



WHICKHAM
SCHOOL & SPORTS COLLEGE

Student Exam Handbook

2021/22

This handbook is reviewed and updated annually

Produced/reviewed by	
C Crabtree	
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Purpose of the candidate exam handbook

- To support candidate briefings and assemblies
- To inform candidates about malpractice in examinations and assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams or assessments being taken
- To answer questions candidates may have
- To inform and signpost candidates to any exams policies and procedures

Malpractice

Malpractice means any act or practice which breaks the Regulations. Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies. Malpractice can be:

- Bring unauthorised material into the examination room e.g., mobile phones
- Breaking examination conditions e.g., talking during an examination
- Exchanging, obtaining, receiving or passing on information which could be examination related (or the attempt to)
- Plagiarism
- Undermining the integrity of examinations or assessments

You need to know that the following would be malpractice:

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

Awarding bodies may issue a warning, loss of marks for some or all of a paper, disqualify you from some or all of your exams with them or ban you from entering exams for a set period of time.

Personal data

To understand what information is collected and how it is used, you must read the JCQ **Information for candidates – Privacy Notice Appendix 5.**

Copyright

- The copyright of any work created by you that is submitted to an awarding body for assessment belongs to the you
- By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials
- If you wish to terminate the awarding body's rights for anything other than assessing your work, the awarding body must be notified by Whickham School and it is at the discretion of the awarding body whether or not to terminate such rights.

Coursework assessments/non-examination assessments

Assessments will take place during lessons and you will be told by the teacher when these sessions will take place. These assessments form part of your qualification and must be completed by the deadline set by the exam board.

Teachers will mark the work and you will be informed of the mark that you have been given three weeks before the exam board's deadline. This gives you time to appeal the mark you have been given, if you think it is unfair, and school time to arrange for the work to be reviewed by a different teacher

Written timetabled exams

- You will be issued with a candidate statement of entry (to check that personal details and exam entries are correct) in early February.
- Any issues must be brought to the Mrs Crabtree's attention before **12th February 2022**.
- Your exam timetable which shows the date and time of all their exams/assessments and which room you will be sitting your exam in will be issued in early April.
- Students must have read the JCQ information for candidates documents.
- Students must be aware of the Exam room posters which are attached to the back of this document.

Contingency days - Summer 2022

A contingency day of 29th June 2022 has been set aside in case there is any major disruption to exams which means that the exams cannot go ahead as planned. You must be available for exams up to and including 29th June 2022.

On-screen tests

See Appendix 3.

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

If you have a timetable clash we have to change the timing of one of your exams, for example from a morning to an afternoon slot or vice versa. You will be notified in advance of any clash. It is important that you are aware of this as it may mean a different start time from other students.

You will have to be supervised in a separate classroom in between exams to avoid contact with other students who may already have sat the exam or are about to sit the exam. You are not allowed access to any internet enabled devices so mobile phones have to be handed in; also, access to computers and tablets is not allowed.

We also ask you to bring a packed lunch as movement to the lunch hall has to be restricted.

Where you will take your exams

Unless you are entitled to exam access arrangements, which you will already have been told about, you will sit your exams in the Sports Hall or Activity Studio A, depending on the size of the exam.

Check your exam timetable to make sure that you know where you need to be for each exam.

Replacement exam timetables are available from Mrs Crabtree in the Exams and Data Office in the main building.

What time your exams will start and finish

You must be outside, prepared and ready to enter the exam room at least 10 minutes before the scheduled start time. For exams in the Sports Hall or Activity Studio A you must line up in the Atrium. For all other rooms wait outside the room.

- All Morning exams start at 9:00 am
- Afternoon exams will start at 1:10 pm, unless they are shorter than 1 hour when they will start at 1:30 pm.

You are expected to stay in the exam room until the exam finishes so make sure that you go to the toilet **before** the exam starts to minimise disruption.

Check the finish time for the exam and let your parents know.

You will not be allowed to leave the examination room early unless there is an emergency

Supervision during your exams

- Exams are supervised by a team of invigilators (both external and internal staff that you may know).
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies etc. so will not be able to help you answer questions in your exam.
- Invigilators are there to make sure that everyone has the same exam experience and to report and rectify problems if they arise.

Exam room conditions

- You will be escorted into the exam room in silence by a member of staff or an invigilator.
- You will be under exam conditions from the moment you enter the exam room until the moment they leave the exam room. This means that you must not help, talk to or communicate in any way with another candidate from the moment that you enter the exam room until the moment you leave.
- You must listen to and follow the instructions of the invigilator at all times in the exam room.
- You must not speak, turn around in your chair or try to attract another candidate's attention during the exam.
- You will see signs with the centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam in the exam room.
- You must complete the front of your answer books with your legal first name and legal surname, candidate number, only when instructed to do so by the invigilator
- If you use additional answer sheets you must make sure that you write your name, candidate number, centre number and question numbers onto the additional paper. It must be attached to your answer book with a treasury tag, which the invigilator will supply.
- You will not be allowed to leave the exam room unless you are accompanied by an invigilator. If you need to leave the exam room you must ask an invigilator before you move from your seat.
- If you need an invigilator stay seated, put your hand up and wait patiently for one to come to you.

Where you will sit in the exam room

- The exam room is laid out in columns and rows. The columns are indicated by letters A to S and rows are indicated by numbers (1 to 14 in the Sports Hall).
- Your seat will be indicated on your timetable, e.g., D4 is the desk that is in column D and 4th from the front of the Sports Hall.

How your identity is confirmed in the exam room

- A member of Senior Leadership will be in the exam room to check that you are the person who should be sitting in that seat. The invigilators will also check during the exam.

What equipment you need to bring to your exams

- You must bring at least two **black** pens (not gel pens or erasable pens), a pencil, ruler and eraser in a clear pencil case to your exams. You may also need to bring a calculator and mathematical instruments if you are doing Maths or Science exams.

IT IS YOUR RESPONSIBILITY TO COME TO THE EXAM FULLY PREPARED.

Any equipment we have is only available if your equipment fails to work properly.

Using calculators

You should provide your own calculator for each exam where you are allowed to use a calculator

Calculators must be:

- 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.

The candidate is responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

Calculators must not:

- be designed or adapted to offer any of these facilities: -
 - 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:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

What you should not bring into the exam room

You should not bring the following into the exam room:

- Mobile phone(s)
- Watch(es)
- Mp3 players or any other electrical device
- Pieces of paper, including timetables, revision cards and post it notes
- Bottles/mugs/cups with labels or writing on.
- Tippex,/corrective fluid
- Food and drinks, apart from water in a clear bottle
- Other unauthorised materials

If you are found with any unauthorised items in your possession in the exam room the exam board will have to be notified and they will decide which penalty will be applied to the incident.

Food and drink in exam rooms

- No food or drinks are allowed, unless a prior arrangement has been made with Mrs Crabtree (on medical grounds).
- **Water is allowed in a clear bottle with no writing or label on.** The label must be removed before entering the exam hall.

What you should wear for your exams

Full school uniform should be worn for all of your exams.

Where your personal belongings will be stored during your exam

All bags coats and unauthorised items should be stored in lockers in the main building. No bags, coats or unauthorised items will be allowed in the exam room.

What to do if you arrive late for an exam

If you know that you are going to be late for an exam you must let school know as soon as possible.

When you arrive at school you must report to reception who will arrange for someone to come and escort you to the exam room.

If you arrive more than **1 hour after the scheduled start** of the exam (10:00 am for morning exams and 2:10 pm for afternoon exams) you will be classed as being **very late**. You will be allowed to sit the exam but we will have to notify the exam board who may decide that the mark for your paper cannot be included in the final mark as you may have had contact with someone who has seen the exam paper.

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

- If you are ill and have an exam in the near future, and you think that you may be absent or affected by your illness in the exam, let us know well before the exam. We will explore whether any support or special arrangements can be made.
- Should a serious injury have occurred, please notify Mrs Crabtree or Mr Jarvie as soon as possible in order for alternative arrangements to be made.
- Come in for all exams unless it is absolutely impossible – we will make special arrangements for you on the day.
- If you are suddenly ill on the day of the exam, your parent/guardian should telephone the school on 0191 4960026 after 8.00am and tell the receptionist that you are due to sit an exam but are too unwell to attend. You will need to complete an Exam Self Certification form to say why you missed the exam as soon as possible after the exam.
- Obtain a doctor's note so that we have medical evidence – we can then apply for Special Consideration.

What happens if you have an unauthorised absence from an exam

If you are absent from an exam you must tell Mr Jarvie or Mrs Crabtree why you were absent as soon as possible. If it's a valid reason we may be able to apply for special consideration so that your qualification grade is not affected.

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

If the fire alarm sounds or another emergency occurs during the examination you will be instructed to put your pen down by the invigilator or member of Senior Leadership. They will then give you further instructions.

Candidates with exam access arrangements

- If you have an exam access arrangement you will have been told by Mr Purvis what exam access arrangement you are entitled to.
- The rooms you will sit your exams in will be on your exam timetable. Make sure you know where you need to be for each exam and the time that it starts and finishes.

Results

Results

Summer GCSE results will be available for students on:

**18th August 2022 for A and AS Level,
25th August 2022 for GCSE.**

School will be open from **8:30 am** to issue results and offer guidance.

- If you are unable to collect your results in person you can request that your results are emailed to you by emailing Mrs Crabtree at ccrabtree@whickhamschool.org.
- If you cannot collect them in person you can ask someone you trust to collect them on your behalf but they must have your permission in writing naming them as being the person you give permission to collect your results. Remind them to bring ID so that we can make sure we are giving your results to the right person.
- If you do not collect your results then they will be posted out to the address that we hold for you at 3:15 pm.

Post-results services

Information about the post results services available to you will be included in the envelope your results are issued in. These services include priority review of marking for certain subjects, review of marking, priority access to scripts and access to scripts. There is a fee for all the post results services.

Certificates

- Certificates will be available for collection from 23rd November 2022.
- These are important documents, which you will need for your future career.
- If lost, they are expensive to replace, so make sure you file them away safely for future reference.
- They must be collected and signed for in person from the Main Reception, by yourself or a family member. If you are not collecting them the person collecting them on your behalf must have your permission in writing and bring their ID. Remember to bring your ID when you come to collect your certificates so that we can verify that we are giving the certificates to the correct person.

Internal appeals procedures

Whickham School is committed to ensuring that whenever staff assess student's work for external qualification, it is done fairly, consistently and in accordance with exam board requirements.

Staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity should conduct assessments. Where the coursework/controlled assessment is assessed by a number of staff, consistency should be assured by internal moderation and standardisation. One teacher will have been designated as responsible for internal standardisation where there is more than one teacher involved in an assessment.

If a student feels that the above procedures have not been applied to his/her work, he or she may make use of the following appeals procedure.

NB appeals may only be made against the assessment and moderation process and not against the mark or grade.

1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed examination (usually mid-June).
2. Appeals should be made in writing to the Examinations Officer, Mrs Crabtree, who will investigate the appeal. If the Exams Officer is directly involved in the assessment in question, then the Data Manager will be appointed to conduct this investigation. Appeals will be considered by at least three people.
3. The Exams Officer will decide whether the process used for the internal assessment conformed to the requirements of the awarding body and the examinations code of practice of the QCA.
4. Students will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of work and any changes made to improve procedures in the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
6. Enquiries of Results (EARs) are processed in consultation and agreement with subject staff and we must have the written permission of the individual student. It is made clear that marks can go down as well as up after any enquiry. All EARs are processed by the Examinations Officer.

Complaints and appeals procedure

This can be found in the Parents/Policies / Documents menu on the school website.

JCQ Information for candidates - coursework

You **must** read this information if you are undertaking qualifications that contain elements of coursework assessment.



Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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

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

Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

JCQ Information for candidates – non-examination assessments



Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

If it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

REMEMBER - IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

JCQ Information for candidates – on-screen tests

You **must** read this information if you will be taking any externally assessed on-screen tests as part of your qualification(s)



Information for candidates

On-screen tests

With effect from 1 September 2021

Produced on behalf of:



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

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

A. Regulations – Make sure you understand the rules

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

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

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

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions.

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 from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

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Appendix 4

JCQ Information for candidates – written exams

You **must** read this information before you take any externally assessed timetabled written exams.

Appendix 5 Information for candidates for written examinations – effective from 1 September 2021

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

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

A. Regulations – Make sure you understand the rules

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

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

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

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

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

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

JCQ Information for candidates – Privacy Notice

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



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/qdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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


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

Please note

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

JCQ Information for candidates – social media

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



Image by Ben Wight

You need to know that the following would be malpractice:

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

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



JCQ Unauthorised Items 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.”

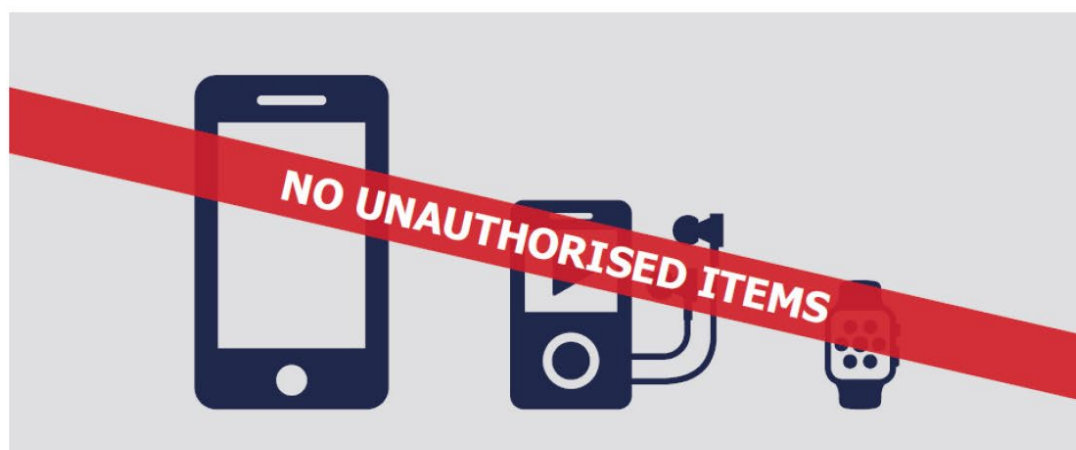


AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES WATCHES

MP3/4 PLAYERS

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.

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

JCQ Warning to Candidates poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.
3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
4. You **must** follow the instructions of the invigilator.
5. You **must not** sit an examination in the name of another candidate.
6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
7. If you are confused about anything, only speak to an invigilator.

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

Candidate confirmation

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Crabtree by 1st May 2022

If there is anything you do not understand, you should ask Mrs Crabtree (Exams and Data Officer) for clarification.



Candidate exam handbook

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

- What constitutes malpractice in examinations/assessments
- What my personal data is used for by awarding bodies
- Copyright

I have read and understand the 2021-2022 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY