



STUDENT EXAMS HANDBOOK

2022/2023

**"Trust yourself, you know
more than you think you
do."**

Introduction

CHS South is committed to ensuring that candidates are fully briefed on the examination and assessment process in place in our centre and are made aware of the required JCQ awarding body instructions and information for candidates.

In this booklet you will find all relevant documentation to provide you with the information you need for all aspects of the examination period. You will find the JCQ 'Information for Candidates' documents and posters within. Please familiarise yourself with these prior to taking any exams. This handbook should help to answer all the questions you may have.

Examination Team

Below, is information on which of our staff members are involved in the examinations process and who you can go to if you have any questions.



Mr Prophet

Head of Centre

admin@chssouth.org.uk



Ms Burke

Deputy Headteacher

admin@chssouth.org.uk



Mr Shaw

Exams Officer

exams@chssouth.org.uk



Miss McCorkell

Exams Assistant

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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 located on the JCQ website.

Copyright

The copyright of any form of work created by a you, that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to you.

By submitting this work, you are granting the awarding body a non-exclusive, royalty-free licence to use your assessment materials (referred to as Assessment Licence).

If you wish to terminate the awarding body's rights for anything other than assessing your 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.



Exam Timetable

Closer to the exam season you will be provided with an examination timetable. This will show all the required information in regards to examinations, including any amendments made since the original entries. An amendment is a change to your entry such as a change of tier between higher and foundation.

A seating plan will be displayed outside the examinations room. If you think you should have been entered for an exam not showing on your timetable or you are unsure about any of the information, please see your exam subject teacher in the first instance.

For security reasons & to ensure you receive the correct exam paper you must sit in the seat allocated for you.

Exam Clashes

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

If you have more than one exam scheduled to take place at the same time and the duration of these papers is less than 3 hours, then these papers will be sat back-to-back with a 10 minute break in between.

If the duration of the papers is more than 3 hours, then the second paper would be sat later in the day and you would need to remain under exam supervision until this time.



Before the Exam

Entries

Several months before you sit your exams, entries will be submitted to the Awarding Organisations (AOs) by their deadlines. You will receive a statement of entry showing which exams you have been entered for, giving the dates and whether an exam is in the morning or afternoon. It is your responsibility to check your statement of entry carefully. If you have any questions or concerns about your exam entries or if any of your personal information is wrong, you must speak to your subject teacher and the Exams Officer immediately.

Candidate Number

You have been allocated a 4-digit exam candidate number which will be on your statement of entry and individual timetable. Please learn it. This number is unique to you throughout your time at CHS South and is used by the Awarding Bodies to identify you for all your exams. You will normally be seated in candidate number order, and you will need to write this number on all your exam scripts.

Centre Number

A unique number which identifies the school to the Awarding Bodies. CHS South is 32259. You will need to write this on all your exam scripts. It will be displayed in the exam room

Equipment

Check that you have all the equipment you will need for your exams. Always bring at least 2 black pens and a pencil. Check with your teachers if you will need other equipment such as calculators. School cannot guarantee to supply replacement equipment and you must never try to borrow equipment from other candidates during an exam. Bring all your equipment in a transparent pencil case or clear plastic bag. If you bring water, make sure it is in a clear plastic bottle with all labels removed.

On Exam Day

Arrival

For morning exams, you must be in school by 8:30.

Make sure you are outside your exam room at least 15 minutes before the scheduled start time on your timetable. Read the JCQ Notices displayed outside the room. Remember that you are under exam conditions from the time you enter the room until you leave it. Enter the room in silence and do not communicate with other candidates once you are inside the room. This means do not talk, signal to them in any way or laugh. Speak to an invigilator if you have a problem.

Check the seating plan outside the room to ensure you sit in the correct seat. A card will be on your desk showing your name and candidate number. This must remain face up at all times.

Mobile phone and Headphones

Do not keep your mobile phones, iPods, watches or headphones on you, they **MUST** be turned off, placed inside your bag and, ideally left outside the exam room before the exam starts.

Awarding Bodies deal very severely with candidates who ignore the regulations. Misconduct may lead to loss of all marks for a paper and ultimately the Awarding Body could decide not to award you a grade. The JCQ now require us to check that any girls wearing head scarves do not have headphones concealed underneath. If required, this will be done privately, by a female member of staff.

Absence

If you are too ill to attend an exam your parent/carer must inform school by 8:30 on the day. If you fail to attend without a valid reason, you may not be able to resit. Medical evidence will need to be provided to the exam board.

If you are delayed you must contact school. It may be possible for us to help you get to school in time to sit the exam. Pupils who arrive very late may still be allowed to sit the exam but a report must be sent to the Awarding Body and they could refuse to accept your work.

During the Exam

Invigilators

The school provides external invigilators to conduct examinations and ensure JCQ procedures are followed. If they suspect that you are breaking any of the regulations they must inform the Exams Officer. You must behave in a respectful manner towards invigilators and follow their instructions at all times.

Invigilators cannot read any words printed on the question papers for you, other than the instructions on the front cover. They cannot offer advice on which questions to answer or explain questions to you.

If you need assistance, e.g. you cannot see the clock, feel ill or need more paper, raise your hand and wait for an invigilator to come to you. Never try to communicate in any way with other candidates.

» Check you have the correct exam paper, especially if there are higher and foundation tiers.

» Read all the instructions carefully before you start to answer the questions.

» Don't use eraser pens, brightly coloured pens or highlighters within your answers.

» Put your candidate number, centre number and legal name on all the answer sheets you use and take care when numbering your answers. Write legibly and within the borders of the paper.

Exam Room Conditions

You will be under formal exam conditions from the moment they enter the exam room until you are given permission to leave by the invigilator.

You must listen to and follow the instructions of the invigilator at all times in the exam room and must not communicate with or disturb other candidates.

The following information will be displayed in the exam room: centre number; subject title; paper number; and the actual starting and finishing times, and date, of each exam.

You must not open the question paper until the examination begins.

You must not write anything on the paper until you have been instructed to by the lead invigilator.

Leaving the Exam Room

Under normal circumstances you will not be permitted to leave the room until the end of the exam when the lead invigilator dismisses you. If you finish early, use the time to check your answers. Remember you are still under exam conditions until you have left the room & there may be examinations taking place nearby or continuing in your venue after you have left.

Where you will sit in the Exam Room

There will be a seating plan clearly displayed outside the exam room and your seat number will also be noted on your exam timetable.

How your identity is confirmed in the exam room. There will be an ID card on your desk which contains your name, photograph, and candidate number.

Supervision During Exams

Exams are supervised by a team of invigilators. They must follow strict rules and regulations when conducting exams as directed by JCQ and the awarding bodies. The invigilator is the person in the examination room responsible for upholding the integrity of the external examination / assessment process.

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 administration failures

Their duties include:

- » To ensure candidates sit in the correct seat in the correct venue
- » To issue all appropriate warnings and instructions to candidates
- » Report any misconduct or malpractice to the exam board

Malpractice

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. These strict regulations are in place to maintain the integrity of qualifications.

JCQ provides information regarding what constitutes malpractice and there will be posters clearly displayed around the Exam room to remind you of this before the exam.

Examples of Malpractice Include:

- » obtaining unauthorised access to examination material
- » using or trying to use unauthorised material, e.g. notes, study guides, mobile phones
- » copying/collusion or attempted copying/collusion
- » disruptive behaviour or not following the instructions of staff, e.g. use of mobile phones or other electronic devices
- » impersonation (pretending to be someone else)
- » altering any results document, including certificates.
- » any other form of cheating or gaining of an unfair advantage.

The Following Would also 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.

After the Exam

Results

Dates for the publication of provisional results can be found on the school website. Results will only be issued to the pupil to whom they belong. If you are unable to collect your own results a relative or friend may collect them for you but only if you have informed the Exams Officer in advance, by email or in writing, that they have your permission. Results will not be given out over the telephone under any circumstances.

You must keep your provisional results slips at least until you have received your certificates as you may need proof of your qualifications for colleges or employers.

Post Results Services

Enquiries about Results (EARs) and Access to Scripts (ATS).

If you have any concerns about your results or want to see a copy of your marked script you should discuss this with a teacher in the first instance. There are various options available and deadlines are tight so you must act quickly once you have your results. EARs can only be submitted by the school and you will have to sign a consent form before we can process your request.

Certificates

Certificates are stored securely in school for 12 months after the completion of Year 11. You must collect your certificates in person from the school. A relative or friend can collect them for you but you must inform us by letter or email that they have your permission. Schools are only required to keep unclaimed certificates for a period of one year after issue after which they may be destroyed.

You are, therefore, advised to collect your certificates as soon as possible and keep them safely. Replacement certificates are only available by direct application online to the appropriate exam board which can prove expensive.

Policies & Procedures

Examination Policies

CHS South has examination policies in line with JCQ regulations, including internal appeals, enquiry about results and disability policies. Exam policies are available on request or via the website.

Complaints and Appeals

When you have completed NEA/coursework, you will be given a grade for this 2 weeks before it is submitted to the awarding body. If you disagree with this decision, you must appeal within 5 days.

You or your parent/carers can also make an appeal, if you feel you haven't been given access arrangement or special consideration that you believe you are entitled to.

For more information on the appeals process, please see the Internal Appeals exams policy on our website.

Internal Appeals

We ensure that all centre staff follow a robust Non-examination Assessment Policy, and we are committed to ensuring that, whenever staff mark your work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Your work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

We are committed to ensuring that work produced all candidates is authenticated in line with the requirements of the awarding body.

Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of your centre assessed marks, if you believe that the above procedures were not followed in relation to the marking of your work, or that the assessor has not properly applied the marking standards to their marking, then you may make use of the appeals procedure which can be found on our website.

Frequently Asked Questions

Q: What is malpractice?

A: Candidate Malpractice can take many forms, but some obvious examples would be not following the instructions or advice of an invigilator, copying from another candidate, disruptive behaviour in the examination room, bringing unauthorised material into the exam room, plagiarism. Penalties range from a warning up to disqualification from all the examinations in a series and being barred from entering examinations for a set period of time for the most serious offences. The School must report cases of suspected malpractice to the appropriate awarding body. Any candidate who is accused of malpractice has the right to make a written statement to accompany the official report. Full details of what constitutes malpractice and examples of penalties that may be applied can be found on the JCQ website <http://www.jcq.org.uk/exams-office/malpractice>

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

A: No, you must attend on the given date and time.

Q. If I am late can I still sit the examination?

A: Yes. Telephone school to let us know you are on your way and when you arrive go to Reception. You must not enter an examination room without permission after an examination has begun. You may be allowed the full time for the examination but if you arrive very late, the exam board may decide not to accept your work. Make sure you allow enough time to get to school so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. What are Access Arrangements?

A: Some candidates qualify for different exam arrangements. Applications for access arrangements must be made by the school at the start of your course of study. They require appropriate evidence of need and must reflect your normal way of working in class and exams. Temporary arrangements can also be made in emergency situations, e.g. a hand injury that affects your ability so you may need a laptop or scribe to record your answers. You should contact the Exams Officer immediately if you think you may need emergency access arrangements to be put in place.

Q. I am entitled to Access Arrangements – How will this affect the way I take my exams?

A: Access Arrangements include supervised rest breaks, electronic readers, prompts, scribes and use of laptops. Where possible, such candidates will be seated together in smaller venues to minimise disturbance from other candidates who finish earlier. The invigilators will include the additional time when they display the finishing time of your exam.

Q: What do I do if I have an accident or am ill before the exam?

A: Put your hand up and an invigilator will assist you. If you are ill and feel this may have affected your performance make sure the Exams Officer is informed before you go home after the exam. If you are unwell, it is best to attempt the exam and the school can apply for special consideration. If you are too ill to come to school you must of course put your health first. Go immediately to the doctor and obtain a medical certificate with the nature of the illness, stating explicitly that they were too ill to attend school, signed by a physician & send into school.

Q. What is Special Consideration?

A: Sometimes adverse circumstances just before or during exams can affect your performance on the day. Awarding bodies do make allowances in certain situations such as illness or bereavement, providing the school has appropriate supporting evidence. Speak to your Exams Officer as soon as possible if you think this may apply to you. Applications for special consideration must be made immediately after the exams are completed.

Q. What equipment should I bring for my exams?

A: You must bring your own equipment for examinations; never try to borrow from another candidate during the examination. Before the exams ask your teacher what you will need.

- » Any pencil cases taken into the examination room must be see through
- » For most exams you should bring at least 2 black ink or ballpoint pens.
- » For mathematics you will need a pencil, sharpener, rubber, ruler, protractor, compass.
- » Calculators for science and mathematics (calculator papers) must conform to JCQ regulations, have new batteries and you must remove the cover and any instructions.
- » Water in clear bottles without a label is permitted.

Q. Which items are NOT allowed into the exam room?

- » No food is allowed in the exam room.
- » No flavoured drinks and bottles with labels.
- » No watches of any kind
- » No mobile telephones, or any other electronic storage device. You are strongly advised to leave your phone at home. If you forget and bring it with you to school, you must switch it off and place it in your bag.

Q. Can I bring an inhaler or medication into the exam?

A: Yes, if you normally use inhalers or other prescribed medication, you can bring what you need into the exam room but you must put it in a clear bag or have it out on the desk so the invigilators can see it.

Q. What do I do if I think I have the wrong question paper or answer sheet?

A: Invigilators will ask you to check before the exam starts. If you think something is wrong, put your hand up and tell the invigilator immediately.

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

A: Your candidate number is printed on your individual timetable and will be on the card on your exam desk. Take care to write the correct number on all your exam scripts.

Q. What do I do if I forget the school Centre Number?

A: The Centre Number is 32259. It will be displayed in the examination room and on your desk card.

Q. Do I have to wear school uniform?

A: Yes. Normal school regulations apply to uniform, hair, jewellery, make-up, etc.

Q. Can I leave the exam early?

A: No. A candidate may not leave the examination room without the permission of the invigilators

Q. Can I go to the toilet during an exam?

A: You will not be permitted to leave an exam to go to the toilet within the first hour. After this, under extreme circumstances or with a medical pass you may but will be accompanied by an invigilator and will have to be officially logged. No extra time will be permitted. You will also NOT be allowed to leave during the last 30 minutes of an exam.

Q. Where can I apply for post results services – enquiries about results and access to scripts?

A: Fees and application forms will be available from the Exams Officer when results are published. Post results services can be expensive, and pupils are advised to seek advice from subject teachers before applying. If a grade is amended as a result of an enquiry the review fee will be refunded.

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

In the event of an emergency such as a fire alarm, you must stop writing, close your booklet and remain seated until the invigilator gives you further instructions. If you need to be escorted off the premises, you will still be under exam conditions and must therefore remain silent and not communicate with any other candidates. When you return, you will be given the full remaining time from your exam.

Coursework Assessment Info

Produced on behalf of:



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. 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 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, 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_262
downloaded 5 February 2023.

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 or 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 or share it with anyone, including posting it on social media. 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 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.

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 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**

Non-examination assessments

Produced on behalf of:



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_2621
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

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SO IT NEEDS TO BE YOUR
OWN WORK**

On-screen tests

Produced on behalf of:



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.

Regulations – Make sure you understand the rules

- Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- Do not become involved in any unfair or dishonest practice during the on-screen test.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- Only take into the exam room the materials and equipment which are allowed.
- 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.

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

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.

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 examination room any operating instructions or prepared programs.
3. Do not use a dictionary or computer spell checker unless you are told otherwise.

Instructions during the on-screen test

1. 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.

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

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



Written examinations

Produced on behalf of:



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.

Regulations – Make sure you understand the rules

- Be on time for all your exams. If you are late, your work might not be accepted.
- Do not become involved in any unfair or dishonest practice during the exam.
- If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 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.

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

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

- Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- If you arrive late for an exam, report to the invigilator running the exam.
- If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 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.

Calculators, dictionaries and computer spell-checkers

- You may use a calculator unless you are told otherwise.
- 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.
- Do not use a dictionary or computer spell checker unless you are told otherwise.

Instructions during the exam

- Always listen to the invigilator. Always follow their instructions.
- 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.
- Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

- 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.
- Remember to write your answers within the designated sections of the answer booklet.
- 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.

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.
- 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.

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.
- Do not leave the exam room until told to do so by the invigilator.
- 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

On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

Before sitting your exams, ensure you know:

- the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

What you cannot take into exams:

- any type of phone
- revision notes
- any type of watch (this includes analogue, digital and smart watches)



What you will need:

- a clear pencil case
- at least two black ink pens – blue pens are not acceptable
- an approved calculator for relevant exams
- appropriate apparatus such as a ruler or protractor for relevant exams
- a clear water bottle if you wish to take one in – it must not have a label



Other important information:

- Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- Fill in your details on the front of your answer booklet.
- If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room. Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer



JCQ

How we use your information

Produced on behalf of:



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

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.
- **Erase** – 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.



Using social media and examinations/assessments

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.

Please note

- 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.

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

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

**"STAY POSITIVE, WORK
HARD, MAKE IT HAPPEN"**

GOOD LUCK



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