

CANDIDATE EXAM HANDBOOK

2025

Centre number: 12146

Candidate Exam Number: _____

Candidate Name: _____



GREATFIELDS SCHOOL

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**Read Carefully
To Ensure You
Are Fully
Prepared!**

Introduction

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

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Purpose of the candidate exam handbook

The purpose of this handbook is

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

Malpractice

JCQ has outlined what malpractice is and what consequences follow:

- 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
- 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

Therefore, for you, malpractice could look like:

- 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.

Malpractice in the exam room will be dealt with by the Invigilators and the Exams Officer. In cases of minor behaviour problems, a warning will initially be given to the candidate to stop. If the behaviour persists or

there is a more serious malpractice incident such as possession of a mobile phone in the exam room, immediate action will be taken by the Exams Officer. Malpractice within the classroom whilst carrying out non-examination assessment will be dealt with by the Subject Teacher and the Exams Officer. **The awarding body will be informed immediately, consequently they may disqualify your exam paper with immediate effect!**

Please read the following documents at the back of this handbook (Appendix 1 and 2)

JCQ Information to candidates: (Appendix 3-8)

- ⇒ social media JCQ Information for candidates
- ⇒ written examinations JCQ Information for candidates
- ⇒ on-screen tests JCQ Information for candidates
- ⇒ non-examination assessments

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 at the back of this handbook.

Coursework assessments/non-examination assessments

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You will be advised by your Subject Teachers when these assessments will take place.

- For formal assessments, you will be informed, in your lesson, of when the assessment will take place.
- Please be aware of and ensure you meet any deadlines set by your Subject Teacher.
- Depending on the type of assessment, it will be marked by your teacher and then moderated by the exam board or it will be sent to the exam board for marking.
- Your Subject Teacher will advise you of your mark no later than 2 weeks before the work is sent to the exam board. If you wish to appeal against your mark, please speak to your Subject Teacher, within 3 days of you receiving the mark. Your subject tutor will set a deadline for making an internal appeal.
- Please read the procedure regarding appeals on the exams section of the Greatfields website.

Written timetabled exams

- A few weeks before your exam you will be issued with an exam timetable via Exams Assist. This will include details of which room you are sitting the exam in, your seat number and your **candidate number**. This will be sent to your school email address. You can also request a hardcopy from the Exams Officer or your Head of Year.
- ☞ **Please check the information on the timetable carefully and if there is anything wrong, advise your Subject Teacher and the Exams Officer immediately!**
- Please learn your candidate number. This will stay the same for all your exams and you must write this on the front of every exam paper.
- Exam room posters – Warning to candidates, Mobile Phone posters and the seating plan for the exam will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations and to check that your seat number has not changed.
- Exam times are also published online on the school's Exams section and put up on the exams notice board in Cedar main hall.

On the next few pages you can view all the exams taking place in Greatfields.

A-level	7712	English Literature A (Paper 2)	2h 30m		
Qualification	Code	Subject	Duration		
GCSE	8700/1	English Language (Paper 1)	1h 45m	23/05/2025	
A-level	7042	History (Paper 1)	2h 30m		
Qualification	Code	Subject	Duration		
Qualification	Code	Subject	Duration		
Qualification	Code	Subject	Duration		
GCSE	1UR0 4	Urdu Paper 4: Writing F/H	1h 20m/ 1h 25m	02/06/2025	
GCSE	1A40 4	Arabic Paper 4: Writing F/H	1h 20m/ 1h 25m	03/06/2025	
GCSE	1RU0 1	Russian Paper 1 Listening F/H	35m/ 45m		
GCSE	1RU0 3	Russian Paper 3 Reading F/H	50m/ 1h 05m		
GCSE	1PG0	Portuguese Paper 3 Listening F/H	35m/ 45m		
GCSE	1PG0	Portuguese Paper 3 Reading F/H	45m/ 1h		
A-level	7192/2	Sociology Paper 2	2h	04/06/2025	
GCSE	1MA1 2	Mathematics: Paper 2 (Calculator)	1h 30m		
A-level	9E00 03	Economics: Paper 3: Microeconomics and Macroeconomics	2h 00m	05/06/2025	
GCSE	8145	History Paper 2	2h		
GCSE	8700/2	English Language Paper 2	1h 45m	06/06/2025	
A-level	H481/3	Geography: Geographical debates	2h 30m		
Qualification	Code	Subject	Duration		
A-level	7182/3	Psychology Paper 3	2h	09/06/2025	
GCSE	8464	Combined Science: Trilogy - Biology Paper 2 (both tiers)	1h 15m		
GCSE	8461	Biology Paper 2 (both tiers)	1h 45m		
GCSE	1SP0 1	Spanish Listening Paper 1 F/H	35m/ 45m	10/06/2025	
GCSE	1SP0 3	Spanish Reading Paper 3 F/H	45m/2h		
A-level	H432	Chemistry Paper 1: Periodic table, elements and physical chemistry	2h 15m		
GCSE	1MA1 3	Mathematics: Paper 3 (Calculator)	1h 30m	11/06/2025	
A-level	H446/01	Computer Science: Computer systems	2h 30m		
GCSE	8638/W	Bengali Paper 4 F/H	1h/1h 15m	12/06/2025	
GCSE	8035/3	Geography Paper 3	1h 30m		
A-level	98N0 02	Biology A: Paper 2: Energy, Exercise and Co-ordination	2h 00m	13/06/2025	
GCSE	8464/2	Combined Science: Trilogy - Chemistry Paper 2 (both tiers)	1h 15m		
GCSE	8462/2	Chemistry Paper 2 (both tiers)	1h 45m		
Qualification	Code	Subject	Duration		
A-level	H481/2	Geography: Human Interactions	1h 30m		
GCSE	1TU0 4	Turkish Paper 4 Writing F/H	1h 20m/ 1h 25m		
Qualification	Code	Subject	Duration		
BTEC National	31493H	Health and Social Care: Anatomy and Physiology for Health and Social Care	1h 30m	23/05/2025	
Qualification	Code	Subject	Duration		
IGCSE	45W1 01	Swahili: Paper 1: Reading, Writing and Translation	2h 15m	29/05/2025	
IGCSE	45W1 02	Swahili: Paper 2: Listening	35m		
Qualification	Code	Subject	Duration		
Qualification	Code	Subject	Duration		
GCSE	8638/L	Bengali Paper 1 Listening F/H	35m/45m	02/06/2025	
GCSE	8638/R	Bengali Paper 3 Reading F/H	45m/1h	03/06/2025	
GCSE	8688	Polish Paper 1 Reading F/H	35m/45m		
GCSE	8688	Polish Paper 3 Listening F/H	45m/ 1h		
A-level	91MA0 01	Mathematics: Paper 1: Pure Mathematics 1	2h 00m	04/06/2025	
GCSE	1FR0 4	French Paper 3 Writing F/H	1h 15m/1h 20m	05/06/2025	
A-level	98N0 01	Biology A (Salters Nuffield): Paper 1: The Natural Environment and Species Survival	2h 00m		
GCSE	8035/2	Geography: Paper 2	1h 30m	06/06/2025	
A-level	7042	History Paper 2	2h 30m		
Qualification	Code	Subject	Duration		
A-level	7132/3	Business Paper 3	2h	09/06/2025	
GCSE	J587/02	PE: Social Cultural Issue Sport Psychology	1h		
GCSE	RD93/01	iMedia: Creative Media	1h 30m		
Qualification	Code	Subject	Duration		
GCSE	1RU0 4	Russian Paper 4 Writing F/H	1h 20m/1h 25m	12/06/2025	
A-level	91MA0 02	Mathematics Paper 2: Pure Mathematics 2	2h 00m	13/06/2025	
WJEC	5409JAD-1	Hospitality & Catering Unit 1: Onscreen	1h 20m		
A-level	7192/3	Sociology Paper 3	2h	13/06/2025	
GCSE	8688	Polish Paper 4 Writing F/H	1h/ 1h 15m		
GCSE	1PG0	Portuguese Paper 4 Writing	1h 15m/ 1h 20m		
Qualification	Code	Subject	Duration		

Contingency day TBC

The **Joint Council for Qualifications (JCQ)** has set aside the following contingency days in case exams need to be rescheduled due to national events or emergencies. **All students must remain available until the final contingency day.**

- ☞ **Thursday 6 June 2024 (Afternoon)**
- ☞ **Thursday 13 June 2024 (Afternoon)**
- ☞ **Wednesday 26 June 2024 (All Day)**

We will communicate with parents, carers and students of any changes to the exam or assessment timetable or to the venue due to the disruption or emergency all our communication platforms.

On screen

- You will be advised, in your lesson, of your exam location and time.
- Please check the information provided, and if there is anything wrong, advise your Subject Teacher and the Exams Officer.
- Exam room posters – Warning to candidates, Mobile Phone posters and the seating plan for the exam will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations and to check your seat number has not changed.
- Exam times are also published online on the school's website.

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

- There may be a time when your exam timetable shows two exams at exactly the same time. Don't panic, this happens quite a lot.
- The Exams Officer will arrange for you to take one exam first followed by the second, with a short break in between. You must not leave the exam room unsupervised during the short break and exam conditions will remain in place.
- Your final exam timetable will show the amended times.

Where you will take your exams

Your timetable will give detail of where your exams will be held. Typically, exams will take place in the Cedar Sports Hall. Students with extra time or other access arrangements will be situated in designated classrooms prepared for examination.

What time your exams will start and finish

- Your exam will normally start at 9am for a morning session and pm or
- 1.30pm for the afternoon session. Please make sure you arrive at least
- 15 minutes before the start of the exam.
- The initial briefing will take place in the registration rooms or in line up. You will be escorted to your exam room. Please make sure you go to the toilet before the exam as you will only be allowed to go to the toilet during the exam in exceptional circumstances. If you have a medical issue which means you have to go to the toilet regularly please inform the Exams Officer (medical evidence will be required).
- You will not be allowed to leave the exam before the end. Also, if the exam finishes before 10am in the morning or 2pm in the afternoon you will have to stay in the exam room, under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Supervision during your exams

- Exams are supervised by a team of invigilators who are employed by school at exam times. They are fully trained to make sure the exams are carried out in accordance with the JCQ strict regulations.
- It is the job of the invigilator to watch students as they do their exam. They will not approach you unless they think you are breaking the regulations or you put up your hand for assistance.
- The invigilator cannot give you any help with your exam.
- Each invigilator will have a supply of stationery and if you need anything, please raise your hand and they will come to you.
- The Exams Officer and the invigilators are also responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone.

Exam room conditions

- After your exam briefing and before the exam, you will be asked to take your personal belongings with you to line up. At this time, you must make sure you have all the required equipment for your exam, that your mobile phone and any other electronic devices have been handed in or switched off and left in your bag and that you have nothing in your pockets.
- You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means that you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room.
- You should find your seat quickly and quietly. There will be numbers and letters on the walls to help you to find the row

you will be sat on. Invigilators will help you if you can't find your seat. Do not ask another candidate.

- You must listen to and follow the instructions of the invigilator at all times in the exam room.
- The exam paper may have been placed on your desk before you enter the room. If so, please do not attempt to look inside and read anything. This is malpractice.
- Please don't write anything on the front of the paper until you are advised to do so by the invigilator.
- At the front of the room you will see that the name/code of the exam, day, date, time are displayed. You will need this information when you are asked to fill in the front of your exam paper
- When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name. When the exam starts, the invigilator will display the start and finish times of the exam.
- If you need to leave the room because you are feeling unwell, please put up your hand and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your name, candidate number and question on any additional sheets of paper you may use.

Where you will sit in the exam room

- Your seat number will be on your final exam timetable and seating
- plans will be displayed outside the exam rooms.
- It is very important that you make sure you sit at the correct desk to make sure that you sit the correct exam paper.
- If you are unsure of where to sit, please put up your hand and an invigilator will assist you

How your identity is confirmed in the exam room

A member of the SLT staff will identify you and check you against the seating register during the line up and at the entrance to the exam room.

What equipment you need to bring to your exams

You will need:

- ✓ A black ball-point pen (must be black) and spares
- ✓ Pencil
- ✓ Ruler
- ✓ Eraser
- ✓ Clear pencil case
- ✓ Scientific calculator (unless the exam does not allow a calculator) without a lid/cover.
- ✓ Maths exams will also require a protractor, possibly set square and compass. Your Maths teacher will give you more information regarding the equipment needed. *Some exams may need coloured pencils. Your subject teacher will advise you.*

Using calculators

For exams where a calculator is allowed, please be aware of the following:

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

An invigilator may give a candidate a replacement calculator.

Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.

Any equipment's borrowed for exam use, will be logged and must be returned at the end of the exam.

What you should not bring into the exam room

It is very important that you do not enter the exam room with any **unauthorised items** in your possession. These items include:

- × Mobile phones
- × MP3/4 players
- × All types of wrist watch including Smart watches
- × iPods
- × Any other similar electronic devices
- × Earphones
- × Notes and study guides
- × Own blank paper
- × Calculators, unless allowed for the exam
- × Calculator lid/cover
- × Dictionaries, unless allowed for the exam
- × Miscellaneous items such as make-up, lip salve, bus passes, money and keys, student reports and exam timetables.
- × Food items This list just covers a few of the items removed from candidates.

PLEASE MAKE SURE YOU CHECK ALL YOUR POCKETS!

Food and drink in exam rooms

You are allowed to take a small 500ml bottle of water into the exam. The label must be removed before you enter the exam room.

Food is not permitted in the exam room. If you have any medication to take during the exam, please advise the Exams Officer.

What you should wear for your exams

Your full school uniform must be worn during exam times.

Where your personal belongings will be stored during your exam

All personal possessions will be stored in your school bag or handed over to an invigilator which you can collect at the end of the exam. Your bag will be placed outside the exam room during the examination. You will be instructed by the invigilator or SLT staff where to place your bags on the day of the exam.

What to do if you arrive late for an exam

You must arrive at least 10 minutes before the start of your exam. If you are late for any reason, please report to visitor reception and tell the member of staff that you have an exam.

An SLT staff or the Exams Officer will collect you from reception and escort you to the exam room.

You will be given the full time allowed for your exam. If you arrive extremely late for an exam (after 10am for a morning exam and after 2pm for an afternoon exam) you will still sit the exam but there is a chance that the exam board will not mark your paper.

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

It is really important that you attend school for all exams, whether real or mock, unless you are seriously ill.

- ☞ If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact the Exams Officer or the school Office immediately. You will need to provide medical evidence to confirm your illness.
- ☞ If you feel unwell during an exam, please put your hand up and an invigilator will assist you.
- ☞ If you feel unwell before the exam starts, please tell the Exams Officer so that we are aware of your situation and invigilators can be advised.

For real exams, the date and time of the exam is set by the exam board so that all students are sitting the exam at the same time. We cannot change the date of the exam. However, exam boards can arrange alternative exam dates through a Special consideration request on behalf of the candidate provided there is evidence to support the claim.

For mock exams, if you are unable to attend on the scheduled day due to serious illness, please call the school and let office know immediately or email exams@greatfieldsschool.com. Alternative arrangements will be made available when you return to school.

What happens if you have an unauthorised absence from an exam

Your exams are extremely important and it vital that you attend all real and mock exams.

If you do not turn up for an exam you will receive a zero mark and

your parents/carers will be invoiced for the exam entry fee. On average, this is approximately £60 per exam but varies depending on the exam/exam board.

Please advise your Head of Year or Exams Officer of any issues you have around exam time.

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

In the event of an emergency, the Lead Invigilator will stop the exam and give instructions to you.

You must:

- ✓ Stop writing and close your exam papers.
- ✓ Stay seated until the invigilator advises you to leave the room.
- ✓ Follow your designated invigilator to the pre-arranged meeting point.
- ✓ When the exam starts, the invigilator will display the start and finish times of the exam.

You must not:

- × Communicate with anyone inside and outside the exam room other than the Exams Officer and invigilators.
- × Collect any personal belongings, unless advised to do so by the invigilators. If you do not follow these rules, you may not be allowed back into the exam room to complete your exam.

Candidates with Access Arrangements

If you are a student who is entitled to an Access Arrangement such as a reader and/or scribe, you will take your exams in a separate room. The Teaching Assistants who support you in school will be present in

the exam room to give you assistance. They, too, have to comply with the JCQ exam regulations so there are certain things they not allowed to do. If you are unsure of how your access arrangement will work, please speak with Mrs Sarwar.

Results

Results are released in August. Candidates unable to collect their results statement in person can request to have them emailed. They must complete a form which you can request from your head of year or exams officer. The form must be returned before July 11th.

Appeals services

If you believe an error has been made in determining your grade, you will have a right to appeal. A form is required to be completed to consent the process. This can be found with exams officer on results day or you can request it from your subject teachers.

Next Steps

Sixth Form/College Enrolment: Ensure you attend your enrolment day as instructed by your school or college.

University Clearing (A-Level students): If you need to apply through Clearing, support will be available on Results Day

Certificates

Your exam certificates are produced by the exam board and sent to school by mid November. The certificates will be ready for collection in December to January. You will receive an email from school office instructing you to collect your certificates.

Internal appeals procedure

Greatfields is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity.

You will be informed of the assessed marks before the marks are submitted to the awarding body.

If you believe that the correct procedures were not followed in relation to the marking of your work, or that the assessor has not properly applied the mark scheme to your marking, then you may make use of this appeals procedure to consider whether to request a review of the centre's marking.

The internal appeal procedure can be found on Greatfields website in the Exams page.

Complaints and appeals procedure

Greatfields School has a policy in place regarding complaints and appeal procedures relating to the delivery or administration of a qualification. This is available to read in the exams section of Greatfields website.

Appendix I

Information for Candidates: Coursework.

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

This document can be found on JCQ website *Information for candidates - Coursework* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Also can be found on Greatfields website in Exams under Information for Candidates.

“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” (JCQ)

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

Appendix 2

JCQ Information for candidates – non-examination assessments

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

This document can be found on JCQ website *Information for candidates – non-examination assessments* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Also can be found on Greatfields website in Exams under Information for Candidates.

“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’ “ (*JCQ, information for candidate documents*)

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

Appendix 3

JCQ Information for candidates – written exams

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

This document can be found on JCQ website *Information for candidates – written exams* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> .

Also can be found on Greatfields website in Exams under Information for Candidates.

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 When the invigilator tells you, fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use for rough work.

Appendix 4

JCQ Information for candidates – Privacy Notice

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

This document can be found on JCQ website *Information for candidates – Privacy Notice* <http://www.jcq.org.uk/exams-office/information-for-candidates-documents> .

Also can be found on Greatfields website in Exams under Information for Candidates.

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).


Appendix 5

JCQ Information for candidates – social media


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

This document can be found on JCQ website *Information for candidates* – <http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Also can be found on Greatfields website in Exams under Information for Candidates.



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



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

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

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

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

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

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



You 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.

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

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



Appendix 6

JCQ Unauthorised items poster

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

Also can be found on Greatfields website in Exams under Information for Candidates.



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
SMARTWATCHES
MP3/4 PLAYERS**

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



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

DISQUALIFICATION

from your examination and your overall qualification.

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

Appendix 7

JCQ Warning to Candidates poster

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

<https://www.jcq.org.uk/exams-office/exam-room-posters/>

Also can be found on Greatfields website in Exams under Information for Candidates.



AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Warning to Candidates

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

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