

Candidate exam handbook 2017/18

<p>COMPASSION</p>   <p>"Blessed are those who mourn, for they shall be comforted"</p>	<p>HUMILITY</p>   <p>"Blessed are the meek, for they shall inherit the earth"</p>	<p>RESPECT</p>   <p>"Blessed are the pure in heart, for they will see God"</p>	<p>INTEGRITY</p>   <p>"Blessed are the poor in spirit, for theirs is the kingdom of heaven"</p>	<p>SERVICE</p>   <p>"Blessed are those who are persecuted for righteousness' sake, for theirs is the kingdom of heaven"</p>	<p>TOLERANCE</p>   <p>"Blessed are the peacemakers, for they will be called children of God"</p>
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Introduction

St John Fisher Catholic High 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.

Purpose of the candidate exam handbook

- ▶ *To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken*
- ▶ *To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken*
- ▶ *To answer any questions candidates may have etc.*
- ▶ *To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.*

Controlled assessments/non-examination assessments

- ▶ *Please refer to the JCQ Information for Candidates documents on the school website for controlled assessments and non-exam assessments*
- ▶ *You will be notified by your teachers when assessments will take place and when the deadline for assessments are*
- ▶ *You will be informed of your centre assessed marks and as a candidate you are allowed to request a review of the centre's marking before marks are submitted to the exam board.*

Written exams

- ▶ *You will receive a statement of entry once entries have been submitted to the exam boards in February. Please check that your personal details and exam entries are correct. If any of this information is incorrect, you should speak to Mrs Haley (Exams Officer)*
- ▶ *After February half term, you will receive a personalised exam timetable. This will show the date and time of all your written exams*
- ▶ *Please refer to The JCQ information for candidates documents on the school website for written examinations and social media*
- ▶ *Please also adhere to the Exam room posters – Warning to candidates, Mobile Phone and No Watches.*

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

- ▶ *If you have two examinations timetabled for the same time, you will sit these exams consecutively unless the total of the two exams is more than 3 hours duration*
- ▶ *If the total time exceeds 3 hours the examinations will be split between morning and afternoon sessions. The Examinations Officer will inform you well in advance if you have a genuine clash and confirm in writing your individual clash arrangements. In these circumstances you will be supervised in a separate room from the end of your first exam to the start of your second exam*
- ▶ *You can bring books for revision, but cannot use your mobile phone during the clash supervision. It is therefore recommended that you bring a packed lunch and drink with you as you will not be able to use the school canteen.*

Where you will take your exams

- ▶ *Exams for summer 2018 will take place in the Sports Hall unless you have any access arrangements.*

What time your exams will start and finish

- ▶ *Exams will start at either 9.00am or 1.30pm. You must remain in the exam room until the end of the exam*
- ▶ *Please arrive 15 minutes before the starting time of your exam.*

Supervision during your exams

- ▶ *The school employs external invigilators to conduct the examinations and students are expected to behave in a respectful manner towards them and follow their instructions at all times*
- ▶ *Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination (in the absence of the Exams Officer), hand out extra writing paper if required and deal with any problems that occur during the examination, e.g. if a student is feeling unwell*
- ▶ *Please note that invigilators cannot discuss the examination paper with you or explain the questions*
- ▶ *Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Exams Officer and dealt with accordingly*
- ▶ *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc.*

Exam conditions

- ▶ *Students will be escorted to the exam room by senior members of staff and invigilators*
- ▶ *You are under exam conditions from the moment you enter the exam room until you are given permission to leave by the Exams Officer or invigilators*
- ▶ *Students must listen to and follow the instructions of the Exams Officer at all times in the exam room*
- ▶ *You must not communicate with other candidates*
- ▶ *The centre number, exam subject/component and starting and end times of the exam will be displayed on whiteboards at the front of the exam room*

- ▶ *Please ensure you read the instructions on the front of the exam paper and complete all the information required. This will be full name, centre number, exam number and exam component number*
- ▶ *Make sure all relevant information is written on any additional answer sheets/answer books you use.*

Where you will sit in the exam room

- ▶ *Seating plans will be displayed in the Keelan centre*
- ▶ *Students are usually seated in candidate number order.*

How your identity is confirmed in the exam room

- ▶ *For each exam, there will be a card on your desk to enable the Exams Officer and invigilators to identify you. Information on these cards will include a photograph, your full name and candidate number*
- ▶ *Please do not deface these cards as they will be used for each exam you sit.*

What equipment you need to bring to your exams

- ▶ *It is your responsibility to ensure that you have all the necessary equipment with you. The School is under no obligation to provide equipment during exams. All items of equipment, pens, pencils, mathematical instruments etc should be visible to the invigilators at all times. You must use either a transparent pencil case or clear plastic bag*
- ▶ *Pens should be black ink or ballpoint. No correcting or erasable pens, fluid or tape, highlighters or gel pens are allowed*
- ▶ *Additional answer books will be provided by the exam boards.*

Using calculators

- ▶ *Students may use a calculator in an exam unless prohibited by the awarding body's specification. Where the use of a calculator is allowed, students 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. 	

What you should not bring into the exam room

- ▶ *Mobile phones, IPODs, MP3/4 players, or any products with an electronic communication/storage device or digital facility must not be brought into the exam room*
- ▶ *Watches are not permitted in the exam room and should be left in the bag store with other personal belongings*
- ▶ *If any of these items are found in your possession during an examination (even if it is turned off) it will be taken from you and a report made to the appropriate exam board. No exceptions can be made and you could lose all of your examination marks in that paper or even the entire subject.*

Food and drink in exam rooms

- ▶ *No food or drink is allowed in the examination rooms except water. Drinking water should be in clear plastic bottles and all labels must be removed*
- ▶ *Chewing gum is not allowed.*

What you should wear for your exams

- ▶ *Full school uniform must be worn by all students sitting exams.*

Where your personal belongings will be stored during your exam

- ▶ *For all exams taking place in the Sports Hall, **ALL** personal belongings should be left in the secure container in the back playground*
- ▶ *For exams in smaller rooms, you will be asked to leave your belongings at the front of the room*
- ▶ *The School will not accept responsibility for any loss you may incur by leaving your bag unattended around school.*

What to do if you arrive late for an exam

- ▶ *If you are going to be late for an exam, please telephone the school reception on 01423 887254 with an estimated time of arrival. Upon arriving at the school, please report to the Exams Officer in reception where you will be escorted to your exam room*
- ▶ *Students will be considered as arriving very late if they arrive one hour after the awarding body's published starting time for an exam if it lasts one hour or more. For exams that last less than an hour, you will be considered very late if you arrive after the awarding body's published finishing time*
- ▶ *If you arrive very late, your exam paper will be sent to the exam board in the normal way with a report as to the reasons why and the start and finish time of your exam. **Please be warned that the awarding body may not accept your exam paper.***

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

- ▶ *If you feel unwell during the exam, please put your hand up to attract an invigilator's attention*
- ▶ *If you feel unwell but are able to sit your exam, please speak to Mrs Haley before entering the exam room*
- ▶ *If you experience difficulties during the exam period (e.g. illness, injury, personal problems) please inform school at the earliest possible point so we can help or advise you with regard to whether special consideration will apply. It is essential that where an application is to be made for special consideration relating to absence from an exam, a medical certificate or other appropriate evidence is obtained on the day of the examination by the student or parent and given to Mrs Haley without delay.*

What happens if you have an unauthorised absence from an exam

- ▶ *Parents and students are reminded that the school will require payment of entry fees should a student fail to attend an examination without good reason and without informing the school. If you do not provide medical evidence, where relevant, you may be asked to pay for future attempts at those exams missed.*

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

- ▶ *If the **fire alarm** sounds during an examination the invigilators will tell you what to do. If you have to evacuate the room for an emergency you will be asked to leave everything on your desk and vacate the room **in silence** and in the order in which you are sitting.*

You will be escorted to a designated assembly point. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the exam and a report will be sent to the awarding body detailing the incident.

Candidates with access arrangements

- ▶ *Depending on the access arrangements you are entitled to, will depend on which room you will sit your exams*
Please check the seating plans in the Keelan centre or liaise with the Learning Support team
- ▶ *Any access arrangements that you use should be your "normal way of working".*

Alleged, suspected or actual incidents of malpractice

- ▶ *If you are caught cheating in any way in an exam, **you will be reported** to the relevant Exam Board.*

"Cheating" means doing anything that is against the rules stated on the "Notice to Candidates" leaflet or JCQ Suspected Malpractice in Exams publication and includes:-

- *Being in possession of a mobile phone, Watch, iPod, MP3/4 player or any products with an electronic communications/storage device or digital facility.*
- *Being in possession of unauthorised materials, eg revision notes (even if you do not intend to use them)*
- *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*
- *Copying from other candidates or allowing your own work to be copied*

- *Disruptive behaviour in the exam room - this includes turning around, calling out, causing noise, talking to other students*
- *The inclusion of inappropriate, offensive or obscene material in scripts*

NB: Penalties for cheating can lead to disqualification from the paper or the subject. Please refer to the table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates in the JCQ Suspected Malpractice In Exams and Assessments.

Results

- ▶ *GCSE Results for the Summer Series 2018 will be available for collection from the Main Hall on **Thursday, 23rd August 2018 between 9.30am – 11.00am***
- ▶ *If you wish someone other than yourself to collect your results on your behalf, you must give your written authorisation to Mrs Haley before the end of the summer term*
- ▶ *No results will be given out by telephone under any circumstances*
- ▶ *Results not collected will be posted to your home address held on School records.*

Post-results services

- ▶ *If you require advice regarding reviews or script returns following your GCSE results, please contact Mrs Haley or your Subject Teacher for advice*
- ▶ *All requests must be submitted by email on the request form that will be included in your results envelope. All requests require student consent and will not be accepted without a student's signature*
- ▶ *The form will include deadlines and fees for reviews of marking and copies of scripts*
- ▶ *All fees must be paid by Parentpay at the time of submitting the request form.*

Certificates

- ▶ *Certificates should arrive in school by 31st October*
- ▶ *These will be handed out to students during sixth form in November*
- ▶ *If you are leaving school after year 11, please inform Mrs Haley so these can be collected at an alternative date by yourself or a sibling*
- ▶ *Please be aware that the school are only legally obliged to retain certificates for 12 months after the date of issue.*

Internal appeals procedures

- ▶ *Details of the centre's internal appeals procedures can be found on the school website*
- ▶ *This includes how you can appeal, the forms required for completion and the timescales involved.*

Complaints and appeals procedure

- ▶ *Details of the centre's complaints and appeals procedure can be found on the school website*
- ▶ *This includes the forms required for completion and the timescales involved.*

JCQ Information for candidates – controlled assessments

**This notice has been produced on behalf of:
AQA, CCEA, OCR, Pearson and WJEC**

This document tells you about some things that you must and must not do when you are completing your work. When you submit any work 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 or lecturer.

Controlled assessment will provide you with 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, pg.29.

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://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer 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: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

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

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. 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 essays from on-line essay banks — 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.

Do not think you will not 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 essay 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 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 – non-examination assessments

**This notice has been produced on behalf of:
AQA, OCR, Pearson and WJEC**

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 these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer. 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, pg.29.

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://www.geocases2.co.uk/rurall.htm> downloaded 5 February 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

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 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. 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 essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

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- 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 or seen the source you are using (or even marked the essay 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 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

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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Unless you are told otherwise, you must not have access to:</p> <ul style="list-style-type: none"> • the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; • pre-prepared templates. <p>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.</p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • you have been entered for the wrong on-screen test; • the on-screen test is in another candidate's name; • 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.
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	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> • you have a problem with your computer and are in doubt about what you should do; • 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	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

JCQ Information for candidates – written exams

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	<p>You must not take into the exam room:</p> <ul style="list-style-type: none"> • notes; • potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
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	<p>You must write clearly and in black ink.</p> <p>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.</p>
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> • make sure it works properly; check that the batteries are working properly; • clear anything stored in it; • remove any parts such as cases, lids or covers which have printed instructions or formulas; • 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. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> • you think you have not been given the right question paper or all of the materials listed on the front of the paper; • 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	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
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.
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	<p>Put up your hand during the exam if:</p> <ul style="list-style-type: none"> • you have a problem and are in doubt about what you should do; • you do not feel well; • 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	<p>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.</p>
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

JCQ Information for candidates – Privacy Notice

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

4. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.

5. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

6. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

7. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

JCQ Information for candidates – social media

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. 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 might 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 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.

JCQ No Mobile Phones poster

This poster will be displayed outside each exam room. You **must** note that “Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in **DISQUALIFICATION** from your examination and your overall qualification.”



**NO IPODS, MOBILE PHONES
MP3/4 PLAYERS, SMARTWATCHES
NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION**

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

DISQUALIFICATION from your examination and your overall qualification.

JCQ Warning to Candidates poster

This poster will be displayed outside each exam room. You **must** note all the warnings.

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.

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.**