



**Barnhill**  
COMMUNITY HIGH

# **Candidate exam handbook 2018/19**

This handbook is reviewed and updated annually

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## **Introduction**

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

## **Purpose of the candidate exam handbook**

- ▶ To complement the candidate briefing assembly
- ▶ To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- ▶ To ensure copies of relevant JCQ information for candidates documents and posters are provided in advance of any exams/assessments being taken
- ▶ To answer common questions that candidates may have
- ▶ Please note that all appendices in this document can also be found on the exams section of the school website

## **Written timetabled exams**

- ▶ When you receive your candidate statement of entry please check that your personal details and examination entries are correct
- ▶ If you have any queries or concerns regarding examination entries, please direct these to your subject teacher
- ▶ If your personal details are incorrect, please notify the Exams Officer as soon as possible, and by no later than Monday 1 April. Failure to notify the Exams Officer by this date may lead to incorrectly printed certificates, amendments to which will incur a fee that the candidate will be liable for
- ▶ When you receive your individual candidate exam timetable please take careful note of the dates, times and locations of your exams
- ▶ Please ensure that you are familiar with the JCQ information for candidates documents for written examinations (Appendix 4), and social media notice (Appendix 6)
- ▶ Please also ensure that you are familiar with the content of the exam room posters (No Mobile Phones poster (Appendix 7) and Warning to Candidates poster (Appendix 8))

## Contingency day - Summer 2019

- ▶ From summer 2019 there must be a contingency day factored into the summer exam series; please see below for further explanation/information from the JCQ:

*"The awarding bodies have designated Wednesday 26 June 2019 as a 'contingency day' for examinations. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland -*

*<https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>*

*The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.*

*Centres must therefore remind candidates that they must remain available until Wednesday 26 June 2019 should an awarding body need to invoke its contingency plan."*

[ICE 15]

## On-screen tests

If you are following a course with on-screen tests (such as some BTECs) you should refer to the JCQ information for candidates – onscreen tests (Appendix 3).

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

- ▶ If you have two or more papers totalling less than 3 hours timetabled for the same time you are entitled to a supervised break of no more than 20 minutes within the examination room, and with no access to revision notes or any other materials eg web enabled devices.
- ▶ If you have two or more papers totalling more than 3 hours timetabled for the same time you may sit one exam in an earlier or later session. You will be able to revise between the two exams but will be under supervision at all times and must not have on your person a mobile phone, smart watch, or any other web-enabled device. You must also bring a packed lunch.
- ▶ If you have a clash please speak to the Exams Officer as soon as possible to discuss the order in which you would like to sit the papers.

## Where you will take your exams

The majority of students will sit their exams in the Sports Hall. Some exams may take place in the Assembly Hall or in classrooms (such as language Listening exams).

## What time your exams will start and finish

- ▶ Morning exams will start at 8.45am, unless otherwise stated on your exam timetable.
- ▶ Afternoon exams will start at 1.50pm, unless otherwise stated on your exam timetable.
- ▶ Please ensure that you are on time for your exams. Late arrivals may not be admitted and your paper/s may not be marked.

## Supervision during your exams

- ▶ Exams will be supervised by the team of invigilators.
- ▶ Invigilators must follow strict rules and regulations when conducting exams, as directed by the JCQ and awarding bodies.
- ▶ Some examples of the rules they must follow are:
  - They must ensure that you do not have any unauthorised materials (NB. a list of such materials can be found in Appendix 4, and on page 8 under the sub-section 'What you should not bring into the exam room')
  - They must escort you to and from the toilet, and wait outside the toilet, should you need to use it during the designated time in which toilet breaks are permitted
  - They can only read out the instructions on the front of the question paper and cannot give you any further assistance or guidance
  - They cannot tell you how much time has passed, or how much time is left
  - They must ensure that exam conditions are maintained from the moment the first candidate enters the exam room to the time the last candidate leaves
  - They must ensure that candidates are seated in the correct seats, according to the register/seating plan
  - They must report any irregularities or suspected malpractice to the Exams Officer immediately, who in turn must make a report to the relevant awarding body

## Exam room conditions

- ▶ You will line up in row order outside the exam venue, and enter one row at a time, when called
- ▶ You are under formal exam conditions from the moment you enter the exam room until you have left the exam room at the end of the exam
- ▶ You must listen to and follow the instructions of the invigilator at all times in the exam room
- ▶ You must not communicate with other candidates; this includes non-verbal communication eg eye-contact, passing notes, smiling, etc
- ▶ The following information will be displayed in the exam room: centre number, subject title, paper number; the actual start and finish times of the exam; the date of the exam; the JCQ No Mobile Phones poster; the JCQ Warning to Candidates poster
- ▶ You must complete all the information required on the front of your answer books/question paper when instructed to do so by the invigilator
- ▶ You must not write anything else on the front of your answer books/question papers eg revision notes, as this constitutes malpractice
- ▶ If you use any additional answer books/sheets these **must** be included with your question paper, and you must complete the required information on the front

## Where you will sit in the exam room

- ▶ You must sit in your designated seat, as printed on the registers displayed outside the venue and your timetable
- ▶ Please always check the A3 registers displayed outside the venue, as occasionally seating plans may change and your seat may be different to that on your timetable
- ▶ Row and column signage is displayed to help you find your seat
- ▶ If you cannot find your seat, or believe that someone else is sat in your seat, please speak to an invigilator

## What equipment you need to bring to your exams

- ▶ You must come fully equipped to all exams, with any required specialist equipment (eg a calculator for Maths Calculator papers)
- ▶ You must use a black pen for all exams
- ▶ Pencil cases must be clear/see-through

## Using calculators

- ▶ You must be aware of JCQ awarding body instructions regarding the use of calculators in your exams, which are as follows:

*“Candidates may use a calculator in an examination unless prohibited by the awarding body’s specification.*

*The instructions on the question paper will say whether calculators are not allowed or if they are expected to be used in the examination. If the instructions do not include either of these statements, calculators are treated as standard equipment and may be used by candidates.*

*Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies’ regulations...”*

[ICE 10]

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

[Taken from JCQ Instructions for conducting examinations 2018-2019, Section 10.3]

## What you should not bring into the exam room

- ▶ The JCQ regards the following as unauthorised materials: notes; books; mobile phones; smart watches; any other electronic/web-enabled devices; non see-through pencil cases
- ▶ Wristwatches must be removed and placed on the edge of your desk
- ▶ Failure to comply is considered malpractice, and a report must be made to the awarding body.

## Food and drink in exam rooms

- ▶ Food and any drink other than water is not permitted in the exam room
- ▶ Water is permitted and must be in a clear/see-through plastic bottle, with the label removed
- ▶ If you have a medical condition that may require you to have food or a specific drink with you please speak to the Welfare Officer

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

- ▶ Students in Years 7-11 must be in full school uniform
- ▶ Sixth form students must conform to the sixth form dress code

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

- ▶ Bags and coats should be stored either in your locker, or one of the grey exam trolleys located outside the Sports Hall
- ▶ Mobile phones/smart watches should be left at home, stored in your locker, or handed to Mrs Dixon who will store them in the key stage office

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

- ▶ It is your responsibility to ensure that you are on time for your exams
- ▶ Late admissions are at the Exams Officer's and Head of School's discretion
- ▶ Very late arrivals (more than one hour after the published start time of the paper) may result in loss of all marks for the paper

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

- ▶ If you are unwell and absolutely cannot attend an exam, please contact main reception immediately for advice
- ▶ If you are unwell but able to attend, please notify a member of centre staff as soon as possible so that provisions can be made if necessary
- ▶ If you become unwell during an exam, please let an invigilator know immediately
- ▶ If you believe you may be eligible for special consideration please speak with your form tutor, head of year, or the attendance team, who will then pass this information onto the Exams Officer

## **What happens if you have an unauthorised absence from an exam**

- ▶ If you have an unauthorised absence from an exam you may be charged the entry fee for the exam
- ▶ In the case of unauthorised absences you will be awarded zero marks for the paper

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

- ▶ The evacuation procedure is displayed in all exam venues and is available on the school website
- ▶ In the case of an evacuation during an exam you must remain in exam conditions, at least arm's length from the next candidate, and no communication with other candidates is allowed
- ▶ On returning to the exam the invigilator will allow for the time lost during the evacuation, and add this on so that you receive the full amount of time for the exam

## Candidates with access arrangements

- ▶ The SENCo will assess you if it is believed that you may qualify for an access arrangement
- ▶ You will be informed by the SENCo if you qualify, and what you qualify for, and asked to sign a data protection notice
- ▶ Depending on your specific access arrangement your exams may take place in a different room

## Alleged, suspected or actual incidents of malpractice

- ▶ Malpractice, as defined by the JCQ, is:  
*“any act, default or practice which is a breach of the Regulations or which:*
  - *compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result of certificate;*  
**and/or**
  - *damages the authority, reputation or credibility of any awarding body or centre or any officer employee or agent of any awarding body or centre”*

[JCQ [Suspected Malpractice 2018-19](#), p. 3]
- ▶ Examples of malpractice include, but are not limited to: plagiarism (copying); communication with other candidates; possession of unauthorised materials eg electronic or web-enabled devices (such as mobile phones or smart watches), notes, books, etc; failure to follow the instructions of the invigilator/s; disruptive behaviour in the exam room
- ▶ A broader list of examples can be found on p.36 of the *JCQ Suspected Malpractice 2018-19* document (appendix
- ▶ Centres have an obligation to report any incident of suspected malpractice to the relevant awarding body
- ▶ Consequences of malpractice include: an official warning; loss of all marks for a section; loss of all marks for a unit; loss of all marks for a component; disqualification from the whole qualification; disqualification from all qualifications in that series; candidate debarral (where a candidate is not permitted to sit any exams for a set period of time)

## Results

- ▶ Provisional results for GCSE and Level 2 qualifications will be issued on Thursday 22 August
- ▶ Provisional results for GCE and Level 3 qualifications will be issued on Thursday 15 August
- ▶ The time that the school will be open will be confirmed on the school website nearer the time
- ▶ Teaching staff will be available on results day if you have any queries or concerns
- ▶ If you cannot collect your results yourself there are two options: either someone can collect on your behalf (please provide written consent to the Exams Officer by Friday 12 July); or, you can provide a stamped addressed envelope to the Exams Officer (by Friday 12 July) and results will be posted out in the afternoon of results day
- ▶ Uncollected results are available from the Exams Officer

## Post-results services

- ▶ The following post-results services are available: clerical re-check; review of marking; priority review of marking (only available if a college or university place is dependent on the outcome); copy of script to support review of marking; copy of script to support teaching and learning
- ▶ If you would like the Exams Officer to submit an application for a post-results service you will need to complete a consent form (available on the school website and on results day) and return to the Exams Officer by the deadline given
- ▶ The list of costs for post-results services will be available on the school website prior to the results days and included with your candidate statement of results

## Certificates

- ▶ Certificates from the previous academic year will be available for collection in early December; the date will be published in the Exams section of the school website nearer the time
- ▶ There will be a collection day arranged for current students; students who cannot collect on that day should see the Exams Officer to collect their certificates
- ▶ Past students should contact main reception with their details (name, date of birth, and candidate number) and certificates will be made available at main reception for collection
- ▶ If you are unable to collect your certificates yourself you can either provide the Exams Officer with the details of someone who can collect them on your behalf (they must confirm their identity when collecting them); or provide a stamped, self-addressed A4 envelope (a signed for/secure service is strongly recommended) to have them posted out
- ▶ The centre has unclaimed certificates dating back to 2014; if you believe you have unclaimed certificates please contact the Exams Officer

## **Appendix 1: JCQ Information for candidates - coursework**

You **must** read this information if you are undertaking any legacy GCE unitised AS and A-level subjects that contain elements of coursework and/or any Entry Level Certificate and Project qualifications.



**This notice has been produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC Information for candidates**

### **GCE, ELC and Project qualifications - coursework assessments**

**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 or lecturer.

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, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You must also include 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: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

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

## Preparing your 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 and should not be included.

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

You must not write inappropriate, offensive or obscene material.

## Plagiarism

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

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 essay you have copied from!).
  - Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## Penalties for breaking the regulations

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

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for 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**

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## **Appendix 2: JCQ Information for candidates – non-examination assessments**

You **must** read this information if you are undertaking any GCE and/or GCSE qualifications that contain components of non-examination assessment.



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

### **Information for candidates: non-examination assessments**

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

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

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

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

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

#### **The regulations state that:**

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

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

When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

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

## **Preparing your work – good practice**

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

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

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

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

Do not be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

## **Plagiarism**

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

Do not think you will not be caught; there are many ways to detect plagiarism.

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

## **Penalties for breaking the regulations**

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

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

awarding body will decide which penalty is appropriate.

## **REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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## Appendix 3: JCQ Information for candidates – on-screen tests

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

**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.**

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	<p>You <b>must not</b> take into the exam room:</p> <ul style="list-style-type: none"> <li>a) <b>notes;</b></li> <li>b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b></li> </ul> <p>Unless you are told otherwise, you <b>must not</b> have access to:</p> <ul style="list-style-type: none"> <li>c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;</li> <li>d) pre-prepared templates.</li> </ul> <p><b>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.</b></p>
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
<b>B Information – Make sure you attend your on-screen test and bring what you need</b>	
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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	<p>If you use a calculator:</p> <ul style="list-style-type: none"> <li>a) make sure it works properly; check that the batteries are working properly;</li> <li>b) clear anything stored in it;</li> <li>c) remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>d) do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the on-screen test</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
2	<p>Tell the invigilator at once if:</p> <ul style="list-style-type: none"> <li>a) you have been entered for the wrong on-screen test;</li> <li>b) the on-screen test is in another candidate's name;</li> <li>c) you experience system delays or any other IT irregularities.</li> </ul>
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
<b>E Advice and assistance</b>	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	<p>Put up your hand during the on-screen test if:</p> <ul style="list-style-type: none"> <li>a) you have a problem with your computer and are in doubt about what you should do;</li> <li>b) you do not feel well.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the on-screen test</b>	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	<p>Do not take from the exam room any stationery.</p> <p>This includes rough work, printouts or any other materials provided for the on-screen test.</p>

## Appendix 4: JCQ Information for candidates – written exams

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

**This document has been written to help you. Read it carefully and follow the instructions. If there is anything you do not understand, especially which calculator you may use, ask your teacher.**

<b>A Regulations – Make sure you understand the rules</b>	
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 <b>must not</b> take into the exam room: a) <b>notes;</b> b) <b>potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.</b>  <b>Any pencil cases taken into the exam room must be see-through.</b>  <b>Remember:</b> 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You <b>must not</b> 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>B Information – Make sure you attend your exams and bring what you need</b>	
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 <b>must</b> 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.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
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 formulas; 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.
<b>D Instructions during the exam</b>	
1	Always listen to the invigilator. Follow their instructions at all times.
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	Fill in all the details required on the front of the question paper and/or the answer booklet <b>before</b> you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use.
<b>E Advice and assistance</b>	
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.
<b>F At the end of the exam</b>	
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.

## **Appendix 5: JCQ Information for candidates – Privacy Notice**

You **must** read this information as it informs you how the “*JCQ awarding bodies will process your personal data.*”



**Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

### **Information for candidates – Privacy Notice**

### **General and Vocational qualifications Effective**

**from 1 September 2017**

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

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

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

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

1

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

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

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

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

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

<http://www.learningrecordsservice.org.uk/>

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

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

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

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

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

## **Appendix 6: JCQ Information for candidates – social media**

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

This document can be viewed at the below address, and in the Examinations Section of the school website:

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

## Appendix 7: JCQ No Mobile Phones poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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**NO IPODS, MOBILE PHONES  
MP3/4 PLAYERS  
SMARTWATCHES**

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

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

**DISQUALIFICATION**

**from your examination and your overall  
qualification.**

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

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## Appendix 8: 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. You **must not** become involved in any unfair or dishonest practice in any part of the examination.
3. You **must not**:
  - sit an examination in the name of another candidate;
  - have in your possession any unauthorised material or equipment which might give you an unfair advantage.
4. **Possession of a mobile phone** or other unauthorised material **is breaking the rules**, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.
6. You **must** follow the instructions of the invigilator.
7. If you are in any doubt speak to the invigilator.

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

Effective from 1 September

2014

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## **Appendix 9: JCQ Information for candidates – suspected malpractice**

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

This document can be viewed at the below address, and in the Examinations Section of the school website:

<https://www.jcq.org.uk/wp-content/uploads/2019/03/JCQ-Suspected-Malpractice-18-19.pdf>