

CANDIDATE EXAM HANDBOOK

2023/24

This handbook is reviewed and updated annually

Produced/reviewed by	
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Introduction

The Wordsley School is committed to ensuring that candidates are fully briefed on the examination 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 this 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

Regulations are in place to prevent any malpractice. Candidates should be aware of what constitutes 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 need to know that the following would be malpractice

- Copying or allowing work to be copied – eg posting written work on social networking sites prior to an examination / assessment.
- Collusion: allowing others to help produce your work or help 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.

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work and/or non-examination assessments and coursework, as example:

Research and using references

Where computer-generated content has been used (such as an AI Chatbot), your reference must show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

Plagiarism

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

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 (Included within the appendices, at the back of this booklet) Please see Appendix 4.*

Copyright

- *The copyright of any form of 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*

Non-examination assessments (NEA's)

- *JCQ information for candidates documents - non-examination assessments, social media (can be found in the back of this book, candidates provided with an electronic copy, via school email accounts)*
- *Teaching staff will inform candidates about their assessments (dates and times)*

Written timetabled exams

- *Candidate statement of entry (to check that personal details and exam entries are correct) will be issued in March.*
- *If this information is incorrect please contact Mrs Millichamp (Exams Officer)*
- *Candidate exam timetable (to ensure candidates know the date and time of all their exams/assessments), and any relevant information regarding seating arrangements will be sent home before Easter.*
- *The JCQ information for candidates documents – written examinations, social media can be found at the back of this booklet.*
- *Exam room posters – Warning to candidates, Unauthorised items can also be found at the back of this booklet.*

Contingency sessions - Summer 2024

The contingency days are the afternoon of 6th and 13th June 2024 and the whole day of 26th June 2024. Candidates should remain available for examinations up to and including this date.

On-screen tests

For 2023-2024 we do not have any planned On-screen tests.

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

- *JCQ guidance on a timetable clash will be adhered to.*
- *A timetable clash will be discussed with the individuals involved - two or more exams within the same session and will be managed by the exams officer. (where one paper will be taken,*

followed immediately/after a short supervised break by the next paper(s) in the same session and the formal examination conditions that will be in place at all times in the exam room)

Where you will take your exams

The majority of exams will take place in the Sports Hall. Pupils with access arrangements, reasonable adjustments or medical conditions may be asked to sit their exam in a smaller room, this will be communicated nearer the time.

What time your exams will start and finish

- Most morning sessions commence at 09:00am and afternoon sessions at 13:15pm. Some exams may start earlier, but we will let you know which ones affect you.
- You should be in school at least 15 minutes before the start and assemble in Oasis at least 10 minutes prior.
- You will be expected to remain in the exam room until the end of the examination, and only be dismissed when the exam scripts have been collected in and accounted for by the invigilators.

Supervision during your exams

- *Exams are supervised by a team of external invigilators.*
- *Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies.*

Exam room conditions

- *Candidates are invited or escorted into the exam room by a member of SLT.*
- *Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator and must remain silent until they have left the examination area.*
- *Candidates must listen to and follow the instructions of the invigilator at all times in the exam room.*
- *Candidates must not communicate with or disturb other candidates.*
- *Information is displayed in the exam room including centre number, subject title, paper number and the actual starting and finishing times, and date, of each exam*
- *Any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that must only do this when the invigilator's announcement instructs them to.*
- *If you require additional answer sheets / answer books please put up your hand and request one from the invigilator.*
- *Candidates must not open the question paper until the examination begins*

Where you will sit in the exam room

- *Most candidates are seated in candidate number order, with the exception of candidates with access arrangements or medical conditions.*
- *You will be invited into the hall in row order, if you can not locate your seat, put up your hand and an invigilator will assist you.*

How your identity is confirmed in the exam room

A member of SLT will ensure that your identity is confirmed prior to the examination.

What equipment you need to bring to your exams

- You must bring with you all your own equipment, ie Pencils, ruler, protractor, compasses, calculator etc. Pencil cases must be clear. Only black pens can be used. Do not use gel

pens as these may not be picked up when scripts are scanned for marking. Highlighter pens may be used for highlighting parts of the question, but must NOT be used in the answers.

- The centre will provide any additional answer sheets or booklets you require.
- You are reminded that it is your responsibility to produce legible work. If the examiner cannot read your answers he/she will be unable to mark it.

Using calculators

If calculators are permitted, the memory must be cleared, and any lids removed.

10 Using calculators

- 10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.
- 10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.
- 10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.
- 10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.
- 10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.
- 10.6 During an examination a calculator must not be able to offer any of these facilities:
- a) language translators;
 - b) symbolic algebra manipulation;
 - c) symbolic differentiation or integration;
 - d) communication with other machines or the internet;
- 10.7 During an examination a calculator must not give access to pre-stored information. This includes:
- a) databanks;
 - b) dictionaries;
 - c) mathematical formulae;
 - d) text.
- 10.8 A calculator must not be borrowed from another candidate during an examination.
- 10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.
- 10.10 An invigilator may give a candidate a replacement calculator.
- 10.11 Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.
- 10.12 A series of FAQs on the use of calculators in examinations may be found at:
<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

What you should not bring into the exam room

- Any form of electronic communication: mobile phones / MP3 Players / Smart Watches / etc
- Any wristwatches
- Earbuds
- Unauthorised items such as notes / revision cards

If regulations are breached, the Head Of Centre must notify the awarding body immediately of all alleged, suspected or all actual incidents of malpractice.

Food and drink in exam rooms

Clear, plastic water bottles are allowed in the exam room if the label has been removed. They should be placed on your desk at the start of your exam. Fizzy drinks are **NOT** allowed.

Candidates with medical conditions are allowed to bring in food in a clear plastic box / bag. This must be authorised by Mrs Millichamp prior to the start of the examination season. No packaging with writing is allowed.

Please speak to Mrs Millichamp if you have any queries.

What you should wear for your exams

You will be expected to wear full school uniform and the normal jewellery regulations will apply. Please ensure that all blazer pockets are empty before you enter the exam room.

Where your personal belongings will be stored during your exam

All bags and belongings will be stored securely in the sports hall changing rooms. If you take any unauthorised items into the exam room, please inform an invigilator prior to the exam starting, and they will store it securely outside the exam room until the end of the examination.

What to do if you arrive late for your exam

A candidate who arrives after the start of the examination may be allowed to enter the exam room and sit the examination, only at the discretion of the Head Of Centre.

A candidate who arrives very late (an hour or more after the published start time) may be allowed to sit the examination but the awarding body will be informed and they may decide not to accept the script.

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

- *Please inform the school as early as possible if you are unwell and unable to attend.*
- *If you are unwell but able to attend for your examination, and then wish to go home, please inform the school as early as possible so that alternative arrangements can be made to accommodate you.*
- *If you feel unwell during the exam please inform an invigilator.*

What happens if you have an unauthorised absence from your exam

If there are any unauthorised absences from examinations you will be charged the entry fee for that particular examination.

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

Please refer to the Emergency Evacuation Procedures in Appendix 1

Candidates with access arrangements/reasonable adjustments

- Candidates will be invited to an individual meeting after Easter to discuss their access arrangement requirements.

Results

A provisional statement of results will be available to collect from school reception on Thursday 22nd August 2024 between 09:30am and 11:30am (these results remain provisional until the window of results enquiries has closed).

These arrangements may be amended at short notice in the event of a national emergency.

Senior members of staff will be available during the morning to discuss your results and help you to make decisions on the submissions of enquiries.

If you are unable to collect your results on the day, please, either

1. Leave a stamped addressed envelope with the Exams Officer and your results will be posted to you.
2. Send us a letter or email instructing us to email you results to you.
3. Send a letter prior, authorising a third party to collect on your behalf (the third party must bring ID with them)

Any results not collected on the day will be posted to your last known address when we return to school in September.

Post-results services

The services available to you are :~

- ATS – Access to copies of your scripts
- Clerical recheck – this is a recheck of all clerical procedures leading to the issue of a result
- ROR – Review of results – this is a post results review of the original marking to ensure that the agreed mark scheme has been applied correctly – it is not a remark of the original script

Requests for post results services must be made through The Wordsley School.

Candidates will be informed about the deadlines, fees and charges for these services before their final exam. A consent / permission form will be collected after the publication of examination results.

Certificates

- Certificates will be issued at Presentation Evening – this is a ticket only event and you will receive an invitation in the post.
- If you are unable to attend, certificates will be available to collect from school reception, after presentation evening. Please phone ahead to arrange a mutually convenient time to collect your certificates.
- Unclaimed certificates are usually destroyed after 12 months.

Internal appeals procedure

- *The centres Internal Appeals procedure can be found on the school website and an internal appeals form can be requested from the Examinations Officer.*

Complaints policy

The centres Complaints and Appeals procedure can be found on the school website and a complaint form can be requested from the Examinations Officer.

Emergency Evacuation – Examination Candidates**What to do in the event of an emergency evacuation when timetabled for an examination**

In the event of an alarm sounding prior to an examination starting, you will be directed to the exam assembly point which will be separate to your registration form.

IN THE EVENT OF THE EMERGENCY ALARM SOUNDING AFTER THE EXAMINATION HAS STARTED

When instructed by the invigilator, STOP writing and close the paper- leave it on the exam desk.

Evacuate the exam room, as directed by the invigilator, in an orderly manner. Leave all your exam papers, equipment and personal possessions on the exam desk. You will not be allowed to collect coats or bags, they must be left behind in the examination room.

You will still be under examination conditions and therefore must not communicate with any other candidate. Any communication or problem must be directed to an invigilator.

You will be escorted to the front of the school building and on to the main school carpark, where you will wait in silence, standing 1.2 meters apart until instructed otherwise.

When the emergency is over you will be escorted by the invigilators back to the examination room. When there, return to your desk but do not commence writing or reading the questions.

You will be told when it is appropriate to re-start the examination.

A new exam finish time will be set, taking into account the time lost due to the emergency evacuation.

You must NOT communicate with any other pupil at any time during the evacuation. You must read this information if you are undertaking qualifications that contain elements of written exams or coursework assessment.

JCQ Information for candidates - Non-examination assessments

You **must** read this information if you are undertaking qualifications that contain elements of Non-Examination Assessments.



Information for candidates

Non-examination assessments

Effective from 1 September 2023

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 or generated online solutions and try to pass them off as your own work – 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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material - you **cannot** copy it and claim it as your own work.

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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, ideas or outputs 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, ideas or outputs and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

JCQ Information for candidates – Written Examinations

You **must** read this information if you are undertaking qualifications that contain components of Written Examinations.



Information for candidates

Written examinations

With effect from 1 September 2023

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, a watch, AirPods or earphones/earbuds.Any pencil cases taken into the exam room **must** be see-through.
Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. 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 information as it contains 'Information About You and How We Use it'.



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

JCQ Information for candidates – Social Media

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

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



While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

If you do any of the above activities, you may:

- ❗ Receive a written warning
- ❗ Lose marks
- ❗ Be disqualified from a part of or all of your qualifications
- ❗ Be banned from taking assessments for a number of years

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

JCQ Information for candidates – Unauthorised Items poster

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



AQA

City & Guilds

CCEA

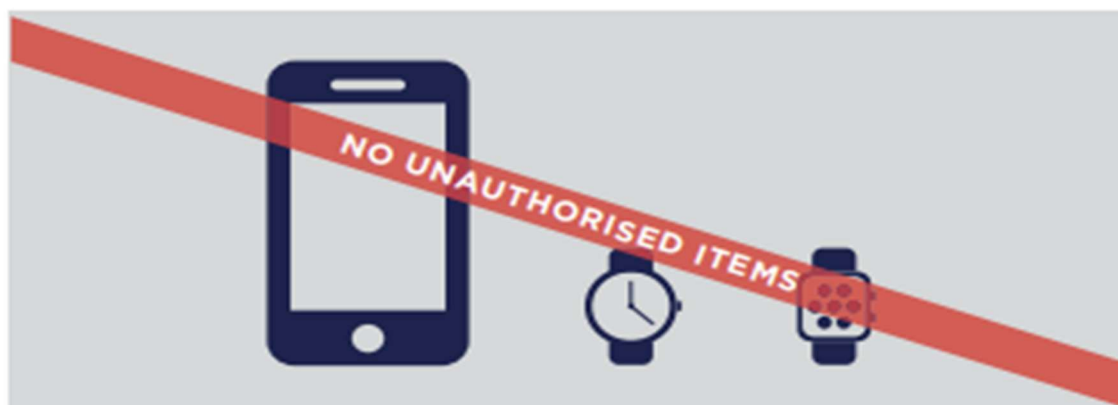
OCR

Pearson

WJEC

NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone
or any watch, 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 Information for candidates – Warning to Candidate poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

CANDIDATE CONFIRMATION

To confirm you have received, read and understood the contents of this handbook, please sign and date the tear-off slip below and return to Mrs Millichamp (Exams Officer) by Friday 26th April 2024.

If there is anything you do not understand, you should ask Mrs Millichamp for clarification.



CANDIDATE EXAM HANDBOOK

NAME: Overwrite your name here

Date I received the handbook: DD / MM / YYYY

I have read the contents

I understand (Tick all of the boxes that apply)

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

I have read and understand the 2023 - 2024 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Non-Examination Assessments
- Written Exams
- Privacy Notice
- Social Media
- Unauthorised Materials
- Warning to Candidates

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here **Date of signature:** DD / MM / YYYY