



Candidate Exam Handbook

2021-2022

Contents

Introduction.....	4
Purpose of the Candidate Exam Handbook.....	4
Malpractice.....	4
Personal Data	5
Copyright	5
Coursework Assessments/Non-Examination Assessments.....	5
Written Timetabled Exams.....	5
Contingency Day - Summer 2020	6
What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)	6
Where you will take your exams	7
What time your exams will start and finish.....	7
Supervision during your exams	7
Exam Room Conditions.....	7
Where you will sit in the exam room	8
How your identity is confirmed in the exam room	8
What equipment you need to bring to your exams	8
Using Calculators	8
What you should not bring into the exam room.....	9
Food and Drink in Exam Rooms.....	9
What you should wear for your exams	9
Where your personal belongings will be stored during your exam	9
What to do if you arrive late for an exam	9
What to do if you are unwell on the day of an exam.....	10
What happens in the event of an emergency in the exam room	10
Candidates with Access Arrangements	10
Results	11
Post-Results Services	11
Certificates.....	11
Internal Appeals Procedures	11
Complaints and Appeals Procedure	12
Appendix 1.....	13
JCQ Information for Candidates - Coursework.....	13
Preparing your coursework – good practice	14
Plagiarism	14
Penalties for breaking the regulations	14
Appendix 2.....	15
JCQ Information for Candidates – Non-Examination Assessments.....	15
Preparing your work – good practice	15
Research and using references.....	16
Plagiarism	16

Penalties for breaking the regulations	17
Appendix 3.....	18
JCQ Information for Candidates – On-Screen Tests	18
Appendix 3.....	18
JCQ Information for Candidates – Written Exams.....	19
Appendix 5.....	20
JCQ Information for Candidates – Privacy Notice	20
Who we are and how to contact us	20
Information about you and from where it is obtained	20
What happens to the information about you	21
Your rights	21
How long the information about you is held.....	21
How to find out more about the information about you that the awarding bodies use.....	22
Please note	22
Appendix 6.....	23
JCQ Information for Candidates – Social Media You must read this information to help you stay within examination/assessment regulations when using social media.	23
Appendix 7.....	24
JCQ <i>No Mobile Phones</i> Poster	24
Appendix 8.....	245
JCQ <i>Warning to Candidates</i> Poster	25

Introduction

Sale 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 support/complement candidate briefings/assemblies
- To inform candidates about malpractice in examinations/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 exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

- To maintain the integrity of qualifications, strict regulations are in place
- Malpractice means any act or practice which is in breach of the regulations
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments
- You should be aware that the following also constitute malpractice:
 - copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
 - collusion: working collaboratively with other candidates beyond what is permitted;
 - allowing others to help produce your work or helping others with theirs;
 - being in possession of confidential assessment related information in advance of the examination;
 - exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
 - failing to report to your centre assessment related information being shared online; or
 - passing on rumours of exam content.
- The school **will** report to the awarding body immediately all cases of **suspected** or **actual** malpractice in connection with the examination.

Personal Data

The awarding bodies collect information about exam candidates

- To understand what information is collected and how it is used, you must read the **JCQ Information for candidates – Privacy Notice**. A copy of which is included as an appendix in this document and on the school website – See Appendix 5.

Copyright

The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as **Assessment Materials**) belongs to the candidate

- By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as **Assessment Licence**)
- If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights

Coursework Assessments/Non-Examination Assessments

- Some components of a qualification may involve coursework or non-examined assessment.
- Relevant JCQ information for candidates' documents - coursework, Non-Examination Assessments, social media are included as an appendix in this document and on the school website.
- Sale High School publishes a Non-Examination Policy that sets out the procedures for planning and managing non-examination assessment, defining responsibilities and the management of risks.
 - Candidates will be informed of their centre assessed marks so that they may request a review of the school's marking before marks are submitted to the awarding body.
 - Candidates may request copies of materials to assist them in considering whether to request a review of the school's marking of the assessment
- The full published procedure is available to candidates through the school website (Click on Information and then Exam Information).

Written Timetabled Exams

- The centre will notify candidates of the examination entries that have been made on their behalf, and the time and date of each component paper.
- Heads of Department for subject areas inform the Exams Officer of entries to be made. Once this information has been received, the Exams Officer makes the entries to the awarding bodies.
- A Candidate statement of entry is then issued to each individual candidate to check that personal details and exam entries are correct
- If this information is incorrect, the candidate must inform the Exams Officer as soon as possible
- Once entries are confirmed, individual candidate exam timetables are issued to ensure candidates know the date and time of all their exams/assessments, and any relevant information regarding seating arrangements, exam rooms etc.
- The JCQ information for candidates documents – written examination, social media – which all candidates must read, are included as appendices in this document and are available on the school website

- Exam room posters – Warning to candidates, mobile phone – which all candidates must read, are included as appendices in this document and are available on the school website under Information and Exam Information.

Contingency Day - Summer 2022

- The awarding bodies have designated **Wednesday 29th June 2022** as a ‘contingency day for examinations.
- This means that in the event of national or local disruption to a day of examinations in summer 2022, the awarding bodies may, as a last resort, reschedule the examination to the published contingency date.
- Candidates should ensure they are available on that date and be mindful of this when making plans for the summer. If a candidate chooses not to be available for a re-scheduled examination, they will **not** be eligible for enhanced grading arrangements.

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

- The Exams Officer will be aware of the clashes on your timetable and will make arrangements as below.
- Candidates will then be issued with another timetable with the rescheduled arrangements once they have been finalised, and well in advance of the examination date(s), showing times and dates that allow the candidate to sit all necessary exam component papers.
- If candidates are taking two or more examinations in a session and the total time is **three hours or less**, they will be sat in the same session, with a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times. Therefore, candidates cannot revise.
 - For candidates with approved supervised rest breaks (as defined in section 5.1 of the JCQ publication Access Arrangements and Reasonable Adjustments), the rest break may be conducted outside of the examination room, with the candidate being supervised at all times.
- If candidates are taking two or more papers timetabled in a session and the total time is **more than three hours** including approved extra time allowances and/or supervised rest breaks, one or more of the examinations will take place in a later or earlier session within the same day. Candidates will be supervised between examinations by an invigilator or member of staff.
 - Candidates may revise using their own resources whilst under centre supervision between examinations but must not:
 - a) be in possession of an electronic communication/storage device or have access to the internet;
 - b) have contact with any candidate who has sat the examination;
 - c) be coached by a member of centre staff.
- When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:
 - **more than six hours for GCE** examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks; or
 - **more than five and a half hours for GCSE** examinations, including approved extra time allowances and/or supervised rest breaks;
 candidates may, at the centre’s discretion, be allowed to take an examination the following morning, including Saturdays, provided the head of centre is satisfied that arrangements for overnight supervision of a candidate where necessary are sufficient to ensure that the candidate does not meet or communicate with anyone who may have knowledge of the content of the examination paper. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, Internet and social media. It also extends to television and radio, which could report

key details of the day's examinations. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

Where you will take your exams

- The vast majority of external examinations will take place in the Sports Hall. The venue will be clearly shown on the exam timetable.
- Where candidates are eligible for access arrangements, alternative venues within the school may be used; these will be shown on your examination timetable, these will be held within the exam room or Main Hall.

What time your exams will start and finish

- Candidate exam timetables will show the start time of each examination (usually 9.00am for morning sessions and 1.30pm for afternoon sessions). Please ensure the timetable is checked carefully for variations.
- Timetables show the duration (length) of the examination.
- Candidates are not allowed to leave the examination room until the examination has finished.
- The finish time of each examination will be clearly displayed in the examination room.

Supervision during your exams

- Exams are supervised by a team of external invigilators, school staff who are not subject teachers will also assist with invigilation and Exam Special Arrangements.
- Invigilators follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.
- Candidates are required to comply with direction from the invigilators at all times.

Exam Room Conditions

- Candidates should arrive at the examination room **at least 10 minutes prior** to the published start time and wait outside.
- A member of our Senior Leadership team (SLT)/exam officer will invite candidates into the room at the appropriate time, this is also to check the identity of students entering the exam room. Candidates must not enter the room until they have been given clear permission to do so.
- Candidates are subject to formal exam conditions from the moment they enter the exam room – and until they are given permission to leave by the invigilator.
- Candidates must listen to and follow the instructions of the invigilator/exam officer at all times in the exam room.
- Candidates must not communicate with or disturb other candidates.
- The centre number, subject title, paper number; and the actual starting and finishing times, and date, of each exam are displayed in the exam room.
- The front of the answer books (first name and surname, candidate number etc.) must not be completed until instructed to do so by the invigilator.
- Additional answer sheets/answer books are available from invigilators if required.

Where you will sit in the exam room

Each examination room is set out in a grid format. Each column of desks is allocated a letter to identify the appropriate column (starting from the left, A); each row of desks is allocated a number to identify the appropriate row (starting from the left, 1).

- Candidate timetables will show the desk they have been allocated using this grid format (e.g. Seat A1, B4, G9, C2, etc).
- Seating plans are displayed around the examination room, showing the candidate number and desk reference.
- Desks will be numbered with white cards to help identify the desk row/number. Candidate cards are also placed on each desk to show which candidate is sitting there.

How your identity is confirmed in the exam room

- SLT present at the start of each exam to welcome candidates and check only correct year groups are entering the exam room.
- Candidate cards are placed on each desk to indicate which candidate is sitting there.
- The card shows the centre number, candidate number and full name of each candidate.
- The invigilator/exam officer will use this card to verify the identity of each candidate by checking the card and the candidate name and number against the seating plan and register.
- It is therefore vital that these cards are not written on or defaced in any way as they form part of the official identity verification process required by the awarding bodies.

What equipment you need to bring to your exams

- **Candidates are responsible for ensuring they bring the correct equipment to each examination.**
- Please check with your subject teacher what equipment you will need for each examination.
- Any pencil cases taken into the examination room must be see-through.

Using Calculators

- Candidates must be aware of JCQ awarding body instructions regarding the use of calculators in exams

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

What you should **NOT** bring into the exam room

Candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Potential technological/web enabled sources of information such as:

- iPods; mobile phones; MP3/4 players or similar device; watches of any kind **are not permitted**.

This means that:

- all unauthorised items are left outside of the examination room;
- any pencil cases taken into the examination room must be see-through;
- any water bottles must be clear and free of labels.

If candidates have access to unauthorised items in the examination room this may be considered as malpractice. They could be subject to penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures - <http://www.jcq.org.uk/exams-office/malpractice>

Prior to the examination starting, candidates will be instructed to hand over any mobile devices or to remove their wrist watches if they haven't done so already and they should be handed over to an invigilator until the end of the exam.

Food and Drink in Exam Rooms

- Food is not allowed in the examination room.
- If you are subject to a supervised break (e.g. because of a timetable clash), you may bring in snacks for the break but these must be left at the back of the examination room or left with an invigilator until the break starts. The invigilator will inform you when this is.
- You may bring in water to drink. This must be in a clear bottle, with no labels attached. No other types of drinks are permitted.

What you should wear for your exams

- Candidates in Years 11 and below must wear full school uniform for each examination. Non uniform clothing is not permitted.

Where your personal belongings will be stored during your exam

- A suitable storage area will be identified for personal belongings such as bags, coats, unauthorised materials including switched off mobile phones.
- Mobile phones can be left with Student Services if required, ie if a student has no bag or coat they can leave personal belongings in.

What to do if you arrive late for an exam

- If you are late for an examination, you must telephone Attendance to let them know. They will inform the Exams Officer.
- On arrival, inform Student Services desk that you have arrived and then go straight to the examination room.
- Enter the room as quietly and unobtrusively as possible in order to not disrupt other candidates.
- Wait at the back of the room for the invigilator who will come to you and take you to your seat.

- The invigilator will note the reason you arrived late, including any details of special arrangements made for you to reach the centre; the actual starting and finishing times of the examination; the time the candidate started the examination; the time the candidate finished the examination.
- Depending on the time of arrival, you may not be permitted entry to the exam room and for very late arrivals please be aware that in some circumstances, the awarding body may not accept your script.

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

- If you are unwell and unable to attend the exam, either you or your parent/carer must telephone the school as soon as possible to let us know. You will be marked absent on the examination register.
- If you are unwell but manage to attend the exam, please inform the Exams Officer, who will ensure that the invigilators are aware and ready to help if needed.
- If you feel unwell during the exam, put your hand up and wait for an invigilator to come to you. Inform the invigilator that you feel unwell. If you need to leave the room, they will escort and supervise you. You will be allowed to re-enter the examination room if you feel able to continue. Do not leave the exam room unattended as you will not be allowed to re enter.
- If you were absent, or feel your performance has been compromised, you may be able to apply for special circumstances. You must supply a medical note confirming that you were unfit to sit the examination or that your performance would have been compromised. This must be obtained from your GP/hospital and passed to the Exams Officer, along with any other supporting documentation, as soon as is practicable. The school will make the application on your behalf. The school is not informed of the level of adjustment, if any, made. We are only informed whether or not an application has been accepted or rejected. There is no guarantee that the awarding body will accept the application.

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

- In the event of an emergency in the examination room, above all, remain calm. The invigilators will tell you what to do so wait for instructions.
- In the event of a fire alarm, you will be asked to stop writing and the time of the examination will be paused. Remain in your seat. You must remain silent and not communicate with any other candidate. A member of SLT or the Exams Officer will inform the invigilator of whether the room needs to be evacuated or not. Wait for those instructions.
- If you are directed to leave the room, you should close your answer booklet and follow the invigilator's instructions. You will assemble on the yard at the back of the school, but you will not join your form group, you will assemble with the other candidates. You are not permitted to communicate with any other candidate during this time. If and when it is safe to do so, you will be directed by the invigilator to return to the examination room, again you must remain silent at all times. The examination will re-start and the finish time will be amended so that you have the full working time set for the examination. The Exams Officer will inform the awarding bodies of the disruption that has occurred.

Candidates with Access Arrangements

- Access arrangements are applied for and agreed with the awarding body before an examination.
- They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the examination and show what they know and can do without changing the demands of the assessment.
- The evidence of need may vary depending on the disability and access arrangement applied for and candidates are involved in any decisions/discussion regarding appropriate arrangements.
- The school SENCo informs candidates of the approved arrangements that are in place for them and any instances when these arrangements may not apply

- The venues of each examination will be shown on the candidate exam timetable.

Results

- GCSE results will be issued on **Thursday 25th August 2022**
 - Year 11 results are available for collection from **8.30am**; (timings are subject to confirmation)
- There will be a number of senior staff available in school immediately after the publication of results for any queries on Results Day.
- If you are unable to collect your results, you can make arrangements for someone to collect them on your behalf. You will need to submit written confirmation that you give permission for the named person to collect your results. This written permission must be passed to the Exams Officer or SLT member before the end of the school term (i.e. before the summer holidays). The person collecting your results will need to bring a form of identification with them on the day in order to collect them.
- Results that are not collected on Results Day will be stored by the Exams Officer. Arrangements for collection can be made by appointment.

Post-Results Services

- A number of services are available to candidates following the publication of results. If you don't have a result, have questions about or are unhappy with your result then you may wish to use one of the **post-results services** (e.g. review of results and appeals, access to scripts).

Certificates

- Certificates are not released to the school until all awarding body administrative processes are complete. This is usually in November.
- Certificates are distributed at GCSE Presentation Evening (usually November/December).
- Students and their parents/carers are invited to attend the Presentation Evening where the certificates, and other awards, are formally presented to candidates. The date and time of the Presentation Evening will be communicated to candidates directly once dates are confirmed.
- If you are unable to attend Presentation Evening, you can arrange to collect certificates following this date, by arrangement with the Exams Officer.
- You can make arrangements for someone to collect certificates on your behalf. You will need to submit written confirmation that you give permission for the named person to collect your results. This written permission must be passed to the Exams Officer. The person collecting your results will need to bring a form of identification with them in order to collect them.
- Unclaimed certificates are stored by the Exams Officer. Please note that the school is only obliged to keep the certificates for one calendar year.

Internal Appeals Procedures

- Sale High School publishes an Internal Appeals procedure that relates to internal assessment decisions, the internal assessment procedure and a process to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.
- The Internal Appeals procedure is available through the school website
- The published procedure explains how to appeal
- The published procedure explains how to request a review of the centre's marking and timescales etc.

Complaints and Appeals Procedure

- Sale High School publishes a Complaints and Appeals procedure that sets out the procedures to be followed should a candidate or their parent/carer wish to make a complaint or appeal regarding the centre's delivery or administration of a qualification.
- The Complaints and Appeals procedure is available through the school website
- The published procedure explains how to make a formal complaint
- The published procedure explains how a formal complaint is investigated
- The published procedure explains how to appeal if the candidate remains dissatisfied and believes there are clear grounds for an appeal.

JCQ Information for Candidates - Coursework

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

This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – 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.

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 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 and 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. 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 on-line 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 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

JCQ Information for Candidates – Non-Examination Assessments

You **must** read this information if you are undertaking 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.

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 pre-prepared on-line 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, 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 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.**

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 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 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

For on-screen tests – 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, 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) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a watch. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, 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 watch the invigilator will ask you to remove it and 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 formulas; 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. Follow their instructions at all times.
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.

JCQ Information for Candidates – Written Exams



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

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) potential technological/web enabled sources of information such as 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 watch the invigilator will ask you to remove it and 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 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.
D Instructions during the exam	
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	Do not start writing anything until the invigilator tells you to fill in all of 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 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.

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 of 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/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

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: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 holds. 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 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: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-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 assessment 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**



**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>



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

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
-----	---------------	------	-----	---------	------

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.

Effective from 1 September 2021