



WESTHOLME SCHOOL

Unrivalled Holistic Excellence

Candidate exam handbook 2023/24

This handbook is reviewed and updated annually

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Introduction

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

Purpose of the candidate exam handbook

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

Malpractice

What malpractice is and the possible consequences

- 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

Information for candidates – social media

- You should be aware that the following constitute malpractice: copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to); failing to report to your centre assessment related information being shared online;
or
- passing on rumours of exam content.

Managing behaviour in exam rooms procedure.

- You **must** read the Warning to Candidates on page 21 & 22
- Where a candidate is being disruptive, they will first be warned that they may be removed from the examination room

- Also, they will be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.
- If you are suspected of using, or attempting to use, unfair practice of any kind, you will be reported to the examination board. This could result in your disqualification from all your examinations, including those that you have already taken.
- Please make sure that you behave in such a way that there can be no possible suspicion of any irregularity.

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** (see appendix 3 at the end of this booklet)

Copyright

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

Non-examination assessments

- Relevant JCQ information for candidates documents are provided as appendices at the end of this booklet – Information for candidates - non-examination assessments and Information for candidates - social media
- Candidates will be informed by subject teachers when assessments will take place
- Deadlines will be set by subject teachers and must be met
- Internal assessments are marked/assessed by subject teacher
- Candidates will be notified of their centre-assessed marks within the necessary timescale to allow for, if the candidate should submit an internal appeal/request for a review of marking prior to the final marks submitted to the awarding body.

Written timetabled exams

TIMETABLE

It is **vital** that you read your timetable correctly and that you know exactly when all your examinations are - **this is your responsibility**. Make sure that you allow plenty of time for the journey to school - you do not want to be arriving at the last minute.

You have been given an examination timetable. Please highlight your exams and check if they are in the morning or afternoon. KEEP THE TIMETABLE IN A SAFE PLACE.

If you are late for an examination, you will be allowed the full time to complete the paper, but the examination board might not accept your work if they feel that the security of the examination might have been breached. Oversleeping, forgetfulness and misreading the timetable are **not** regarded as sufficient justification for lateness.

If you have a problem, inform school- **the earlier the better**.

The number is- **01254 506070**

Contingency days- Summer 2024

- The awarding bodies have designated the following as contingency days :-
- Afternoons – **Thursday 6th June and Thursday 13th June**
- Whole day - **Wednesday 26th June** as a 'contingency day' for examinations.
- The designation of a 'contingency day' within the common examination timetable is in the event of national or local disruption to examinations.
- Where a candidate chooses not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Therefore, it is important to be aware of this when making plans for the summer.

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

- If you have a timetable clash (two or more exam papers timetabled at the same time) one paper will be taken, then immediately after the second paper will be taken in the same session, this will be after a short supervised break between the two papers, (providing the total time is no more than three hours including approved extra time allowances)
- If the total time for two exams is more than three hours, you will be timetabled to take one exam in the morning session and the second in the afternoon session.
- If you have a timetable clash and are timetabled to take one exam in the morning and one in the afternoon you will have lunchtime supervision. A member of centre staff will supervise you during this time, **please remember to bring a packed lunch**. You will be allowed to revise during this time.

Overnight supervision arrangements

Overnight supervision arrangements will only be applied as a last resort and once all other options have been exhausted

- Candidates will be allowed to take the examination the following morning, including Saturdays.
- Candidates are not allowed to take examinations on an earlier day than scheduled on the timetable

- The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning
- The candidate must not meet or communicate with anyone who may have knowledge of the content of the exam
- The candidate must not have access to any form of electronic communication or storage device e.g. telephone (both landline and mobile), email, internet and social media.
- The candidate must be under supervision of centre staff or parent from 30 minutes after the awarding body's published starting time for the delayed exam
- The candidate's parent may undertake the supervision of the candidate on journeys to and from the centre and overnight.

Where you will take your exams

Most of your examinations will be in the **Sports Hall**. For each of these examinations, your form teacher will give you a seat number before you go to the examination, **it is important that you know your seat number before you enter the exam room**. When you enter the exam room go straight to your seat and sit in silence (**once you enter the exam room you are under exam conditions and must remain silent**). For examinations in other rooms, you will be seated when you arrive in the room. Your form teacher will tell you which room to go to for your examination.

Where you will sit in the exam room

You will receive a final individual timetable approximately two weeks before the start of your exams; this will tell you when and where your exam will take place and your seat number. **It is important that you remember your seat number before you enter the exam room**. Your form tutor will be able to remind you of your seat number at registration.

What time your exams will start and finish

MORNING EXAMINATIONS

If you have an examination in the morning, you should be in school **by 8.45am** at the latest. Go directly to your form room where you will be registered by your form teacher and given your seat number. Do not go to assembly, but go **as quickly as possible** to the examination room- we will aim to start morning examinations by **9.10am at the latest**. If you arrive after 8.55am you should go straight to the examination room. If you think you may be later than 9.00am you should contact reception, who will inform the Exams Officer/Head of Year.

If you have no afternoon examination after a morning examination, you may go home at lunchtime, but you must **sign out** before you leave.

AFTERNOON EXAMINATIONS

If you have an afternoon examination only, you **must arrive at the beginning of the lunch hour**. **You should sign in at reception by 12.15pm at the latest**, you will find your seat number on the signing in register. You will then be able to have lunch. **You must be in the examination room by 1.20pm** so that the examination can start at **1.30pm** at the latest.

TRANSPORT HOME

Remember to organise transport home after a morning examination or after an afternoon examination that is likely to end after 4pm. It is not always possible to collect and check all the scripts before the coaches leave.

Supervision during your exams

- Exams are invigilated by external invigilators and centre staff
- Invigilators must follow strict rules and regulations when conducting exams as directed by JCQ awarding bodies

Exam room conditions

Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

- You must enter the exam room in silence
- Once you are in the exam room you are under formal exam conditions
- Anyone caught talking once in the exam room will risk being reported to the exam board for malpractice and this could result in disqualification from the exam.
- You must go straight to your desk
- You must not communicate with or disturb other candidates
- You must listen to and follow the instructions of the invigilator at all times in the exam room
- You must not communicate with or disturb other candidates
- The Centre number, subject title, paper number and actual starting and finishing times, date of each exam will be displayed on the notice board at the front of the exam room
- Stationery and question papers will be given out, read **carefully** all the instructions on the front of the examination paper and the answer booklet if you are using one.
- Make sure you answer the correct number of questions. If necessary, write your answers in the answer booklet provided. Put the question numbers in the margin and, if you use supplementary sheets, number them as you use them.
- Make sure you write your name and candidate number on any supplementary sheets you use.
- Ensure that you turn over all the pages and that you see all the questions on the paper.
- Use **black** ink. The use of coloured pens or pencils is only allowed on maps, charts and diagrams.
- Blotting paper is not allowed, so a ballpoint pen might be preferable to a fountain pen.
- Rough work should be done in the answer booklet and cross out neatly. All rough work should be handed in with your exam paper.
- Many examinations are now marked online, so it is important that you only write your answers in the designated areas of the examination paper.
- If you need anything, such as a supplementary sheet, or if you drop anything, put your hand up and an invigilator will help you.
- If you are allowed extra time, you will be given, during the examination, a piece of paper showing your finishing time as well as that of the other candidates. **It is not compulsory for you to take all the extra time.**
- You will not be allowed to leave the room until the end of the examination.
- Fill in all the details on the front of the answer booklet, including your candidate number.
- If a candidate has to leave the examination room temporarily due to feeling ill they **must** be accompanied by a member of staff at all times.
- Depending on the circumstances the candidate will be allowed extra time at the discretion of the centre to compensate for their temporary absence. This will be added to the end of the exam time.

- If it is necessary to leave the room for a toilet break you **will not** receive extra time for this temporary absence from the exam room.
- At the end of the exam stop working **immediately** when you are told to do so. Do not try to finish what you are doing.
- If necessary, fill in the boxes on the front of the answer booklet to show which questions you have answered.
- At the end of the exam, you **must** put any loose additional answer sheets in the order you have answered the questions and insert them inside the answer booklet.
- Sit in silence while the papers are taken in and checked, and wait to be dismissed - you will probably be dismissed one row at a time. Leave in silence - others may be still working, and must not be disturbed.

What equipment you need to bring to your exams

You must have with you all the equipment that you will need for the examination - pens, pencils, ruler, etc. You will **not** be allowed to borrow anything during the examination.

These items should be in a **clear** plastic bag or pencil case.

You might also need-

- A calculator, if one is allowed. Check beforehand that it has new batteries. (See regulations regarding calculators).
- For some subjects, you must ensure that you have with you any resources which have been given out in advance and which will be used in the examination.
- You might want to take some **tissues** into the examination. These should be in a transparent packet or bag.

Using calculators

Calculators may be used in an examination unless prohibited by the awarding body's specification.

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

Calculators must be:

- of a size suitable for use on the desk
- either battery or solar powered
- free of lids, cases and covers that have printed instructions or formulas.

The candidate is responsible for the following:

- the calculator's power supply
- the calculator's working condition
- clearing anything stored in the calculator.

Calculators must not:

be designed or adapted to offer any of these facilities:-

- language translators
- symbolic algebra manipulation
- symbolic differentiation or integration
- communication with other machines or the internet

- be borrowed from another candidate during an examination for any reason

- have retrievable information stored in them – this includes:-

- databanks
- dictionaries
- mathematical formulas
- text.

The use of a calculator with any of the above features will be regarded as malpractice.

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

- Your blazer and bag, which should be left in the cloakroom/locker in the main building
- **MOBILE PHONES** - you could be disqualified from the examination if you have brought a mobile phone into the room, even if it is not turned on
- **SMARTWATCHES AND WATCHES**
- Spectacle cases
- Calculator cases, unless they cannot be removed
- Instructions for the use of the calculator
- Pencil cases, unless they are transparent
- Correcting fluid or correcting pens
- Blotting paper
- Food or drink, unless allowed for medical reasons
- **Any unauthorised material**, for example notes.

Food and drink in exam rooms

- It is the centre's policy not to allow candidates to bring food into the exam rooms, however, they can bring bottled water in a **clear bottle with all labels removed**
- Water can be provided for candidates; if they need a drink they put their hand up and will be given a cup of water.
- If for medical reasons, food or drink is allowed all packaging and labels must be removed.

What you should wear for your exams

UNIFORM

Please make sure that you wear the correct uniform when you come into school for an examination

Where your personal belongings will be stored during your exam

- You must leave any personal items in the cloakroom/your locker. **Under no circumstances should mobile phones or wrist watches be brought into the exam room.**

What to do if you arrive late for an exam

- If a candidate is late for exam the Exams Officer and Head of Year will be advised, they will try to locate the candidate and/or parent.
- The parent will be advised to keep the candidate under supervision at all times until the candidate is handed over to a member of centre staff.
- The parent will be asked to sign an appropriate statement to confirm the supervision arrangements that were put in place.
- The candidate will then be allowed to enter the room and sit the exam, they will be allowed the full time for the examination, at the end of the exam they will be told the exam board will be informed and their paper may not be marked.
- The JCQ regulations will be followed in reporting late arrivals.

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

- If you are so unwell that, you cannot come to school to do your examination (broken leg, infectious illness etc.), ring school **as soon as possible** so that alternative arrangements can be made.
- It will **not** be possible for you to sit the examination on another day, but it might be possible for a member of staff to invigilate the examination at home or in the hospital.
- If you are unwell but manage to attend the exam, notify Exams Officer/Head of Year
- If you are unwell during the exam put your hand up and tell the invigilator

What happens if you have an unauthorised absence from an exam

- If a candidate is absent for an exam, in the first instance the Exam Officer will be advised, together with Head of Year who will try to locate the candidate and make every effort to ensure the student is able to sit the exam within the permitted starting time as set by JCQ regulations.
- Any absent candidates are marked as absent on the attendance register/seating plan.
- Candidates should be aware that they need to contact school immediately if they are likely to be absent from an exam.
- If you fail to attend your exam, you will not receive a result and you will be re-charged the entry fee for that exam.

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

- If there is an emergency during the exam and it is necessary for candidates to evacuate the room they will be instructed by the invigilator to:-
- Close exam papers and listen carefully to the instructions from the invigilator.
- Leave the room in silence
- **Do not to communicate at all with each other.** Remain in silence as they are still under exam conditions
- If the exam is able to continue, candidates will re-enter the room and then be allowed the **full time** for the examination.

Candidates with access arrangements

- Candidates are involved in any decisions/discussion regarding appropriate arrangements
- Candidates are informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply
- Candidates will be informed where their exams will take place etc.

Results

- Results are issued to candidates from 8am (A Level) and 9am (GCSE) on results days.
- These are issued in the Sixth Form Centre. SLT/Head of Department and teaching staff will be available to discuss results/review of results.

- If you know you will be unable to collect results in person they can be emailed to your personal email address on results day. **Arrangements need to be in place prior to results day.**

Post-results services

You will receive information about the post results service on results day and how to request a review of results if required:-

- The services which are available (e.g. reviews of results and appeals, access to scripts)
- How to make a requests for post-results services, these must be made through the centre
- How and when candidates are informed about the deadlines, fees and charges for these services
- How and when informed consent/permission is collected etc.

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

- The exams officer issues certificates to candidates by one of the following:-
- Certificates will be issued to candidates at an annual presentation evening
- If pupils are unable to attend the presentation evening and are still in school, they are handed to them personally and the candidate has to sign to say they have received and checked them, a copy of this receipt acknowledgement is kept on file.
- Candidates who have left the school will receive a letter asking them to call in person to collect their certificates from reception. Once again, they have to sign to say they have received and checked them and a copy of this receipt acknowledgement is kept on file.
- It is important to keep these certificates safe, as they will be needed in future if you apply to university or for a job.
- Unclaimed certificates will be destroyed after one year.

Centre's Internal Appeals Procedures

- Candidates will be informed of their centre-assessed marks in lessons, after internal marking and moderating procedures have taken place. In all cases, marks will be made known to students **no later** than 10 working days prior to submission to the awarding body.
- Requests for copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment should be made to the relevant Head of Department.
- Requests for reviews of marking must be made to the Assistant Head – Teaching and Learning, **in writing, within 5 working days** of the marks being made available to students.
- The Head of Centre will oversee all reviews; this may include conducting the review, or appointing an appropriate assessor who has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Work that is submitted after the final deadline set by the department will **not** be eligible for a review of marking, except in exceptional circumstances.
- Where possible, reviews will be completed within 5 working days from acknowledged receipt of the request. Any delays will be informed in writing.
- Once complete, the candidate will be informed, in writing, of the outcome of the review of the centre's marking.

Complaints and appeals procedure

If a candidate (or his/her parent) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, Westholme School encourages him/her to try to resolve this informally in the first instance. A concern or complaint should be made in person, by telephone or in writing to the Principal.

If a complaint fails to be resolved informally the candidate (or his/her parent) is then at liberty to make a formal complaint.

JCQ Information for candidates – non-examination assessments

You **must** read this information if you are undertaking qualifications that contain components of non-examination assessment.

This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Research and using references

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

The research you do may involve looking for information in published sources such as textbooks, 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 that is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

JCQ Information for candidates – written exams

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

CIC

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For written examinations – effective from 1 September 2019

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

A	Regulations – Make sure you understand the rules
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. 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 wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B	Information – Make sure you attend your exams and bring what you need
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C	Calculators, Dictionaries and Computer Spell-checkers
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D	Instructions during the exam
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E	Advice and assistance
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F	At the end of the exam
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

JCQ Information for candidates – Privacy Notice

You **must** read this notice as it contains “*Information about You and How We Use It*”

Information for Candidates Information **About You and How We Use It**

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

AQA <https://www.aqa.org.uk/about-us/privacy-notice> CCEA

http://ccea.org.uk/legal/privacy_policy

City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy> NCFE

<https://www.ncfe.org.uk/legal-information>

OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>

Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>

WJEC <https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf>

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

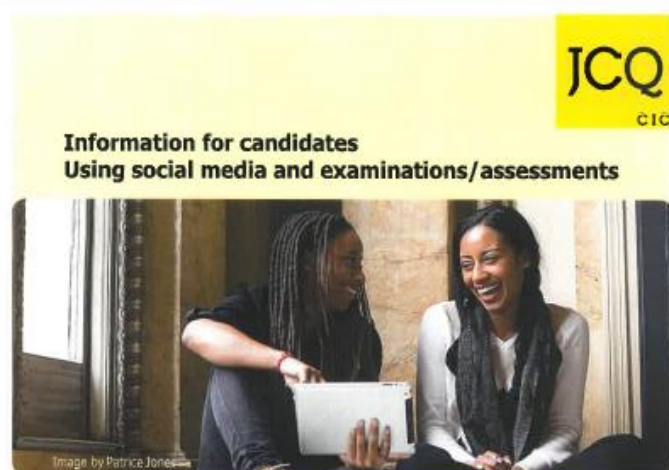
To find out more about the information about you that the awarding bodies collect and use, including what happens to that information why, you can review the awarding bodies' full Privacy Notice, which can be accessed here (see links on page one) or contact the awarding body. You will find links to each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

Please note

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

JCQ Information for candidates – social media

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



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. They will then report the matter to the awarding body and it will be investigated.

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



You should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

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

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

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



JCQ 2017 – Effective from 1 September 2017

JCQ No Mobile Phones poster

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



JCQ Warning to Candidates poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to candidates

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

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

Effective from 1 September 2021

Candidate confirmation

To confirm you have received, read and understood the contents of the candidate exam handbook, please sign and date the reply slip below and return to Mrs Bentham (Exams Officer) by **Friday 22nd April**

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

CANDIDATE EXAM HANDBOOK

NAME **FORM**

Date I received the handbook.....

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 2023/24 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- ☐ Non-examination assessments (Appendix 1)
- ☐ Written exams (Appendix 2)
- ☐ Privacy Notice (Appendix 3)
- ☐ Social media (Appendix 4)

By signing here, I am confirming all of the above

Candidate Signature:

Date of signature