

# Candidate Examination Handbook

Centre 16221

This handbook is reviewed and updated annually

<b>Produced/reviewed by</b>	
Mrs Wendy Johnson Examinations Officer	
Date of next review	September 2023

# Contents

Produced/reviewed by.....	1
Purpose of the candidate examination handbook .....	3
Malpractice.....	3
Personal data.....	3
Copyright.....	4
Coursework assessments/non-examination assessments.....	4
Written timetabled examinations .....	4
Contingency day - Summer 2023.....	4
On-screen tests.....	4
What to do if you identify you have two or more examination papers timetabled at the same time (a timetable clash) .....	5
Where you will take your examinations .....	5
What time your examinations will start and finish.....	5
Supervision during your examinations .....	5
Examination room conditions .....	5
Where you will sit in the examination room.....	6
What equipment you need to bring to your examinations.....	6
What should you not bring into the examination room? .....	6
Using calculators.....	7
Is food and drink allowed in the examination rooms? .....	8
What you should wear for your examinations? .....	8
Where your personal belongings will be stored during your examination?.....	8
What to do if you arrive late for an examination .....	8
What to do if you are unwell on the day of an examination.....	8
What happens if you have an unauthorised absence from an examination? .....	9
What happens in the event of an emergency in the examination room?.....	9
Candidates with access arrangements .....	9
Results .....	9
Post-results services .....	9
Complaints and Appeals Procedure.....	10
Certificates .....	9
JCQ Warning to Candidates .....	11
JCQ No Mobile Phones.....	12
JCQ Information for Candidates Written Examinations.....	13
JCQ Information for Candidates Onscreen Tests.....	16
JCQ Information for Candidates Social Media.....	19
JCQ Information for Candidates Non-Examination Assessments (NEA).....	21
JCQ Information for Candidates Privacy Notice.....	24

## Key terms

JCQ - Joint Council for Qualifications  
Awarding Body - Examination Boards  
Centre – The Sweyne Park School  
Invigilator – External and Internal staff who supervise the examinations

## Introduction

The Sweyne Park School is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in the centre and are made aware of the required Joint Council for Qualifications (JCQ) and awarding body instructions and information for candidates.

### Purpose of the candidate examination handbook

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

### Malpractice

The Sweyne Park School is committed to ensuring candidates are aware of 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 please read page 19

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 examination content.

### Personal data

- The awarding bodies collect information about examination candidates
- To understand what information is collected and how it is used, you must read the JCQ **Information for candidates – Privacy Notice** on page 24.

## Copyright

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

## Coursework assessments/non-examination assessments

- Coursework here relates to BTEC, Cambridge Nationals, Entry Level Certificate, V-certs and Project qualifications
- Non-examination assessment relates to reformed GCE & GCSE specifications
- Relevant JCQ information for candidates' documents - coursework, non-examination assessments, social media can be found on pages 11-23.
- Assessments will take place throughout the course and are internally scheduled by the teacher
- Teachers inform candidates about their assessments
- Any relevant deadlines that must be met (dependent on the assessment type) will be set out by the teacher
- Candidate's work is marked/assessed internally by teachers before sending to be externally marked by the examination board
- When candidates are informed of their centre assessed marks (also refer to the internal appeals procedure for appealing an internal assessment decision and requesting a review of the centre assessed marks)
- NEA work is externally marked/assessed etc.

## Written timetabled examinations

- The candidate's Statement of Entry (to check that personal details and examination entries are correct) is handed out ahead of the finalisation of the examination entries. The candidate's name **must** be their legal name.
- If any of this information is incorrect, you **must** contact the Examinations Officer immediately
- The candidate's examination timetable (to ensure candidates know the date and time of all their examinations/assessments), and any relevant information regarding seating arrangements, examination rooms etc. is released ahead of the examinations. Please speak to the Examinations Officer if you have any queries.
- The JCQ information for candidates' documents – written examination, social media can be found on pages 13 and on the school website
- Examination room posters – Warning to candidates, Mobile Phone are located on page 11 and 12 and on the school website

## Contingency day - Summer 2023

The awarding bodies will designate a 'contingency day' for examination. Candidates and parents/carers will be informed on its release.

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.

In the highly unlikely event that there is national disruption to a day of examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and the DfE to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled.

## On-screen tests

Candidates need to read the Information for candidates – on-screen tests on page 16.

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

Should you have a timetabled clash, the Examinations Officer will meet with you to make the appropriate arrangements and where relevant refer to the centre's **Overnight supervision arrangements policy**.

If you are taking two or more examinations within a session and the total time is three hours or less, along with the examinations officer, you may decide the order within the timetabled slot in which to hold them.

You may also be provided with a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times.

If you are taking two or more papers timetabled in a session and the total time is more than three hours including the approved extra time allowances and/or supervised rest breaks, one paper may be conducted in a later or earlier session within the same day.

To determine the examination to be conducted in a later or earlier session within the same day, is in consultation with the Examinations Officer.

## Where you will take your examinations

- All written examinations are taken in the Sports Hall, unless access /other specific arrangements are in place for you.
- You will be advised of the venue by the appropriate department.

## What time your examinations will start and finish

- The Sweyne Park School start times are 9am for all morning examinations, and 2pm for all afternoon examinations.
- You should arrive 15 minutes before the start of the examination. Ensure that you have registered.
- The centre's policy for how long candidates must remain in an examination, is until the finish time of the examination. Therefore, should the examination end *later* than the school bus, you will need to organise transport home.

## Supervision during your examinations

- Examinations are supervised by a team of external/internal invigilators. They are there to uphold the examination and ensure it is fair for all. They do not mark the examination papers.
- Invigilators follow strict rules and regulations when conducting examinations as directed by JCQ and the awarding bodies etc.

## Examination room conditions

- Candidates enter the room in an orderly fashion and have their hands/wrists checked on entry
- Candidates are under formal examination conditions from the moment they enter the examination room, until they are given permission to leave by the invigilator
- Candidates **must** listen to and follow the instructions of the invigilator at all times in the examination room
- Candidates **must** not communicate with or disturb other candidates
- On the whiteboard at the front of the room, will be written the centre number, subject title, paper number; and the actual starting and finishing times, and date, of each examination
- The invigilator will instruct candidates, of any relevant information relating to the completion of the front of their answer books (first name and surname that matches their entry information, candidate number etc.) and that this **must** not be completed until instructed to do so by the invigilator
- The invigilator will instruct candidates of any relevant information regarding the use of additional answer sheets/answer books etc.
- The invigilator may need to read out further instructions, you **must** listen carefully.
- Should you need to **leave the examination room temporarily**, you **must** put up your hand and an invigilator will supervise your departure. As long as you do not fail in upholding the JCQ regulations, you will be allowed to return with the invigilator. The missed time will be added on, should it be required.

### Where you will sit in the examination room

- The seating plan is displayed before each examination on the notice board or outside the venue. This should be checked before entering the examination hall. You will need to look for your name. Sometimes you may be seated per subject or per tier of entry (Foundation or Higher).
- Candidates are seated in candidate number order, unless otherwise informed of an individual seating arrangement.
- In the Sports Hall the front desks are identified by the letters A-N, on the front row.
- Invigilators can assist if you are unsure as to where you are sitting.
- A seating slip will be on your desk with your name and the relevant examination details
- You **must** sit in the seat assigned to you.

### How your identity is confirmed in the examination room

- You **must** attend your examinations in full school uniform. A member of the Senior Leadership Team/Head of Year, may be present at the start of the examinations to support and to ensure you are in the right venue. Your hands and arms will be checked to ensure they are free from writing.
- You **must** sit in the seat assigned to you, as per the seating plan. A seating slip will be on your desk with your name and examination details. It is malpractice to take an examination in another person's name.

### What equipment you need to bring to your examinations?

It is the candidate's responsibility to bring the correct equipment to their examination. We cannot guarantee spare equipment will be available.

You will need;

- Black pens (at least 2)
- HB pencils (at least 2)
- Highlighter/s
- Protractor
- Compass
- Eraser
- Pencil sharpener
- Ruler
- Calculator (**no lid**) and **memory cleared**
- If using a pencil case, it **must** be a **clear**.
- Water bottle (**clear no label**)

If you are unsure as to whether something is allowed in the examination, check with the Examinations Officer.

### What should you **not** bring into the examination room?

- Mobile phones or any digital device
- Watches
- Personal belongings i.e. bag, coat
- Tippex
- Packets of Tissues (tissues are available from the invigilator)
- Notes
- Calculator covers and instructions
- Erasable pen
- Lucky charms/bracelets/ fidget spinner
- Scissors
- Glasses case
- Metal Mathematical case
- Writing on body parts i.e. hands/arms

Check your pockets before entering the examination room, and hand anything unauthorised to the invigilator. Any Mobile phones discovered will be handed to a member of SLT and the awarding body informed.

## Using calculators

- Check your calculator is working before the examination
- Only a small number of spare calculators are available to borrow in the examination venue
- You cannot share a calculator (or any other equipment) with anyone in the examination venue
- Should you have a problem with your calculator, please see your teacher beforehand
- You must clear your calculator memory before and after the examination

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

### How to Clear a Calculator Memory from a Casio Calculator

Press button **SHIFT** (Top left) and button **9**

CLEAR? Select **1: Setup**    **2: Memory**    3: All **3**

RESET ALL Press button **=**

Select YES

Reset All press **AC**

### To clear the memory from a TEXET calculator

Depress the **ON/C** key and then the **x-M**

## Is food and drink allowed in the examination rooms?

The Swayne Park School's **Food and Drink in examination rooms policy** is subject to JCQ regulations etc. it states only water in a clear bottle may be brought into the examinations venue.

Candidates with diabetes, may bring equipment and sweets (in a clear bag and free from packaging). These must be checked for any unauthorised material by the Examination's Officer beforehand.

Should there be a medical reason for alternative arrangements, these must be brought to the attention of the SENCo and Examinations Officer.

## What you should wear for your examinations?

It is the centre's policy that full school uniform **must** be worn for all examinations.

## Where your personal belongings will be stored during your examination?

All bags, coats, unauthorised materials including switched off mobile phones/digital device, watches etc. must be stored in your locker. They **must** not be brought into the examination venue.

## What to do if you arrive late for an examination

Should you be late for an examination, you must sign in at pupil services, before being escorted to your examination venue. You **must** ensure that you do not bring any personal belongings including watches, digital devices into the examination venue.

The security of the examination is a priority and you must adhere to the examination regulations.

Under the JCQ regulations a candidate will be considered very late if he/she arrives:

- a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination.
- b) after the awarding body's published finishing time for an examination that lasts less than one hour.

The Examinations Officer will report any candidate very late to the awarding body, who may or may not accept the completed examination script.

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

- We require the candidate or parent/carer to telephone the school if you are unwell and unable to attend an examination
- If you are unwell but manage to attend the examination, please ensure the lead invigilator is aware. A doctor's note should be sought and handed to the Examinations Officer before the end of the examination season.
- If you feel unwell during the examination you should put up your hand and let the invigilator know
- In regards to an application for special consideration, the Examinations Officer will require a doctor's note or relevant evidence to be provided to support a request for special consideration.



## What happens if you have an unauthorised absence from an examination?

Should you be absent from the examination, the centre will inform the examination board, parents/guardians may be invoiced the examination entry fees as per the centre's examinations policy.

## What happens in the event of an emergency in the examination room?

- In the event of an emergency, the invigilators will advise the candidates to put down their pens and close their question papers.
- Examination regulations will still apply.
- Should there be a need to evacuate, the invigilators will escort the candidates outside by the nearest fire exit. Candidates will line up in examination number order and **must** not communicate.
- Examination regulations must be upheld.
- Should the examination be allowed to continue, candidates will return to the examination venue and the exam will continue. The examination board will be notified of the incident and the Examinations Officer will apply for special consideration.
- Should the examination regulations be not upheld, the examination will be aborted and the examination board informed.

## Candidates with access arrangements

- Candidates requiring Access Arrangements are assessed by SENCo.
- Candidates are informed of the approved arrangements that are in place for them and any instances when these arrangements may not apply
- Examinations for candidates with access arrangements will not be in the main exam hall. Venues vary depending on requirements and these are organised by the SENCo.

## Results

Summer 2023 Results days are;

**GCE Thursday 17th August 2023**

**GCSE Thursday 24th August 2023**

- A hard copy of provisional statements of results will be issued to candidates
- Senior members of centre staff will be available immediately after the publication of results
- Should you be unable to collect your results in person, a letter of authorisation naming the person to collect on their behalf is required.
- Uncollected results will be posted on the day

## Post-results services

- Services available are Reviews of Results and Access to Scripts
- Requests for post-results services **must** be made through the centre
- The centre's access to scripts, reviews of results and appeals procedures will be on the school website.
- Candidates are informed about the deadlines, fees and charges for these services ahead of results day.
- Written consent **must** be provided to the Examinations Officer for a post result application
- Forms to complete are provided on results days

## Certificates

- Certificates are available for collection in November. The details will be on the school website and candidates will be informed on results day/s.
- Certificates **must** be signed for and once handed over, become the responsibility of the candidate.

- Should you be unable to collect your certificates in person, you must write a letter/email with your authorisation for an adult to collect on your behalf to Mrs Johnson, Examinations Officer.
- Unclaimed certificates are kept secure for *1 year*, after which they will be securely disposed of.
- Replacement certificates can be applied for, to the awarding body, at a cost to the candidate.

## Complaints and Appeals Procedure

These procedures are reviewed annually to ensure compliance with current regulations. As a working document, changes may occur before the annual review, to comply with any adaptations from JCQ.

- 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, The Sweyne Park 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 head of centre.
- 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 formal complaint should be submitted in writing by completing a **complaints and appeals form**
- Forms are available from the Headteacher's PA, Kerry Wilby.
- Completed forms should be returned to the Headteacher.
- Forms received will be logged by the centre and acknowledged within 7-10 calendar 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 4 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 7 calendar days.
- The appeal will be referred to Chair of Governors (or a special Committee of the Governing body) for consideration
- The Chair of Governors will inform the appellant of the final conclusion in due course



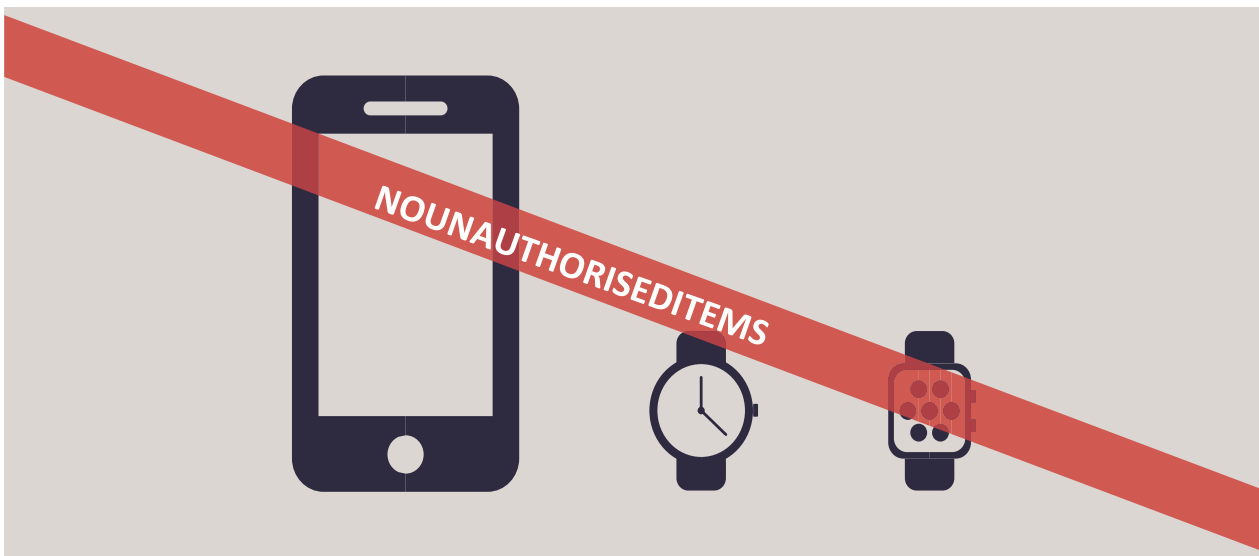
AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
-----	---------------	------	-----	---------	------

## Warning to Candidates

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

**This 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.**

**NO MOBILE PHONES**  
**NO WATCHES**  
**NO POTENTIAL TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION**



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

# DISQUALIFICATION

from your examination and your overall qualification.

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



Joint Council for  
Qualifications <sup>CIC</sup>

# Information for candidates

## Written examinations

With effect from 1 September 2022

Produced on behalf of:



©JCQ <sup>CIC</sup> 2022

**This document has been written to help you.  
Read it carefully and follow the instructions.**

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

### **A. Regulations – Make sure you understand the rules**

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You must not take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Any pencil cases taken into the exam room must be see-through.

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

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
- 8 You must not write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 10 Do not borrow anything from another candidate during the exam.

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

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

### **C. Calculators, dictionaries and computer spell-checkers**

You may use a calculator unless you are told otherwise.

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

### **D. Instructions during the exam**

Always listen to the invigilator. Always follow their instructions.

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

### **E. Advice and assistance**

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.

**You must not ask for, and will not be given, any explanation of the questions.**

## **F. At the end of the exam**

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

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

- 2 Do not leave the exam room until told to do so by the invigilator.
- 3 Do not take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

©JCQ 2022 – Effective from 1 September 2022





Joint Council for  
Qualifications <sup>CIC</sup>

# Information for candidates

## On-screen tests

With effect from 1 September 2022

Produced on behalf of:



©JCQ<sup>CIC</sup> 2022

**This document has been written to help you.  
Read it carefully and follow the instructions.**

If there anything you do not understand ask your teacher.

### **A. Regulations – Make sure you understand the rules**

- 1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not become involved in any unfair or dishonest practice during the on-screen test.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 Only take into the exam room the materials and equipment which are allowed.
- 5 You must not take into the exam room:
  - (a) notes;
  - (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch.

Unless you are told otherwise, you must not have access to:

- (c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;
- (d) pre-prepared templates.

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

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

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

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

- 4 Your centre will inform you of any equipment which you may need for the on-screen test.

### **C. Calculators, dictionaries and computer spell-checkers**

You may use a calculator unless you are told otherwise.

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

### **D. Instructions during the on-screen test**

Always listen to the invigilator. Always follow their instructions.

- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

### **E. Advice and assistance**

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**

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 any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

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



Image by Patrice Jones

**This document has been written to help you stay within examination regulations.**

**Please read it carefully.**

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

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

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

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



Image by Ben Wight

### **You need to know that the following would be malpractice:**

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

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.

### **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



Joint Council for  
Qualifications<sup>CIC</sup>

# Information for candidates

## Non-examination assessments

Effective from 1 September 2022

Produced on behalf of:



©JCQ<sup>QC</sup> 2022



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

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

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

## Preparing your work — good practice

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

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

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

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

**Do not be tempted to use pre-prepared online solutions – this is cheating.**

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

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

### **Research and using references**

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

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

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

The regulations state that:

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

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

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

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

For example: [http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

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

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

### **Plagiarism**

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

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

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

### **Penalties for breaking the regulations**

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

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

The awarding body will decide which penalty is appropriate.

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





## Information for Candidates

### Information About You and How We Use It

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

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

CCEA <https://ccea.org.uk/legal/privacy-notice>

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

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

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

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

WJEC <https://www.wjec.co.uk/home/privacy-policy/>

#### Who we are and how to contact us

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

#### Information about you and from where it is obtained

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

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

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

#### What happens to the information about you

The awarding bodies use the information about you to deliver the examinations and assessments which you have entered. This includes making a variety of arrangements for you to sit the examinations or assessments,

marking, providing you and your school or centre with results and certificates. The awarding bodies also use some of the information about you for equality monitoring and other statistical analysis.

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

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

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

### **Your rights**

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

Those rights are:

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

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

### **How long the information about you is held**

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

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

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

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

### **Please note**

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