JCQ Information for candidates – written exams

**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, a watch, AirPods or earphones/earbuds.

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.



## JCQ Information for candidates – social media



**Information for candidates**  
**Using social media and examinations/assessments**




Image by Patrice Jones

**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. 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.



### You should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

### 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 No Mobile Phones poster**

AQA

City &amp; Guilds

CCEA

OCR

Pearson

WJEC

## **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.

## JCQ Warning to Candidates poster



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

1. You **must** be on time for all your examinations.
2. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other 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. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the 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.

Effective from 1 September 2014