



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Candidate Exam Handbook 2023

This handbook is reviewed and updated annually.	
Date of next review	Sept 2024

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Aim and purpose of this handbook

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

The purpose of this handbook is to:

- Complement the candidate briefing assembly
- To ensure candidates are provided with all the relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information documents and posters for candidates are provided in advance of any exams/assessments being taken
- To answer any questions candidates may have
- To signpost candidates (and parents/carers) to any exams-related policies and procedures that are made available on the school website

Please note that any JCQ regulations referred to in this document can be found on the JCQ website: <https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

All exam policies referred to are available on the school website, or in hard copy from the school office: <https://castlnewnham.school/important-information-for-pupils-candidates-parents/>

Candidates will receive hard copies of this document and are expected to read it carefully and refer to it in case of any queries regarding their exams.

Parents/carers will be e-mailed this document prior to the start of formal examinations.

Exam dates and Contingency day – Summer 2023

Every year the awarding bodies designate a 'contingency day' for examinations which is used in the event of national or local disruption to examinations. For further details see the government document regarding this at:

<https://www.gov.uk/government/publications/examsystem-contingency-plan-england-wales-and-northern-ireland>

Contingency days for summer 2023 –8th June (PM) 15th June (PM) 28th June (all day)

You are required to remain available for all the dates of your exams and until after the designated contingency day. Exams will not be re-arranged to accommodate unauthorised absences such as holidays, work experience, field trips, sporting events below international level or any personal arrangements.

Course work and non-examination assessments

Please refer to the JCQ documents:

- Information for candidates – coursework
- Information for candidates – non-examination assessments

Please refer to the following school policies in the exam section of the school website:

- *Controlled assessment policy*
- *NEA assessment policy*
- *Internal appeals process*

Please also take time to read the JCQ information for candidates which are contained in the appendix at the back of this document.



You will be advised of the timings and details of your coursework and non-examination assessments by your subject teacher. This relates to: Art; Design Tech; French; German; PE; Hospitality and Catering; Music and Drama.

Written timetabled exams

You will be provided with:

Statement of entry: please ensure you check this to ensure all personal details and exam entries are correct. If this is found to be incorrect, please contact the Exams Officer as soon as possible so any mistakes can be rectified.

Candidate exam timetable: please check this carefully and notify the Exams Officer immediately of any clashes or inaccuracies.

As per JCQ guidance, in the case of two exams being timetabled at the same time and the total time of the exams is less than three hours, you will take the exams one after the other with a short supervised break in between. If the total time of the exams is greater than three hours, the exam may be conducted in an earlier or later session on the same day, but you will be under school supervision between the exams.

Where will you take your exams?

Written timetabled exams will take place in the main sports hall, unless you are informed otherwise on your timetable or by the Exams Officer.

What time will exams start and finish?

All morning exam sessions will start at **9.00am** and all afternoon sessions will start at **1.30pm** unless you are informed otherwise on your exam timetables or by the Exams Officer.

Where will you sit in the exam room?

The Exams Officer will allocate seating for exams and seat numbers will be on your individual timetable. Exam tables will be numbered in accordance with the seating plan. You should enter the exam room when invited by the invigilator and find your seat in silence. If you cannot find your seat please notify the invigilators by raising your hand.

How your identity is confirmed in the exam room

A card showing your photo, name, unique candidate number (UCI) and exam number will be placed on the exam table so it can be clearly seen by the invigilators. Senior members of school staff will be in the exam room prior to the start of the exams to assist with the identification of candidates.

Supervision during your exams and emergency instructions

Exams are supervised by a team of external invigilators employed and trained by the school. Invigilators must follow strict rules and regulations when conducting exams as directed by the awarding bodies. They have a duty to report any incidences that occur during an exam to the Exams Officer who will pass the report on to the relevant awarding bodies.

This includes any instances of alleged, suspected or actual malpractice or maladministration. Please see the school website for the *Malpractice and Maladministration* policy for more details regarding this. Please take time to read the notices for candidates at the back of this handbook.



You are expected to listen to and follow the instructions given by the invigilators at all times.

In the case of an emergency occurring during an exam you should remain silent, listen to and follow the instructions of the invigilators and bear in mind that you remain under exam conditions at all times until told otherwise, including during any necessary evacuation from the exam room.

What equipment do you need to bring to your exams?

Exam papers should be completed in **black** ink. As well as a black pen, you will also need: pencils/erasers/small ruler/protractor/compass.

The following are **NOT** to be used:

- Correcting pens/fluid/tape
- Erasable pens
- Highlighter pens in answers (although they may be used to highlight questions/words/phrases in the question paper/booklet or to highlight extracts in any resource material provided).
- Gel pens
- Blotting paper

All pencil cases **MUST** be see through.

Using calculators

You may use a calculator in an examination unless the awarding body specifies otherwise, but it must meet the awarding bodies' regulations:

<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 exam 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

Food is not permitted in the exam room.

Water bottles may be allowed to candidates but must be in see through bottles with no labels.



Mobile phones; iPods; MP3/4 players or similar devices and watches are NOT permitted in the exam room.

PLEASE NOTE: If a mobile phone or any of the above devices are discovered in the exam room, even if turned off, it will be considered a matter of malpractice. All instances of this will be reported to the awarding body and may result in your all exam papers being disqualified.

All watches are now required to be handed in before the exam starts.

Any unauthorised items will be removed from the exam room by the invigilators

Where will your personal belongings be stored during your exam?

All personal belongings such as bags and coats will be stored in the sports hall changing rooms during exams. Any mobile phones; iPods; MP3/4 players all watches will be stored in a box at the front of the exam room.

What should you wear for your exams?

You will be expected to wear school uniform for all exams.

What should you do if you arrive late for an exam?

If you are going to be late for your exam, you or your parent/carer should contact the school as soon as possible.

Late arrival

- If you arrive before one hour after the exam has started you will be allowed into the exam room and given the full time to complete the exam.
- Please be aware that in such instances the awarding body will be notified and they may refuse to accept the completed paper.

Very late arrival

- If you arrive more than one hour after the start of the exam or after the exam has finished you will be considered as 'very late' for your exam. In this instance your parent/carer will need to ensure you are under their supervision until you are met by a member of the school's senior leadership team or Exam Officer.
- You MUST NOT use any internet enabled devices (e.g. mobile phones, tablets, laptops, PC or Smart watches). Your parent/carer will be required to sign a form stating the reason for your late arrival, the time you were supervised from and who by.
- In such instances the school may take advice from the relevant awarding body before deciding whether to allow you to enter the exam room to undertake your exam.
- Please be advised that the awarding body will be notified and your work may not be accepted by them.

If you are unwell on the day of the exam

- The school expects the parents/carers of any candidates who are unwell on the day of their exam to contact the school as soon as possible.
- Any candidates who are suffering from an infectious or contagious disease, but who are well enough to sit the exam, will be accommodated in a separate room.
- If you feel unwell during the exam, you must notify the invigilator as soon as possible by raising your hand.



Results and post result services

- Provisional statements of GCSE results will be available for you to collect from the school from 8.30am on Thursday 24th August.
- If you wish someone else to collect your results on your behalf, please request this from the Exams Officer in writing by the last day of term at the latest. The person collecting your results will be required to provide photographic evidence of their identity.
- If you wish your results to be posted to you, please provide a stamped and addressed envelope to the Exams Officer no later than the last day of term.
- Any unclaimed results will be stored securely in the Exams Office until you are able to collect them.
- On results day, several members of staff will be available to discuss your results and help make decisions about any post results services that may be needed. Please see the table below and the school website for the Post results EARS & ATS procedure for more details of which services are available.

POST RESULTS SERVICES Enquiries about results (EARs) & Access to scripts (ATS)	
<p><u>Clerical check</u> This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</p> <ul style="list-style-type: none"> • That all parts of the script have been marked • The totalling of the marks is correct • The recording of marks is correct <p>Please note that marks may go up or down following this check.</p>	<p><u>Review of marking</u> This is a post-results review of the original paper by a second examiner, to ensure it is free from error and that the agreed mark scheme has been applied correctly. This service will include:</p> <ul style="list-style-type: none"> • A clerical re-check and • A review of marking as described above <p>Please note that marks may go up or down following this check.</p>
<p><u>Review of Moderation</u> This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. This service is not available to individual candidates.</p>	<p><u>Access to Scripts – Originals</u> This service is to request the original to be returned. This service is available to individual candidates or centre staff (subject to candidate permission).</p>
<p><u>Copies of a checked or reviewed script</u> This service is to request a copy of the script following a review including any annotation by the reviewer. Needs to be requested when requesting a review or check.</p>	
<p><u>PLEASE NOTE:</u></p> <ul style="list-style-type: none"> ○ A Candidate Consent Form must be completed for all EARs and ATS Requests. ○ If the school supports a request for one of the above services it will pay the fee. If the school does not support the request then the fee will be payable by the candidate. ○ A list of fees and consent forms will be obtained from awarding bodies by the Examinations Officer. 	



Certificates

- Please note, the name on your certificate will be your *legal* name.
- Certificates will be issued to you at an awards ceremony during November. You will receive an invitation to this event.
- You may arrange for certificates to be collected on your behalf by providing the Exams Officer with written or email permission/authorisation; authorised persons must provide photographic ID evidence on collection of certificates.
- Any unclaimed certificates will be retained by the school for a period of three years before being destroyed.

Internal appeals procedure

A copy of the school's *Internal Appeals* policy is available in the exams section of the school website.

Complaints and appeals procedure

A copy of the school's *Complaints and Appeals* policy is available in the exams section of the school website.

Please read the following pages for information from the Joint Council for Qualifications (JCQ).



JCQ information for candidates - Non-Examined 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 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, 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, p29.

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

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

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



Plagiarism

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

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

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



JCQ Information for candidates – On screen tests

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.



JCQ information for candidates – For written exams

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

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



D. Instructions during the exam

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

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

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



Information for candidates

Using social media and examinations/assessments



Image by Patrice Jones

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

Please read it carefully.

We all like to share our experiences when taking exams and sharing ideas with others online can be helpful when you're studying or revising.

However, it is important to consider what you say and to think about what information is being shared as there are limits to what you can share and you need to be careful not to break the rules. The rules are in place to ensure that exams are fair to everyone, students don't become worried about false rumours and any real issues can be sorted out quickly by the right people.

We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

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

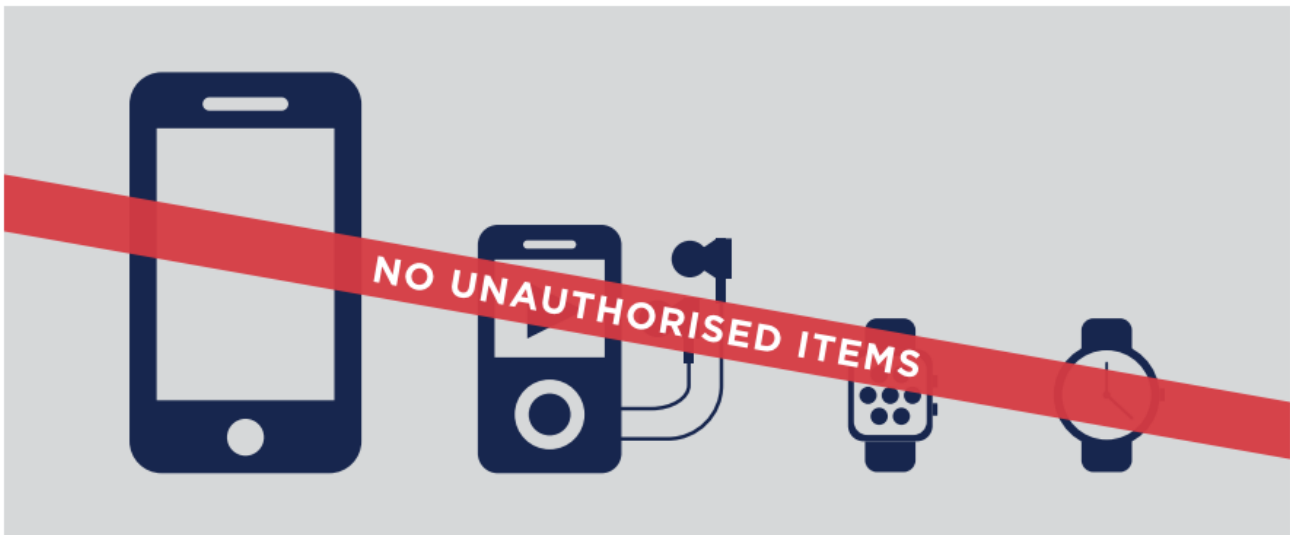
Penalties that awarding bodies apply include:

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



NO MOBILE PHONES NO WATCHES NO MP3/4 PLAYERS

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.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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



Information for Candidates

Information About You and How We Use It

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

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	https://ccea.org.uk/legal/privacy-notice
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/home/privacy-policy/

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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



What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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



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

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

Please note

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



Exam checklist for pupils

Before each exam, be sure to check:

- The date, time and location of the exam (particularly if it's in the morning or the afternoon).
- The equipment you need for the exam (pencils, black pens, ruler, calculator, maths set etc). Remember to bring it with you.
- That any case you have for your equipment is transparent.

If you are allowed to bring a calculator into the exam, check that:

- It is an approved model.
- The batteries are working.
- Anything stored on it is cleared.
- Parts such as cases, lids or covers are removed.
- If you have your mobile phone or any web-enabled device, they are switched off and stored outside the exam room in line with the school's instructions.
- Any water bottles are clear and all labels are removed.

Did you know?

To keep exam papers confidential until students sit them, all exams in a given subject qualification are taken at the same time nationwide.

The exam boards and Ofqual, the exams regulator, monitor social media throughout the exam period to make them aware of any breaches of confidentiality.

Exam rules apply to every school and college throughout the country, and checks are made to ensure the rules are followed. This includes a visit by a JCQ Inspector during the exam period.

You must not take any exam stationery with you out of the exam room once the exam has finished, including question papers, answer booklets (used or unused) or rough work.

If you have your phone in the exam room, you could be disqualified, regardless of whether or not it is switched off or in aeroplane mode. You could even be disqualified from all your subjects.