



St Antony's
Roman Catholic School

ASPIRE + BELIEVE + ACHIEVE

Information for Candidates 2021-22:

Examination Rules and Guidance

St Antony's Roman Catholic 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.

If you have any questions or concerns, please speak to your Exams Officer, Mrs Rowles, at the school office or email l.rowles@st-antonys.com

As an exam candidate you must ensure you are fully prepared for every exam you are taking. You need to understand the rules and what will happen at the time of your exam(s).

Before the Exams

Entries

Several months before you sit your exams entries will be submitted to the Awarding Organisations (Exam Boards) by their deadlines. You will receive a statement of entry showing which exams you have been entered for and giving the dates and whether an exam is in the morning or afternoon. It is your responsibility to check your statement of entry carefully. If you have any questions or concerns about your exam entries or if any of your personal information is wrong you must speak to your subject teacher and the Exams Officer immediately.

Clashes

On your statement of entry some exams may be scheduled to take place at the same time. Don't worry; clashes will be resolved by the Exams Officer. Just make sure you check your individual timetable when you receive it. Usually you will sit clash papers one after the other, usually with a short supervised break in between, depending on the duration of the exams.

Timetables

Closer to the exam season you will receive your individual timetable. This confirms your personal details and exams entries, including any amendments made since the original entries. An amendment is a change to your entry such as a change of tier between higher and foundation.

Your individual timetable will tell you:

- The details of each exam including the paper code and how long the exam lasts.
- The date of the exam.
- The time the exam will start.
- The room in which your exam will take place.
- Your seat number – for security reasons you must sit in the seat allocated to you.

Candidate Number

You have been allocated a 4-digit exam candidate number which will be on your statement of entry and individual timetable. You will normally be seated in candidate number order and you will need to write this number on all your exam scripts.

Centre Number

A unique number which identifies the school to the Exam Boards. St Antony's Roman Catholic School's is **33665**. You will need to write this on all your exam scripts. It will be displayed in the exam room.

JCQ Information for Candidates Documents

You must read the JCQ documents in the Appendices at the end of this document. They explain the rules you must follow when doing coursework, controlled assessments or non-exam assessments and when sitting exams. Please ask the Exams Officer if there is anything you don't understand.



Equipment

Check that you have all the equipment you will need for your exams. Always bring at least 2 black pens and a pencil. Check with your teachers if you will need other equipment such as calculators. School cannot guarantee to supply replacement equipment and you must never try to borrow equipment from other candidates during an exam.

Basic exam equipment:

- 2 black pens.
- 2 pencils.
- A ruler.
- A rubber.
- Scientific calculators (check that it is working and please note that we only have a small supply to lend out in emergencies).
- A Maths equipment set

Please see Mrs Rowles if you need any help with equipment **BEFORE** the examination season gets underway.



On Exam Day

At the time of your exam

- Make sure you are outside your correct exam room at least 10 minutes before the scheduled start time on your timetable
- Read the JCQ Notices displayed outside and inside the room
- You must not enter the exam room until invited to do so by the invigilator
- Check the seating plan outside the room to make sure there are no last minute changes and sit in the correct seat
- Enter the room in silence and do not communicate with other candidates once you are inside the room
- You are under formal examination conditions from the moment you enter the room in which you will be taking your exam(s) until the point at which you are permitted to leave
- This means you must not talk to, attempt to communicate with or disturb other candidates once you have entered the examination room. A breach of examination conditions is considered by the awarding bodies as malpractice*
- You must listen to and follow the instructions given to you by the invigilator at all times
- The centre number, subject title and paper code, the actual starting and finishing times, and date, of each exam will be clearly displayed and visible to you in the exam room
- An ID card will be on your desk showing your name and candidate number
- Bring all your equipment in a transparent pencil case or clear plastic bag. If you bring a drink, make sure it is in a clear plastic bottle with any labels removed
- Do not bring mobile phones, iPods, smartwatches, watches, mp3/4 players or headphones into the exam room. If you forget, make sure they are turned off and handed to an invigilator before the exam starts. Exam Boards deal very severely with candidates who ignore the regulations. Misconduct may lead to loss of all marks for a paper and ultimately the Exam Board could decide not to award you a grade
- Speak to an invigilator if you have a problem
- Be polite and courteous to the invigilators

Before you are permitted to start your exam(s), the invigilator will:

- make sure you are seated according to the set seating arrangements
- tell you that you must now follow the regulations of the exam
- ask you to check that you have been given the correct question paper for the day, date, time, subject, unit/component (and tier of entry, if appropriate)
- tell you to read the instructions on the front of the question paper
- ask you to check that you have all the materials you need for the exam
- tell you about any erratum notices
- instruct you about emergency procedures



The invigilator will also remind you that you **must**:

- hand in any unauthorised items in your possession (this includes mobile phones and watches) if you have not already done so (**This is your final chance. Failure to do so may lead to disqualification**)
- write clearly and in black ink
- write your first name, surname, centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used
- fill in any other details as necessary
- write your answers in the designated sections of the answer booklet
- do all work, including rough work, in your answer booklet and neatly cross it through with a single line
- neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner

The invigilator will also remind you that you **must not** use correcting pens, fluid or tape, erasable pens, blotting paper and you **must not** use highlighters or gel pens in your answers.

The invigilator will:

- tell you **when** you may complete the details on the front of your answer booklet
- tell you **when** you may begin to write your answers
- tell you the time allowed (the duration) of your paper(s)
- remind you that you **must not** communicate in any way with, ask for help from or give help to another candidate while you are in the exam room

The invigilator is **not allowed**:

- to give you any information or answer any questions from you about the content of your exam paper unless it relates to the instructions on the front of the question paper
- to give you any indication of the time elapsed or remaining for you to complete your exam paper

If you are too ill to attend an exam your parent/carer must inform school before 8.30 am on the day. If you fail to attend without a valid reason, you may be charged for your entry fee. **You will not be permitted to sit an examination at another time.** The examination board will decide if they have enough to award you the qualification or not.

If you are delayed you must contact school. It may be possible for us to help you get to school in time to sit the exam. Students who arrive very late may still be allowed to sit the exam but a report must be sent to the Exam Board and they could refuse to accept your work.

During the Exam

Invigilators

The school uses invigilators to conduct examinations and ensure JCQ procedures are followed. If they suspect that you are breaking any of the regulations they must inform the Exams Officer. You must behave in a respectful manner towards invigilators and follow their instructions at all times. Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you.

If you need assistance, e.g. can't see the clock, feel ill, need more paper, raise your hand and wait for an invigilator to come to you. Never try to communicate in any way with other candidates.

- Check you have the correct paper, especially if there are higher and foundation tiers.
- Read all the instructions carefully before you start to answer the questions.
- Don't use eraser pens, brightly coloured pens or highlighters within your answers.
- Put your candidate number, centre number and legal name on all the answer sheets you use and take care when numbering your answers. Write legibly and within the borders of the paper.

Leaving the exam room

Under normal circumstances you will not be permitted to leave the room until the end of the exam when the senior invigilator dismisses you.

Mrs Rowles needs to be notified of any medical conditions that means you will be required to leave the examination room during an exam.

If you finish early, use the time to check your answers. Remember you are still under exam conditions until you have left the room.

Go to the toilet before the exam starts. Exams can be quite long and there is no time to waste. Leaving the examination is disruptive to yourself and others.

After the Exams

Results

GCSE Results Day is **Thursday 25th August 2022**.

Results will only be issued to the student to whom they belong. If you are unable to collect your own results a relative or friend may collect them for you but only if you have informed the Exams Officer in advance, by email or in writing, that they have your permission.

Results will not be given out over the telephone under any circumstances.

You must keep your provisional results slips at least until you have received your certificates as you may need proof of your qualifications for other colleges or employers.

Post Results Services: Enquiries about Results (EARs) and Access to Scripts (ATS)

If you have any concerns about your results or want to see a copy of your marked script you should discuss this with a teacher in the first instance. There are various options available and deadlines are tight so you must act quickly once you have your results. EARs can only be submitted by the school and you will have to sign a consent form before we can process your request. Forms and details of fees and deadlines are available from the Exams Officer on request.

Certificates

Certificates are received by school in November and are stored securely in school until your presentation evening. If you are unable to collect your certificates in person they can be collected from school after presentation evening. A relative or friend can collect them for you but you must inform us by letter or email that they have your permission. Schools are only required to keep unclaimed certificates for a period of one year after issue after which they may be destroyed. You are, therefore, advised to collect your certificates as soon as possible and keep them safely. Replacement certificates are only available by direct application online to the appropriate exam board which can prove expensive.

Examination Policies

St Antony's Roman Catholic School has examination policies in line with JCQ regulations, including internal appeals, enquiry about results and disability policies. Exam policies are either on the website or available on request.



Frequently Asked Questions

Q. Which JCQ documents do I need to read before my exams and where do I find them?

You can find the JCQ "Information for candidates" documents at the end of this document

Page 18	Warning to Candidates
Page 19	Unauthorised Items Poster
Page 20	Information for Candidates for Written Examinations
Page 24	Information for Candidates for On-Screen Test
Page 28	Information for Candidates – Privacy Notice
Page 32	Information for Candidates – Non-examination assessments
Page 36	Information for Candidates – Coursework assessments
Page 40	Information for Candidates – Using Social Media

Q. What is malpractice?

Malpractice includes:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations;
- disruptive behaviour in the examination room or assessment session;
- the introduction of unauthorised material into the examination room.

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

Examples of what constitutes malpractice include:

- 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
- not telling exam boards or your school/college about exam information being shared



- 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 the examinations/assessments
- use of social media for the exchange and circulation of real or fake assessment material

Penalties range from a warning up to disqualification from all the examinations in a series and being barred from entering examinations for a set period of time for the most serious offences.

The School must report cases of suspected malpractice to the appropriate awarding body. Any candidate who is accused of malpractice has the right to make a written statement to accompany the official report. Full details of what constitutes malpractice and examples of penalties that may be applied can be found in the JCQ publication **Suspected Malpractice: Policies and Procedures 2021-2022** (www.jcq.org.uk/exams-office/malpractice)

Q. If I miss the examination can I take it on another day?

No, you must attend on the given date and time.

Q. If I'm late can I still sit the examination?

Telephone school to let us know you are on your way and when you arrive go to Reception. You must not enter an examination room without permission after an examination has begun. You may be allowed the full time for the examination but if you arrive very late, the exam board may decide not to accept your work. Make sure you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. What are Access Arrangements?

Some candidates qualify for different exam arrangements (e.g. extra time, word processor, reader, modified papers). Applications for access arrangements must be made by the school at the start of your course of study. They require appropriate evidence of need and must reflect your normal way of working in class and exams. Temporary arrangements can also be made in emergency situations, e.g. a hand injury that affects your ability so you may need a laptop or scribe to record your answers. You should contact the Exams Officer immediately if you think you may need emergency access arrangements to be put in place.

Q. I am entitled to Access Arrangements – how will this affect the way I take my exams?

Access Arrangements include extra time, readers, prompts, scribes and use of word processors. Where possible, such candidates will be seated together in smaller venues to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam.

Q. What do I do if I have an accident or am ill before the exam?

Inform the Exams Officer immediately. We may need to give you temporary access arrangements or apply for special consideration after your exam.



Q. What do I do if I feel ill during the exam?

Put your hand up and an invigilator will assist you. If you are ill and feel this may have affected your performance make sure the Exams Officer is informed before you go home after the exam.

Q. What is Special Consideration?

Sometimes adverse circumstances just before or during exams can affect your performance on the day. Exam Boards do make allowances in certain situations such as illness or bereavement, providing the school has appropriate supporting evidence. Speak to your Exams Officer as soon as possible if you think this may apply to you. Applications for special consideration must be made immediately after the exams are completed.

Q. What happens if I have a subject clash on my timetable?

If you have two subjects scheduled at the same time you will sit both papers in one session but normally with a short supervised break between them. You must remain isolated from other candidates until you have completed both examinations.

Q. What equipment should I bring for my exams?

You must bring your own equipment for examinations; never try to borrow from another candidate during the examination. Before the exams ask your teacher what you will need.

For most exams you should bring at least 2 **black** ink or ballpoint pens.

For mathematics you will need a pencil, sharpener, rubber, ruler, protractor, compass.

Calculators for science and mathematics (calculator papers) must conform to JCQ regulations, have new batteries and you must remove the cover and any instructions.

Q. What items are NOT allowed into the examination room?

- No food is allowed in the exam room.
- You can bring a drink but it must be in a clear plastic bottle with no labels.
- Bags and coats must be left in the care of the invigilators at the front/back of the room.
- Mobile telephones, iPods, smartwatches, watches, mp3/4 layers or any other electronic storage device. You are strongly advised to leave your phone at home. If you forget and bring it with you to school, you must switch it off and hand it to an invigilator before the exam begins. You are responsible for collecting it at the end of the examination.

Q. Can I bring an inhaler or medication into the exam?

Yes, if you normally use inhalers or other prescribed medication, you can bring what you need into the exam room but you must put it in a clear bag or have it out on the desk so the invigilators can see it.

Q. What do I do if I think I have the wrong question paper or answer sheet?

Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.



Q. What do I do if I forget my Candidate Number?

Your candidate number is printed on your individual timetable and will be on the ID card on your exam desk. Take care to write the correct number on all your exam scripts.

Q. What do I do if I forget the school Centre Number?

The Centre Number is **33665**. It will be displayed in the examination room and on your ID card.

Q. Do I have to wear school uniform?

Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. Can I leave the exam early?

No. This is disruptive to other candidates. A candidate may not leave the examination room without the permission of the invigilators. Under JCQ regulations you must stay in the examination room for at least one hour after the published start time of exams that last for 1 hour or more.

Q. What are UCI and ULN numbers?

Unique Candidate Identifier and Unique Learner Numbers and used by the awarding organisations and the Learner Record Service to identify individual learners and store information on all their entries and results. You don't need to learn these numbers.

Q. What are post results services – enquiries about results and access to scripts?*

The table below explains the main services available to candidates following the publication of results. Fees and application forms will be available from the Exams Officer when results are published. Post results services can be expensive and students are advised to seek advice from subject teachers before applying. If a grade is amended as a result of an enquiry the review fee will be refunded.

<p>EAR Service 1 - Clerical re-check</p> <p>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</p> <ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks; <p>Service 1 may also be requested with copy of the re-checked script</p>	<p>EAR Service 2 - Post-results review of marking</p> <p>This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service will include:</p> <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1; • a review of marking as described above; <p>Service 2 may also be requested with copy of the re-checked script</p>
<p>EAR Service 3 - Post-results review of moderation</p> <p><i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied.</i></p>	<p>ATS – Original script (to support T&L)</p> <p>This service is to request the original script to be returned. This service is available to individual candidates or centre staff (subject to candidate permission). Teachers may ask permission to use your script to help new students but your</p>

<p><u>This service is not available to individual candidates.</u> <i>If the centre's controlled assessment or coursework marks have been accepted without change by the exam board this service will not be available.</i></p>	<p>name would be removed and no one would know it was your script.</p>
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* Information correct at time of publication.



15 Tips for a successful exam day:

1. Check your timetable every day to make sure that you have not confused the day/time/venue of your exams. Don't just rely on your friends – they might be doing different exams to you.
2. Get your uniform and equipment ready the night before.
3. Wake up early so that you have plenty of time for breakfast and getting ready.
4. Before leaving home, check that you have everything that you might need – black pens, pencil, sharpener, rubber, math's equipment, water bottle. Leave at home the things you must not bring into the exam – phone, smart watch, electronic storage devices and revision notes.
5. Allow plenty of time to get to the exam, especially if you have to use public transport. Unexpected events can happen and you do not want to be late.
6. Don't panic if you think you are going to be late; contact school and we will tell you what to do.
7. Go to the toilet before the exam starts. Exams can be quite long and there is no time to waste. Leaving the examination is disruptive to yourself and others.
8. Listen to the warning and instructions given by the exam invigilators or centre staff.
9. Remember to write your name and candidate number on the answer booklet and any additional sheets you use.
10. Read the instructions and questions carefully before starting. Remember, you must be clear about what you have to do, especially on papers that offer a choice of questions.
11. Manage your time; quickly plan how much time to allocate to each section or question and be strict with yourself about moving on so that you can answer all the questions.
12. If your brain freezes, just start writing anything and you will soon start remembering more details. Start answering the questions that you feel most confident about and leave any questions that you are unsure about for the end.
13. Try to keep your handwriting tidy and write inside the border lines. You don't want to lose marks because the examiner cannot read your answers.
14. Use every minute of the exam and remember to leave yourself some time at the end to review your answers to correct any spelling or grammar mistakes and add any **extra comments** you think are worth mentioning. You will be surprised what you can spot in those last few minutes.
15. Tell the invigilator or exams officer if you have a problem before or during the exam, for example an incident on the way to the exam, feeling unwell or simply that you can't see the clock or hear the

instructions. Minor issues can usually be resolved quite easily but we can't help you if we don't know there's a problem when you are sitting the exam.



JCQ Documents:

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Page 36	Information for Candidates – Coursework assessments
Page 40	Information for Candidates – Using Social Media



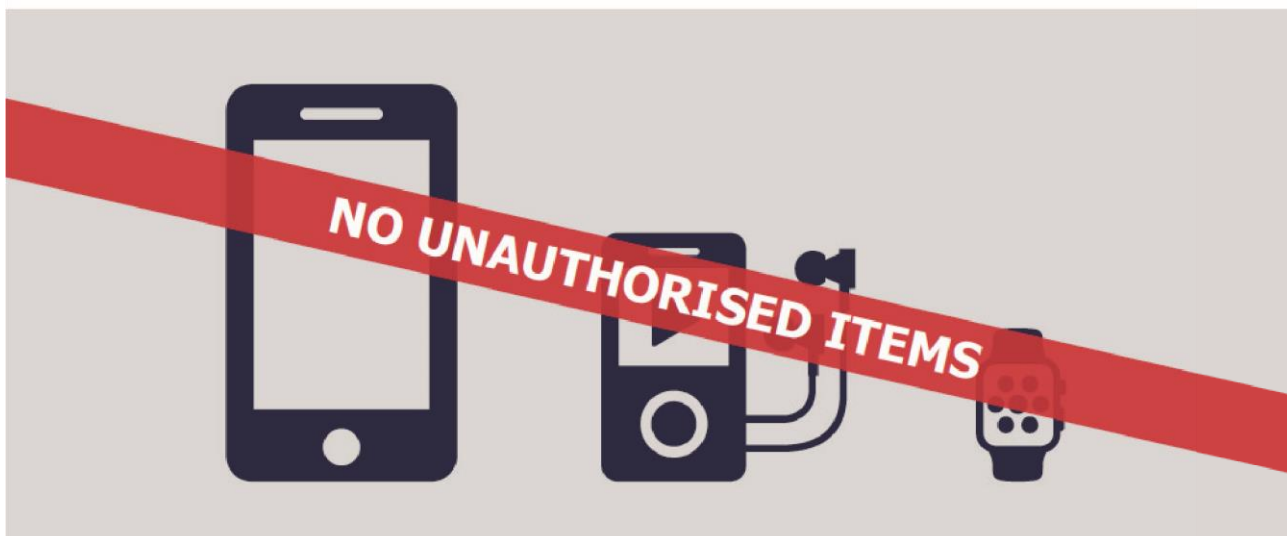
AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

1. You **must** be on time for all your examinations.
2. **Possession of a mobile phone** or other unauthorised material is **not allowed** – even if you do not intent 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.

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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

Produced on behalf of:



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This document has been written to help you.

Read it carefully and follow the instructions.

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

A. Regulations – Make sure you understand the rules

- 1) Be on time for all your exams. If you are late, your work might not be accepted.
- 2) Do not become involved in any unfair or dishonest practice during the exam.
- 3) If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4) You must not take into the exam room:
 - a) notes;
 - b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.
- 5) Any pencil cases taken into the exam room must be see-through.
 - a) **Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.**
- 6) If you have a watch, the invigilator will ask you to hand it to them.
- 7) Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 8) Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 9) You must not write inappropriate, obscene or offensive material.
- 10) If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 11) Do not borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

- 1) Always listen to the invigilator. Always follow their instructions.
- 2) Tell the invigilator at once if:
 - a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - b) the question paper is incomplete or badly printed.
- 3) Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4) Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
- 5) Remember to write your answers within the designated sections of the answer booklet.
- 6) Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
- 7) 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.
- 2) 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.
- 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 the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Joint Council for
Qualifications ^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2021

Produced on behalf of:



©JCQ^{CIC} 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) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.
 - (1) Unless you are told otherwise, you must not have access to:
 - c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
 - d) pre-prepared templates.

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the on-screen test

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

E. Advice and assistance

- 1) If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2) Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do; (b) you do not feel well.
- 3) You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1) Ensure that the software closes at the end of the on-screen test.
- 2) If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3) Do not leave the exam room until told to do so by the invigilator.
- 4) Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
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/home/privacy-policy/

Who we are and how to contact us

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

<https://www.jcq.org.uk/contact-our-members/>

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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



Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications ^{CIC}

Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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

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

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

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

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

The regulations state that:

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

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

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

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

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

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

Preparing your coursework – good practice

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

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

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

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

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

Don't be tempted to use pre-prepared online solutions – this is cheating.

Electronic tools used by awarding bodies can detect this sort of copying.

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

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- 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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

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

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

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

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

Penalties that awarding bodies apply include:

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

Please take the time to familiarise yourself with the JCQ rules:

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

