



# Examinations

# Student Handbook 2021-2022

# **Introduction**

## **Dear Students**

This handbook has been produced to help prepare you for your forthcoming examinations. There are a number of rules and regulations that you **MUST** make yourselves familiar with. Please remember, most of these regulations are set by the Joint Council for Qualifications for the exam boards and must be adhered to.

**Please ensure you read the rules and regulations included in this handbook.**

**Failure to adhere to the JQC regulations may result in disqualification from your examinations.**

If there is anything included in this handbook that you do not understand or if you have any questions about sitting your exams, please do not hesitate to speak to your subject teacher or the exams officer.

A copy of this handbook is available on the school website:

**<https://www.barnwellschool.co.uk/index.php/students/examinations/>**

# **Things You Need to Know**

## **Candidate Number**

You have been allocated a 4 digit candidate number which is unique to you. This number allows the exam boards to identify you. You must write this number as well as your full legal name correctly on each exam paper that you sit to ensure your exams papers are marked correctly for you.

You will be able to find your candidate number on the exams noticeboards in the dining room and outside of the exams office in C block.

## **Exam Timetables**

Timetables will be emailed to you and copies will be sent to your parents or carers by School Comms. **You MUST check your timetable very carefully.** If there are any mistakes, ie incorrect name, exam or tier entry etc you MUST inform the Exams Officer immediately. Mistakes that are not spotted at this stage could mean that you sit the wrong exam or your certificate is printed with the incorrect name on.

Please check each exam date and time carefully. If there is an exam on the list that you were not expecting or an exam missing from your timetable you MUST inform your subject teacher or Exams Officer immediately.

## **Exam Times**

- Morning exams start at 8.45am. You MUST ensure you are outside the exam location by 8.30am.
- Afternoon exams start at 13.30pm, You MUST ensure you are outside the exam location by 13.20pm.

## **Late Arrival**

If you arrive to school late, please report to Upper reception as soon as you arrive and let them know you are late for an exam. The Exams Officer will then be contacted to come and escort you to your examination.

If you arrive more than 30 minutes late, the exam board will need to be notified and they will make the decision as to whether you are allowed to sit the exam.

**You are responsible for checking your exam timetable is correct.**

## Location of Exams

Most exams will take place in the upper school hall and upper school gym, however some exams will take place in alternative rooms. Please check your timetable to ensure you know which room your exam is being held in. If you do not know where the room is, please make time to find out before the date of the exam. You can speak to the exams officer at any point if you have any questions.

You must not enter an exam room until instructed to do so by a member of staff or an invigilator. Please ensure you are sitting at the correct desk to avoid sitting an incorrect exam paper or being marked as absent.

## School Uniform

You **must** wear your full school uniform to all examinations. This includes correct footwear. If you have any issues with your uniform, you must speak to a senior member of staff **before** your exam.

## Absence from Examinations

You must attend all examinations on your timetable. Simply misreading your timetable is not an acceptable explanation for absence. If you are ill on the day of your examination, please refer to "What to do if you are ill" section of this handbook.

**If you are absent from an examination, you will NOT be able to take it at a later date.**

## Banned Items from Exam Rooms

We cannot stress enough the importance of not bringing into an exam room any unauthorised material or equipment. Examples of this are: notes, bags, mobile phones, watches or iwatches, ipods/MP3 players and calculator cases. We strongly advise that you do not bring any of these items into school with you at all. This will ensure that you do not accidentally bring unauthorised items into an examination room. Also, the school cannot take responsibility for items that are handed in before an exam that become lost or damaged.

**IF A MOBILE PHONE, WATCH, IWATCH OR ANY OTHER FORM OF ELECTRONIC COMMUNICATION DEVICE IS FOUND IN YOUR POSSESSION DURING AN EXAM, EVEN IF IT IS TURNED OFF, THE DEVICE WILL BE TAKEN FROM YOU AND A REPORT WILL BE MADE TO THE APPROPRIATE EXAM BOARD WITHOUT EXCEPTION.**

**The MINIMUM penalty imposed by the exam boards for a device found on you is DISQUALIFICATION from the exam**

## **Cheating**

If you are found to be cheating in any way during an exam, you will be reported to the exam board without exception. Cheating means doing anything that is against the rules that are stated on the Notice to Candidates which is included in this handbook and will also be displayed outside every exam room.

No writing on your hands is allowed and no Henna is allowed during exams.

## **Conduct in the Exam Room**

**You must be silent from the moment you enter the exam room until the moment you leave.**

If you require assistance from an invigilator, you must raise your hand and wait for an invigilator to arrive at your desk. You **MUST NOT** call out, even if they have not seen you immediately.

If you need to leave the room to visit the toilet you will be escorted from your desk to the toilet.

You must not write or draw on exam desks, this will be regarded as vandalism and you may be asked to pay for any damage. This may also be considered to be cheating.

You will not be allowed to leave the exam room early, even if you have finished your work,

## **End of the Exam**

You must stay seated and silent until the invigilators have collected all the exam papers. You will be dismissed from your desks one row at a time and any items handed in will be returned to you as you leave the room.

**You MUST remain silent until you have left the room.**

Please remember that other exams may still be in progress either in that room or other rooms in the building. Please do not congregate outside exam rooms to talk to your friends.

## **Special Consideration**

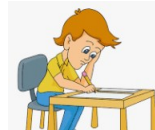
If you feel that your performance has been affected by an event or injury, for example bereavement or an accident, we can make an application for Special Consideration which is a post-examination adjustment. If, after an exam, you feel you have good reason to apply for Special Consideration, you must contact the exams officer without delay. There are many rules to be considered when applying for Special Consideration and only genuine cases will be pursued and any adjustments deemed necessary will be the decision of the examination boards and not the school.

# Exams Checklist

**Check the time of your exam.** Remember, you **MUST** be outside the exam room by 8.30am for morning exams and 13.20pm for afternoon exams at the latest.



**Check the location of your exam** and where you are sitting – changes can be made at the last minute.



**ALL bags and coats MUST be left outside of the exam rooms.** Please do not bring any valuables to school, as the school cannot accept any responsibility for anything damaged or lost.



**Phones and watches** – Students **must NOT have mobile phone or watches** on their possession in the exam room. You **MUST SWITCH OFF** all mobile phones and hand to the invigilator or member of staff, in exchange for a raffle ticket which you will use to reclaim after the exam.



**REMEMBER – if an unauthorised item is found on your person during an exam, you face disqualification.**



Stationary – You should bring a **BLACK ball point pen**, a pencil, a rubber and any other equipment that is required for you to complete your exam, for example a calculator, protractor etc. Do not rely on the school to provide these for you, as there may not be enough for everyone. Only **CLEAR** pencil cases are allowed into the exam room.

**DO NOT use gel or erasable pens** – exam boards often scan your exam papers and these types of ink will disappear then scanned!

**HIGHLIGHTERS** – can be used for you to highlight questions but **MUST NOT** be used within the answer's sections.



**Calculators are only to be used when the exam paper allows** and lids must be removed. If you accidentally bring your calculator lid into the exam, please raise your hand and hand it to an invigilator. All data must be deleted before coming into the exam room.

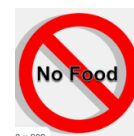


**ALWAYS write within any margin lines** on the exam paper. When papers are scanned by the exam boards, any work written outside of the margins may not be picked up.

**DO NOT doodle, colour in or draw on your exam paper**, unless it forms part of your answer. Exam boards reserve the right not to mark papers that have been defaced. If you write any swear words on your exam paper, the exam board can refuse to mark your paper.

**No food, including chewing gum, is permitted** in the exam room. If you have any special requirements due to health issues, please see the Exams Officer before the exam.

**Only water is** allowed into the exam room. You **MUST** remove the wrapper from any bottles before entering the exam room. All water bottles must be clear.



Make sure you eat a **good healthy breakfast** before your exams to help you concentrate!



# Exams Checklist

Water bottles are allowed in the exam rooms if necessary but please bear in mind that if you spill it or the bottle splits, this may spoil your exam paper. **You will NOT** be allowed a placement paper.

All bottles **MUST** be completely clear with no text or numbers printed on the plastic. All labels **MUST** be removed prior to entering the exam room.



If you need to go to the **toilet** during an exam, you must raise your hand and wait for an invigilator to arrive at your desk. You will be escorted to the toilet by an invigilator or a member of staff. Please don't wait until you are desperate to go - we may need time to bring in someone to escort you



**You MUST check before you start the exam that you have been given the question paper** that you were expecting to be sitting. If you think it is incorrect, you **MUST** raise your hand and notify an invigilator immediately. We cannot give you extra time if you realise half way through the paper.

**If you feel ill** during an exam, please raise your hand and notify an invigilator.

**Lastly, Stay Calm!**

**GOOD LUCK!**

## What to do if You Are Unwell on the Day of an Exam

If you fall ill on the day of an exam and you feel you are unable to attend, it is **VITAL** that you call the school first thing in the morning on 01438 222500 to inform us. Reception will either be able to put your call through to the Exams Officer (Miss Pettifer) or a member of Senior Leadership Team. If they are unable to find them immediately, they will take a message and ensure that someone contacts you as soon as possible.

In many circumstances we may be able to put an alternative arrangement in place to enable you to still sit your exam. **You will not be able to sit your exam on another occasion under any circumstances.**

If you are definitely unable to attend, you will need to provide a letter from your doctor / hospital to enable us to request Special Consideration for you.

# **Enquiries About Results**

If, once you have received your results, you wish to submit a query about a grade, you will need to firstly speak with your subject teacher as soon as possible. They will be able to offer you advice on your next step. If the teacher feels it would be worth pursuing an enquiry or a Review of Marking, the school will fund this. If however you disagree with this advice and you wish to pay for an enquiry or Review of Marking, you would need to fund this yourself and payment would need to be received before we make the application on your behalf.

Fee information will be available to you on Results Day.

**Please note that before any enquires are made to exam boards, you MUST complete a Candidate Consent Form and it must be returned to us before the deadline specified. You will receive a copy of this on Results Day.**

## **Results Days:**

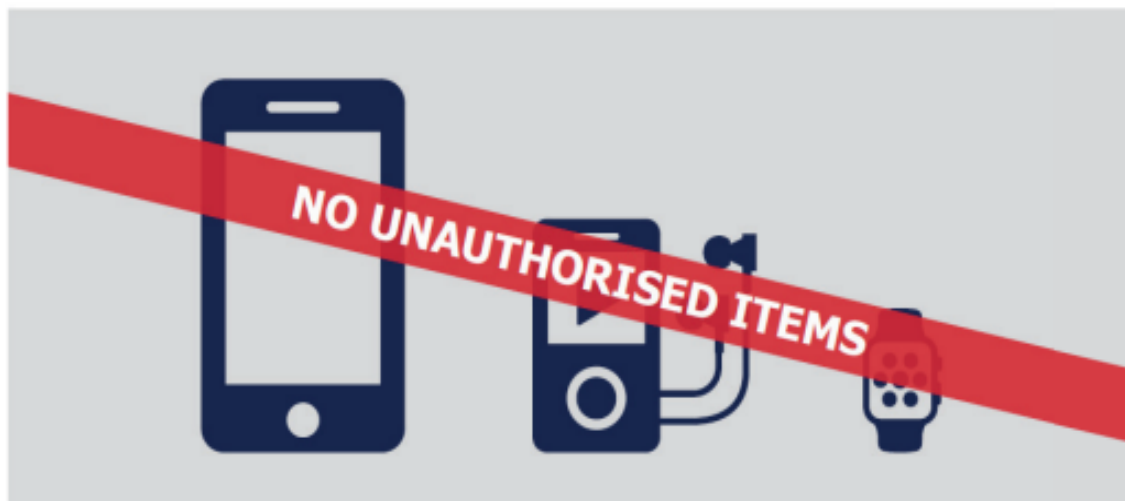
**A Level: TBA**

**GCSE: TBA**



# **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.



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.**



Joint Council for  
Qualifications <sup>CIC</sup>

## Information for candidates

Written examinations

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, 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.



Joint Council for  
Qualifications <sup>C1C</sup>

## 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](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**



Joint Council for  
Qualifications<sup>CIC</sup>

## 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](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**



Joint Council for  
Qualifications<sup>CIC</sup>

## 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.

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



**This document has been written to help you stay within examination regulations. Please read it carefully.**

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

Sharing ideas with others online could be helpful when you're studying or revising. However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



### You 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>



## Information for Candidates

### Information About You and How We Use It

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

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

### Who we are and how to contact us

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

### Information about you and from where it is obtained

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

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

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

## **What happens to the information about you**

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

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

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

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

## **Your rights**

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

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

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

## **How long the information about you is held**

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

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

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

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

### **Please note**

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