



Candidate exam handbook

2019/20

This handbook is reviewed and updated annually

Produced/reviewed by	
Examinations Officer	
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Introduction

Wilson Stuart 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.

We aim to make the examination period as stress-free & successful as possible for candidates. Hopefully, this booklet will prove informative and helpful for you and your parents. Please read it carefully and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Organisations (or examination boards) set down strict criteria which must be followed for the conduct of examinations, coursework, controlled assessments and non-Examinations. Wilson Stuart School is required to follow them precisely.

The Joint Council for Qualifications (JCQ) produces several information notices which students are required to have made available to them in advance of exams.

Please note candidates **MUST** read appendices 1-8 carefully and be aware that breaking any of the examination rules or regulations could lead to disqualification from all subject exams. The school must report any breach of regulations to the Awarding Body who will make the final decision on penalties given.

Some of the questions you may have are answered within this booklet. If there is anything you do not understand, any question that has not been addressed or if you or your parents have any queries, need help or advice at any time before, during or after the examinations please do not hesitate to contact the Examinations Officer:

Examinations Officer: Dannii Shipley

Telephone: 0121 373 4475

Remember, we are here to help.

GOOD LUCK!

Purpose of the candidate exam handbook

- To complement the candidate briefing session
- 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 candidate documents and posters are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have etc.
- To signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that are made available on the centre's website/student intranet, for example emergency evacuation policy (exams), internal appeals procedures, complaints and appeals procedure, etc.
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright

Malpractice

- ▶ Examples of Candidate Examples of Malpractice:
 - a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
 - collusion: working collaboratively with other candidates, beyond what is permitted
 - copying from another candidate
 - allowing work to be copied e.g. posting work on social networking sites prior to an examination/assessment;
 - the deliberate destruction of another candidate's work;
 - disruptive behaviour in the examination room including the use of offensive language,
 - exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
 - making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework or non-examination assessment
 - allowing others to assist in the production of controlled assessment, coursework, non-examination assessment or assisting others in the production of controlled assessment, coursework or non-examination assessment;
 - the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials);
 - being in possession of confidential material in advance of the examination;
 - bringing into the examination room notes in the wrong format (where notes are permitted in examinations) or inappropriately annotated texts (in open book examinations);
 - the inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios;
 - impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment;
 - plagiarism: unacknowledged copying from or reproduction of published sources or incomplete referencing;
 - theft of another candidate's work;
 - bringing into the examination room or assessment unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators (when

prohibited), dictionaries (when prohibited), instruments which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, MP3/4 players, pagers, Smartwatches or other similar electronic devices;

- unauthorised use of a memory stick or similar device where a candidate uses a word processor;
- ▶ Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates can be seen in appendix 9:

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** please see appendix 5

Copyright

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

Before Examinations

- ▶ **JCQ Governed Examination Boards:** AQA, OCR, Pearson & WJEC/Eduqas
- ▶ **Wilson Stuart Centre Number: 20285** Candidates will need to provide this number on the front of all examination papers for those exam boards which are governed by JCQ. The centre number will be displayed both inside and outside the exam room.
- ▶ **Other Examination Boards used:** ASDAN, BCS, English Speaking Board, NCFE, The Princes Trust and The Learning Machine
- ▶ **Timetables & Statement of Entry:** You will receive an individual timetable and statement of entry showing your own specific examinations with details of date, time, duration of exam, venue and seat number as well as your **name, date of birth** and UCI/ULN Number. Please check these details carefully. If you think something is wrong you must see the Exams Officer, in the School Office immediately. These personal details will appear on your Learner Record & Certificates you achieve so it is important to check it now e.g. spelling of your name, date of birth etc. If mistakes are noticed after certificates are printed you will have to pay the exam board charge per certificate from £45 to correct them.
- ▶ **Q. Why do I need to check the details on my timetable?**
- ▶ A. The details on your timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer or for college/university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.
- ▶ **Candidate Name:** Candidates are entered under the name format of (Legal) First Name + Surname as shown on their Birth Certificate, e.g. Adam Smith. If a candidate has changed their name legally, evidence must be provided as soon as possible (in the Autumn Term of taking their exams) charges may apply after this date.
- ▶ **Candidate Number:** Each candidate has a four-digit candidate number. This is the number you will enter on all examination papers. It will appear next to your name on seating plans

and examination registers. Please learn your candidate number. It will not change throughout your time at this school, 6th Form or College.

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

A. Candidate Numbers are printed on your exam TIMETABLE (always bring your timetable with you to exams and you will have all the information you need to sit the exam) Candidate Numbers are also on seating plans & registers which are displayed inside and outside of the exam rooms. Invigilators will be able to help you find your number. Alternatively, you can check it on the seating plan, before going into the exam room.

- ▶ **UCI Number:** In addition to a candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (20285) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.
- ▶ **ULN Number:** From January 2014, all candidates are required to have a Unique Learner Number (ULN). These are issued by the Learner Records Service to students aged 13 and above. This number will be transferred with you, if you change schools or move onto further education to allow other educational settings to track your qualifications.
- ▶ **Emergency Contact Details:** Please check that school has at least one up-to-date contact number for you in case of an emergency.

Coursework assessments/non-examination assessments

- ▶ Relevant JCQ information for candidates documents are located as an appendix at the end of this handbook, these can also be found on the school website <https://www.wilsonstuart.co.uk/exams-and-accreditation/>
 - Coursework
 - Non-examination Assessments
 - Social Media
 - On Screen Tests
 - Privacy
 - Written Examinations
- ▶ Assessments take place throughout each year, for those candidates certificating in-year. These assessments must be marked & submitted to the examination boards before the start of May each year.
- ▶ Subject class teachers will decide at the start of each year when assessments & coursework take place. All candidates involved will be advised in advance and will be provided with all the necessary information, materials & revision to carry out the practical and written tasks.
- ▶ The teacher will mark all assessments which are then submitted at the end of April for External Moderation. This is where the exam board's check that the teachers have marked your work correctly these marks contribute to the overall exam results which are published in August.
- ▶ Candidates are informed of their centre assessed marks before being submitted to the exam board so that they; may request a review of the centres marking if a candidate did not agree with the marks given. If a review should take place; candidates must follow the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre's marking. This can be found on the link above.

Written timetabled exams

- ▶ **Candidate statement of entry:** Candidates must ensure they check their personal details such as full legal name (as stated on birth certificate) & date of birth. If the information provided is incorrect, candidates will need to speak with the Examination Officer ASAP to correct any anomalies and re-submit to the board before 21st February each year to avoid any charges.
- ▶ **Candidate exam timetable:*** Individual exam timetables will be provided to each candidate showing which written/practical examinations they have been assigned to. These timetables will show candidates the date and time of all their exams, which exam room, personal details, any access arrangements that have been assigned and the length of the examination. Candidates must pay particular attention to the start times of the examinations. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room in a single line until you are invited to enter by the examination officer or the invigilator. This is to allow time for candidates to be seated, identity to be checked, and examination papers to be opened & checked and for important information to be read out.
- ▶ **Seating Plans:** seating plans will be situated outside the examination room. The Invigilator and the Exams Officer will also have a copy of the seating plan on them when entering the exams room and will advise you on where you are sitting
- ▶ Candidates must ensure they read the JCQ information for candidates documents for examinations which are located as an appendix as the end of this handbook, these can also be found on the school website <https://www.wilsonstuart.co.uk/exams-and-accreditation/>
 - Social Media
 - On Screen Tests
 - Privacy
 - Written Examinations
- ▶ **Q. What do I do if I think I have the wrong paper?**
 - A. Invigilators will ask you to check the subject paper, exam code and tier before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.
- ▶ Exam room posters will be located inside and outside of the examination room for all

Contingency day - Summer 2020

The awarding bodies have designated Wednesday 24 June 2020 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. It is part of the awarding bodies' standard contingency planning for examinations

On-screen tests

- ▶ Please follow Information for Candidates for On Screen Tests which is located as an appendix as the end of this handbook, these can also be found on the school website <https://www.wilsonstuart.co.uk/exams-and-accreditation/>
- ▶ All rules and regulations are the same as a written examination

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

- ▶ Some candidates have exam clashes where;
 - Two subjects are timetabled at the same time.
 - A candidate has two or more exams in the same session.
- ▶ **Q. What do I do if there's a clash on my timetable?**

A. The Exams Officer will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then may have a short supervised break during which they must not have any communication with other candidates. They will then sit the second subject paper. Correct times will be on your individual candidate timetable
- ▶ **Q. If I have more than one exam on a day can I get lunch at school?**

A. Students who have examinations in both morning and afternoon sessions may obtain lunch from the dining hall in the usual way or bring a packed lunch. If you are a clash candidate and are having a supervised lunch break, you will be escorted to and from the dining room.
- ▶ Please note where clash exams occur, candidates must be supervised at all times until examinations have been completed.

Where you will take your exams

- ▶ All written examinations will take place in the Les Hayes Hall
- ▶ ICT examinations will take place in either the Primary or Secondary ICT room
- ▶ Art Examinations will take place in the Art room
- ▶ All other examinations will take place in specified classrooms unless the number of candidates is high in which case the Les Hayes Hall will be used.

What time your exams will start and finish

- ▶ For general qualifications the published starting time of all morning examinations is 9.00am and all afternoon examinations is 1.30pm. However; JCQ awarding bodies allow centres in the UK to start examinations up to 30 minutes earlier than, or later than, the published starting time for the session Therefore; Wilson Stuart School will;
 - Start Morning Exams at 09.30am
 - Afternoon Exams will start at 13.30pm (14.00pm for paper lengths of 1 hour or less) unless access arrangements such as extra time have been put into place, in which case please follow your timetable issued by the exams officer.
- ▶ Candidates must pay particular attention to the start times of the examinations. Candidates must arrive at least 10 minutes prior to the start time of their examination. Please wait quietly outside your exam room in a single line until you are invited to enter by the examination officer or the invigilators. This is to allow time for candidates to be seated, examination papers to be opened and checked and for important information to be read out.
- ▶ **Q. Can I leave the exam early?**

- It is a requirement of the exam boards that you must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). A candidate may not leave the examination room without the permission of an invigilator.

Supervision during your exams

- ▶ All examinations are supervised by a team of invigilators. For most of the exams one of the following external staff members will be present in the room:
 - Alan Seager
 - Salma Choudhury
- ▶ The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process and must adhere strictly to JCQ & exam board regulations.
- ▶ The role of the invigilator is to ensure that the examination is conducted according to these instructions in order to:
 - ensure all candidates have an equal opportunity to demonstrate their abilities;
 - ensure the security of the examination before, during and after the examination;
 - prevent possible candidate malpractice;
 - prevent possible administrative failures.
- ▶ Invigilators will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.
- ▶ Please note that invigilators cannot discuss the examination paper with you or explain the questions however; if you think there is a problem with the paper or a question once the exam has started, you will need to put your hand up and tell the invigilator who will contact the exams officer immediately to investigate. Candidates are expected to move onto another question until advice has been given.
- ▶ Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- ▶ Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by the Exams Officer or a member of the Senior Leadership Team.
- ▶ For some exams such as Art or Entry Level ICT the class teacher will act as the invigilator to give technical assistance however; additional invigilators will be deployed to ensure the supervision of candidates and examination materials are maintained at all times.
- ▶ **Q. Can I go to the toilet during the exam?**
 - A. Only if it is absolutely necessary. You should make sure you visit the toilet before your exam in order to avoid this during the exam. Candidates who need a toilet break will be supervised and escorted to and from the examination room. Your exam time will be stopped by the Invigilator and the time missed will be added onto the end of the examination finish time.

Exam room conditions

- ▶ Candidates must arrive at least 10 minutes prior to the start time of their examination and wait quietly outside the exam room in a single line until you are invited to enter the room by the examination officer or the invigilators.
- ▶ Candidates are under formal exam conditions from the moment they enter the exam room until they are given permission to leave by the invigilator. Formal conditions are as follows:
 - Silence upon entering the room
 - Silence must be maintained throughout the duration of the exam unless you are speaking with your reader and/or scribe to whom you will need to speak very quietly too.
 - Do not attempt to communicate with, copy from, or distract other candidates
- ▶ Candidates must listen and follow any instructions given by either the exams officer or invigilator at all times. (There may be amendments to the exam paper candidates need to be made aware of)
- ▶ The following information will be displayed both inside & outside the examination room;
 - JCQ No Mobile Phone Poster
 - JCQ Warning to Candidates Poster
 - Centre Number
 - Quiet Signs
 - In case of an emergency Poster
 - The invigilator must ensure that a clock is present in the room and all candidates are able to view it
 - The Invigilator will also write on the board, the date, Subject Paper, Paper Code, Tier, Start Time & Finish Time before the exam starts.
- ▶ If candidates finish the exam prior to the finish time, candidates will be reminded to double check their paper to ensure; all questions have been answered to the best of their ability & all personal details on the front of the paper such as Full Name, Centre Number & Candidate Number have been completed, Candidates must ensure that they write their name exactly how it shows on their birth certificate failure to do so could result in the paper not being marked. Any additional answer sheets/booklets must also include the details held on the front of the examination paper and placed inside the first front sheet. Once a candidate is happy they have finished, they must put their hand up and wait for an invigilator to collect their paper and wait for permission to leave the room. Once your paper has been handed in you must leave the room in silence and show consideration for other candidates who may still be working.
- ▶ Do not draw graffiti or write offensive comments on examination papers, if you do the examination board may refuse to mark your paper.

Please note: you will not be allowed back in the room if once you have completed the exam and left the room

Where you will sit in the exam room

- ▶ Seating plans will be displayed both inside and outside the examination room. If you are struggling to find your seat, please ask a member of staff within the room to help you.

- ▶ The room will be set out with several rows of individual tables for you to sit at; you must not sit with another candidate and must only sit at the table that has been assigned to you. If you have reader and scribe access arrangements, your key worker will be seated with you throughout the exam. The invigilation table will be at the front of the room.
- ▶ Candidates are normally sat in candidate number order. Candidates with access arrangements such as extra time will sit differently to the rest of the room i.e. at the back or side of the room to avoid them from being disturbed when others have finished and leave the room.

How your identity is confirmed in the exam room

- ▶ Before entering the examination room, the invigilator will check the identity of all candidates entering the room. School & 6th Form Students are not required to wear ID for Health & Safety reasons; identity will be checked through the candidates EHCP. Where the invigilator is unable to identify a candidate, the exams officer, key workers and SLT members will be able to identify candidates prior to entering the room.
- ▶ All college candidates **MUST** bring their college ID to all examinations to prove their identity.

What equipment you need to bring to your exams

- ▶ Wilson Stuart School will provide the relevant equipment such as pens, pencils, rubbers, calculators, set texts and any other subject specific authorised exam equipment however; you may also bring your own (please note that the Examinations Officer and/or Invigilator will need to check equipment first prior to going in the examination room).
- ▶ Candidates must write all answers in Black Pen Only, and may show all working out in pencil.
- ▶ If candidates have any unauthorised material in an examination (whether or not they intend to use it) this may be considered as malpractice.
- ▶ In examinations where resources are not shown on the question paper, or on the stationery list (including those where calculators are not allowed) candidates will be warned that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised Items.
- ▶ If candidates choose to use their own stationery, any pencil cases taken into the examination room must be see-through.
- ▶ 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.

Using calculators

- ▶ Wilson Stuart School will provide calculators for all examinations unless prohibited by the awarding body. Candidates may bring in their own calculator however they will be responsible for making sure personal calculators meet regulations which are listed below: *(The exams officer will check personal calculators to ensure it meets the requirements of JCQ & awarding bodies)*

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

What you should not bring into the exam room

Only materials that are listed on question papers are permitted in the examination room. Students, who are found to have any unauthorised material, will be reported to the appropriate examinations board. Using unauthorised materials in an exam will almost certainly result in disqualification from the paper or the subject concerned.

Bags, coats and any other items not permitted under examination regulations must be left in the care of the invigilators at the front/back of the room. Do not bring any valuables into school when you attend for an examination. Mobile telephones must not be brought into the exam room even if they are turned off.

- ▶ iPod's, mobile phones, iwatches, mp3/4 players, wrist watches which have data storage, smart watches and any potential technological/web enabled sources of information are not permitted in the examination room. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination (even if it is turned off) it will be taken from you and a report will be made to the appropriate exam board. **No exceptions** can be made. Phones can be locked away in class lockers for safe keeping BEFORE the start of an exam; candidates must ensure that these are switched off. Candidates must also switch off any watch alarms.
- ▶ Correction pens, fluid or tape, erasable pens, highlighters or gel pens must not be used in your answers
- ▶ Revision Notes, Guides etc
- ▶ **Q. Why can't I bring my mobile telephone into the exam room?**

A. Being in possession of a mobile 'phone (or any other electronic communication device, e.g. iPod, headphones) may be regarded as cheating and is subject to severe penalty from the awarding bodies:

The minimum penalties are as follows:

Device found on you and turned ON - disqualification for the entire subject award.

Device found on you and turned OFF – disqualification from the specific paper you are sitting at the time.

Phone rings during the exam wherever it is in the room the exam board must be informed and you may be disqualified from all papers for the subject (including any already taken).

- ▶ 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.
- ▶ Candidates must take off any normal/standard wrist watches in the exam rooms and must be placed on the candidates desk in view of the Invigilator)

Food and drink in exam rooms

- ▶ Healthy food and drink may be allowed at the Head Teachers discretion however, this is on the condition that any food and drink brought into the examination room is free from packaging, placed in transparent containers and free from labels.
- ▶ Sweets, Chocolate, Crisps, Cake, Chewing Gum, and Fizzy Pops & Energy Drinks are not prohibited in the examination room and will be confiscated until the end of the day.

What you should wear for your exams

- ▶ All candidates must wear their school uniform

Where your personal belongings will be stored during your exam

- ▶ Mobile Phones to be switched off and handed into your Form Tutor to be locked away in classroom lockers prior to the exam starting.
- ▶ Other Potential technological, web enabled sources of information such as an iPod, mobile device, MP3/4 player, a smartwatch or wristwatch which has data storage, must be switched off and handed into your Form Tutor to be locked away in classroom lockers prior to the exam starting.
- ▶ Bags & Coats must be taken off and placed at the front of the exam room.
- ▶ All normal/standard watches are to be removed and placed on the candidate desk in view of the Invigilator.
- ▶ Any items handed into the invigilator will be placed into an envelope with the candidates name clearly shown.

What to do if you arrive late for an exam

- ▶ Candidates who arrive late but within 30 minutes of the start of an examination may still be admitted. Late arrivals must be reported to the exam board and they may refuse to mark the exam paper. If special consideration applies then you must speak to the Examinations Officer
- ▶ **Q. If I'm late can I still sit the examination?**
 - A. Provided you are not more than 1 hour late, (or less for a shorter exam) it may still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. The examinations officer will escort you to the exam room. You must not enter an examination room without permission after an examination has begun.

- B. You should also be aware that if you start the exam more than 30 minutes after the published starting time, the school must inform the exam board and it is possible that the Board may decide not to accept your work. You cannot sit the exam once the normal end time of the exam has been reached.

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

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

- A. Inform school at the earliest possible point so we can help or advise you. In the case of an accident where you are unable to write, it may be possible to provide you with a scribe to write your answers but we will need as much prior notice as possible. You need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf

▶ **Q. What is an Appeal for Special Consideration?**

- A. Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

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

- A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and state whether you feel this may have affected your performance.

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

- A. Timetables are regulated by the exam boards and you must attend on the given date and time. There are no exceptions. Misreading the timetable is not an acceptable excuse for missing an exam.

What happens if you have an unauthorised absence from an exam

- ▶ If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform school at the earliest possible point so we can help or advise you.
- ▶ Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent/carer and given to the Examination Officer without delay in all cases where an application is to be made for special consideration.
- ▶ Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

If you are absent from an exam you will **NOT** be able to complete it on another day.

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

▶ **Q. What do I do if the fire alarm goes?**

- A. If the fire alarm sounds during an examination the invigilators will tell you what to do. Don't panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone during the

evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

Candidates with access arrangements

- ▶ Candidates with additional learning needs or physical disabilities may be entitled to access arrangements to allow candidates to access examinations fairly who would be at a substantial disadvantage.
- ▶ The SENCO within school will assess reading, writing, typing & listening skills to see whether additional help is required. The exams officer will then process an application for access arrangements to the exam boards who will either approve or reject, where the applications are rejected, school may appeal and further evidence needs to be provided
- ▶ Candidates will be informed in writing of all access arrangements if entitled either at the mock examinations or shortly after once the boards have confirmed their decision
- ▶ **Q. I am entitled to extra time – how will this affect the way I take my exams?**
A. Some students receive an allowance of extra time. The invigilators will include the additional time when they display the finishing time of your exam on the board.

Results

- ▶ Results will be available for collection at Wilson Stuart School on Thursday 20th August 2020 between 11.00am – 13.00pm
- ▶ Candidates will have the opportunity to meet with Senior Leaders to discuss results and any options going forward.
- ▶ If you wish for any other person (including family members) to collect your results on your behalf or if you prefer for your results to be posted out, you must give your written authorisation to school before Friday 3rd July 2020
- ▶ No Results will be given out over the telephone; any unclaimed results will be posted out at the end of the results day.

Post-results services

- ▶ **Enquiry about Results (EARs) Services Available:** *(Costs apply to this service which will be published in the summer 2020 term. These costs are payable by the student prior to the service being applied for)*
 - **Clerical Check (Service 1):** This is a re-check of all clerical procedures leading to the issue of a result. This service will check that all parts of the script have been marked, the totalling of marks & recording of marks.
 - **Review of Marking (Service 2):** 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 remarking of the script.** This service will include the clerical re-checks detailed in service 1 & a review of marking
 - **Moderation Review (Service 3):** This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliable and consistently applied. **It is not a re-moderation of candidates work.**
- ▶ **Access to Scripts (ATS) Services Available:** *(Costs apply to this service which will be published in the summer 2020 term. These costs are payable by the student prior to the service being applied for)*

- **Original Marked Paper or recording:** Wilson Stuart School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

▶ **Q. What do I do if I don't get the grades I need for college?**

A. EARs may be requested by a candidates following the release of results, approval will be at the discretion of the head of centre. A request for a re-mark or clerical check requires the written consent of the candidate, outlining the details of the complaint and stating the reason for the appeal within 10 working days from the results date. Candidates can raise their concerns with senior members of staff who will be available on results day to discuss results and any concerns over grades. Senior leaders will liaise with the examinations officer on the options available to query the grade/mark. If a result is queried; the examinations officer will investigate the feasibility of asking for a remark. All decisions on whether to make an application for EARs will be made by the Head Teacher at Wilson Stuart School. If the Head Teacher accepts the appeal, **the cost of the EARs will be paid by the Student prior to the application being made.** Candidates should be aware that this process may result in a grade awarded being either lowered, stay the same or awarded higher.

- ▶ Requests must be carried out quickly within the strict deadlines outlined below.
- Speak with senior leaders on results day or alternatively contact the Examinations Officer with 10 working days from the results release date to discuss the mark and raise concerns.
 - Students will be required to sign a consent form to confirm they fully understand the consequence of an enquiry.
 - The Examinations Officer will forward a copy of the consent form to the Subject Teacher including any notes from the discussion with the candidate.
 - The subject teacher should review the student's marks and discuss with them the best way forward taking into account the breakdown of marks and grade boundaries and the students predicted grades. If the Subject Teacher wishes to proceed with the enquiry they will need to seek approval from Faculty Leaders and SLT. Ultimately the final decision will be made by the Head Teacher.
 - If all parties are in agreement to make the enquiry, the request should be submitted to the Examinations Officer in writing including approval given at least 2 working days before the published deadline for EARs. **The cost of the enquiry will be met by the Student prior to the application being made.** Failure to submit approval and candidate consent will result in the enquiry not being submitted to the Awarding Organisation.
 - If the school does not support the enquiry, the student still has the right to proceed; however, the candidate will be required to pay all costs involved at the time the enquiry is made. No enquiry will be made until the appropriate fees are paid. Requests for appeals should be made in person to the Examinations Officer before the published deadline for Enquiries about Results.
 - The outcome of all enquiries about results will be made in writing by Examinations Officer to the candidate within 24 hours of receipt from the Awarding Organisation.
- ▶ All processing of EARs will be the responsibility of the Examinations Officer, following JCQ guidance
- ▶ Candidates will be notified about the deadlines and fees for the above post results services in the summer term, information will also be made available on results day.
- ▶ Requests for post-results services must be made through the centre, awarding bodies will only accept applications for reviews of marking from centres and not from candidates or their parents. Candidates will need to provide written consent by completing a form which can be obtained on results day from the Examinations Officer

Certificates

- ▶ A Presentation Evening will take place in November 2020 and we hope that you will be able to attend to receive your certificates. Invitations to students and their parents will be sent out with full details nearer the time.
- ▶ Students who are unable to attend Presentation Evening will be able to collect their certificates from the Exams Officer after Presentation Evening. Certificates will not be given to anyone other than the candidate without the candidate's written authorisation.
- ▶ Wilson Stuart School is only obliged to keep certificates for a period of one year after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per certificate for examination board (fees from £43). You are therefore urged to collect your certificates on Presentation Evening or as soon as possible thereafter and to keep them in a safe place.

Internal appeals procedures

Internal appeals procedures / Complaints and appeals procedure

- ▶ If a candidate (or his/her parent/carer) has a general concern or complaint about the centre's delivery or administration of a qualification he/she is following, Wilson Stuart School encourages him/her to try to resolve this informally in the first instance by telephone to either the subject teacher or examinations officer. If a complaint fails to be resolved informally the candidate (or his/her parent/carer) is then at liberty to make a formal complaint.
- ▶ How to make a formal complaint
 - A complaint should be submitted in writing by completing a complaints and appeals form
 - Forms are available from the Examinations Officer
 - Completed forms should be returned to the Examinations Officer
 - Forms received will be logged by the centre and acknowledged within 10 working days
- ▶ How a formal complaint is investigated
 - The head of centre will further investigate or appoint a member of the senior leadership team who is not involved in the grounds for complaint and has no personal interest in the outcome to investigate the complaint and report on the findings and conclusion
 - The findings and conclusion will be provided to the complainant within 3 working weeks
- ▶ Appeals
 - Following the outcome, if the complainant remains dissatisfied and believes there are clear grounds, an appeal can be submitted.
 - Any appeal must be submitted in writing by again completing a complaints and appeals form
 - Forms received will be logged by the centre and acknowledged within 10 working days
 - The appeal will be referred to Chair of Governors for consideration
 - The Chair of Governors will inform the appellant of the final conclusion in due course

JCQ Information for candidates - coursework

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



This notice has been produced on behalf of:

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

Information for candidates – coursework assessments

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

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

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, downloaded 5 February 2019.

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

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

Preparing your coursework – good practice

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

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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

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JCQ Information for candidates – non-examination assessments

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



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Research and using references

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

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

The regulations state that:
the work which you submit for assessment must be your own;
you must not copy from someone else or allow another candidate to copy from you.

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

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

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For on-screen tests – 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, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for your on-screen test(s). If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the on-screen test.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the exam room the materials and equipment which are allowed.
5	You must not take into the exam room: a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. Unless you are told otherwise, you must not have access to: c) the Internet, e-mail, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks; d) pre-prepared templates. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
6	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
7	Do not talk to or try to communicate with or disturb other candidates once the on-screen test has started.
8	If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the on-screen test.
B Information – Make sure you attend your on-screen test and bring what you need	
1	Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
2	If you arrive late for an on-screen test, report to the invigilator running the test.
3	If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
4	Your centre will inform you of any equipment which you may need for the on-screen test.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the examination room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the on-screen test	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: a) you have been entered for the wrong on-screen test; b) the on-screen test is in another candidate's name; c) you experience system delays or any other IT irregularities.
3	You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.
E Advice and assistance	
1	If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the on-screen test if: a) you have a problem with your computer and are in doubt about what you should do; b) you do not feel well.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the on-screen test	
1	Ensure that the software closes at the end of the on-screen test.
2	If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates. Make sure that another candidate does not collect your printout(s).
3	Do not leave the exam room until told to do so by the invigilator.
4	Do not take from the exam room any stationery. This includes rough work, printouts or any other materials provided for the on-screen test.

JCQ Information for candidates – written exams

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



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 listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://www.pearson.com/corporate/privacy-notice.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

The awarding bodies may share information about your results with official bodies such as the Department for Education and the examinations regulators (eg 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.

Executive Head MR STEVE HUGHES
Perry Common Road, Erdington, Birmingham, B23 7AT

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



Image by Pedro Soriano

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

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

Sharing ideas with others online could be helpful when you're studying or revising.

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

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

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



You 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.

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-official-information-for-candidates-documents>





Appendix 7

JCQ No Mobile Phones poster

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



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

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

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

DISQUALIFICATION
from your examination and your overall qualification.

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

JCQ Warning to Candidates poster

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



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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

Effective from 1 September 2014



Executive Head MR STEVE HUGHES

Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates

NOTE: In instances where the box is blank the penalty may be used.

NOTE: The structure of awarding bodies' qualifications can differ and therefore all the available penalties may not be relevant for every qualification.

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Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2-4)	Loss of aggregation or certification opportunity (Penalties 5-9)
Introduction of unauthorised material into the examination room, for example:			
Own blank paper	used for rough work	used for final answers	
Calculators, dictionaries (when prohibited)	not used	used or attempted to use	
Bringing into the examination room notes in the wrong format or prohibited annotations	notes/annotations go beyond what is permitted but do not give an advantage; notes irrelevant to subject	Notes/annotations are relevant and give an unfair advantage	notes/annotations introduced in a deliberate attempt to gain an advantage
Study guides and personal organisers	content irrelevant to subject	content relevant to subject	relevant to subject and evidence of use
Mobile phone or similar electronic devices (including iPod, PM3/4 player, memory sticks, Smartphone, Smartwatch)	not in the candidate's possession but make a noise in the examination room	in the candidate's possession but no evidence of being used by the candidate	In the candidate's possession and evidence of being used by the candidate
Standard penalties:			
warning; loss of marks; loss of all marks gained in a component; loss of all marks gained for a unit; disqualification from the unit;		disqualification from all units in one or more qualifications taken in the series; disqualification from the whole qualification; disqualification from all qualifications taken in that series; barred from entering for examinations for a set period of time.	

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2-4)	Loss of aggregation or certification opportunity (Penalties 5-9)
Breaches of examination conditions			
A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations	minor non-compliance: e.g. sitting in a non-designated seat; continuing to write for a short period after being told to stop	major non-compliance; e.g. refusing to move to a designated seat; significant amount of writing after being told to stop	related non-compliance
Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations	leaving examination early (no loss of integrity); removing script from the examination room, but evidence of the integrity was maintained	removing script from examination room but with no proof that the script is safe; taking home materials	deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired
Disruptive behaviour in the examination room or assessment session (including use of offensive language)	minor disruption lasting a short time; calling out, causing noise, turning around	repeated or prolonged disruption; unacceptably ruded remarks; being removed from the examination room; taking another's possessions	Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property
Standard penalties:			
warning; loss of marks gained for section; loss of all marks gained for a component; loss of all marks gained for a unit; disqualification from the unit;		disqualification from all units in one or more qualifications taken in the series; disqualification from the whole qualification; disqualification from all qualifications taken in that series; barred from entering for examinations for a set period of time.	

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation still permitted) (Penalties 2-4)	Loss of aggregation or certification opportunity (Penalties 5-9)
Exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to):			
Verbal communication	isolated incidents of talking before the start of examination or after papers have been collected	talking during examination about matters not related to exam; accepting examination related information	talking about examination related matters during the exam; whispering answers to questions
Communication	Passing/receiving written communications which clearly have no bearing on the assessment	accepting assessment-related information	passing assessment related information to other candidates; helping one another; swapping scripts
Offences relating to the content of candidates' work			
The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios	isolated words or drawings, mildly offensive, inappropriate approaches or responses	Frequent mild obscenities or drawings; isolated strong obscenity; isolated mild obscenities or mildly offensive comments aimed at the examiner or member of staff	Offensive comments or obscenities aimed at a member of staff, examiner or religious group; homophobic, transphobic, racist or sexist remarks or lewd drawings
Standard penalties:			
warning; loss of marks gained for a section; loss of all marks gained for a component; loss of all marks gained for a unit; disqualification from the unit;		disqualification from all units in one or more qualifications taken in series; disqualification from the whole qualification; disqualification from all qualifications taken in that series; barred from entering for examinations in a set period of time.	

Type of offence	Warning (Penalty 1)	Loss of marks (Aggregation Still Permitted) (Penalties 2-4)	Loss of aggregation or certification opportunity (Penalties 5-9)
Collusion: working collaboratively with other candidates beyond what is permitted	collaborative work is apparent in a few areas, but possibly due to teacher advice; candidate unaware of the regulations	collaborative work begins to affect the examiner's ability to award a fair mark to an individual candidate	candidates' work reflects extensive similarities and identical passages; due to a deliberate attempt to share work
Plagiarism: unacknowledged copying from or reproduction of published sources (including the internet); incomplete referencing	minor amount of plagiarism/poor referencing in places	plagiarism from published work listed in the bibliography or referenced; or minor amount of plagiarism from a source not listed in the bibliography or referenced	plagiarism from published work not listed in the bibliography or referenced; or plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography or referenced
Making a false declaration of authenticity		sections of work done by others, but most still the work of the candidate	most or all of the work is not that of the candidate
Copying from another candidate or allowing work to be copied (including the misuse of technology)	lending work not knowing it would be copied	permitting examination script/work to be copied; showing other candidates answers	copying from another candidate's script, controlled assessment, the coursework, non-examination assessment; borrowing work to copy
Undermining the integrity of the examinations/assessments			
The deliberate destruction of work	minor damage to work which does not impair visibility	defacing scripts; destruction of candidate's own work	significant destruction of another candidate's work falsification/forgery
Standard penalties:			
warning; loss of marks gained for a section; loss of all marks gained for a component; loss of all marks gained for a unit; disqualification from the unit;		disqualification from all units in one or more qualifications taken in the series; disqualification from the whole qualification; disqualification from all qualifications; barred from entering for examinations for a set period of time.	

Type of offence	Warning (Penalty 1)	Loss of Marks (Aggregation Still Permitted) (Penalties 2-4)	Loss of aggregation or certification opportunity (Penalties 5-9)
Misuse of, or attempted misuse of, assessment material and resources	attempting to source assessment related information online	accepting assessment related information without reporting it to the awarding body	misuse of assessment material or exam related information including: attempting to gain or gaining prior knowledge of assessment information; improper disclosure (including electronic means); receipt of assessment information from the examination room; facilitating malpractice on the part of others; passing or distributing assessment related information to others
Theft (where the candidate's work is removed or stolen)			taking somebody else's work (e.g. project/coursework) to pass it off as one's own
Personation			deliberate use of wrong name or number; impersonating another individual; arranging to be impersonated
Behaving in a way as to undermine the integrity of the examination/assessment			for example, attempting to obtain certificates fraudulently; attempted bribery; attempting to obtain or supply exam materials fraudulently
Standard penalties:			
warning; loss of marks gained for a section; loss of all the marks gained for a component; loss of all marks gained for a unit; disqualification from the unit;		disqualification from all units in one or more qualifications taken in the series; disqualification from the whole qualification; disqualification from all qualifications in the series; barred from entering examinations for a set period of time.	



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 Dannii Shipley Examinations Officer by Friday 10th January 2020

If there is anything you do not understand, you should ask Dannii Shipley Examinations Officer for clarification.

For any subject specific related questions please see your subject teacher



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 2019-2020 JCQ information for candidates documents as they relate to the qualifications I am taking (Tick all of the boxes that apply)

- Coursework
- Non-examination assessments
- On-screen tests
- Privacy Notice
- Social media
- Written exams

By signing here, I am confirming all of the above

Candidate Signature: Overwrite your signature here

Date of signature: DD / MM / YYYY