



LONGBENTON HIGH SCHOOL

Summer 2020 Examinations

Guidance for Students and Parents/Carers

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Introduction

It is the aim of Longbenton High School to make the examination experience as stress-free and successful as possible for all students.

Please read through this booklet and show it to your parents so that they are also aware of the examination regulations and the procedures to follow in the event of problems occurring.

The awarding bodies (examination boards) set strict criteria which must be followed for the conduct of examinations and Longbenton High School is required to follow them precisely. You should therefore pay particular attention to the Joint Council for Qualifications (JCQ) notices which are at the end of this booklet. You can also find them in the exams section of the school website.

Some questions you may have are answered at the back of this booklet. If there is anything you do not understand or any questions that have not been addressed, please ask.

If you have any exam queries or need help or advice at any time before, during or after the examinations, please ask your tutor or year leader or call in to see me in F05.

Exam Contingency Day – 24th June 2020

A contingency exam day has been set by the awarding bodies that you must be aware of. This contingency day for GCSE and/or A Level (or equivalent) exams has been put in place “in the event of widespread, sustained national or local disruption to exams during the June 2020 examination series.”

The decision comes following the tragic events of summer 2017, namely the Manchester attacks and the Grenfell Tower fire. The JCQ has decided that they need the option to postpone an exam in the event of an incident and rearrange for a later date to allow all students a fair and equal chance.

The date that has been set aside as the contingency day is **Wednesday 24th June 2020**.

This means that all exam candidates must be available to sit exams from the date of their first exam until Wednesday 24th June 2020.

The period in the run up to exams is a crucial time and we ask that parents/carers do not look to book any holidays in term time in May or June 2020. This includes the May half term (Monday 25th May 2020 – Friday 29th May 2020) which should be set aside for revision.

Miss Smith
Examinations Officer

Before the Examinations

Candidate Name:

You are registered for your exams using your legal name, not preferred name and this should be the same as your birth certificate/passport.

Candidate Number:

You have a 4 digit candidate number and this is the number you will enter on examination papers. It will appear on your candidate card in the exam room.

Timetables:

The timetable supplied with this booklet is your provisional version. A final timetable showing start times and locations will be issued closer to the exam period. Check it carefully – ensure your name and date of birth is correct. If you think something is wrong, contact Miss Smith straight away.

Exam Fees:

All exam fees are paid by Longbenton High School. However, if you are absent from an exam without good reason then you may be charged.

(Post 16 students taking exams in their 3rd year must pay for any resits)

Equipment:

Make sure you have all the correct equipment before your examinations.

During the Examinations

Examination Regulations:

JCQ issue rules and regulations that must be strictly adhered to by all schools. You must read these carefully and note that any breach of examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the awarding body.

Attendance at Examinations:

You are responsible for checking your own timetable and arriving at school on the correct day and time, **properly dressed in school uniform and fully equipped**. Post 16 students must ensure that they are dressed appropriately as outdoor jackets are not permitted to be worn in the exam room. You must arrive 10 minutes prior to the start time and wait quietly until you are called in to the exam room. All jackets and bags will be left outside and it is advisable that valuable belongings are not brought to school on exam days.

Do not attempt to communicate with or distract other candidates.

If you arrive late for an exam you may still be admitted. Advice will be given on the day.

All items of equipment, pens, pencils, mathematical instruments (do not bring calculator lids), etc should be visible to the invigilators at all times. You must use a transparent pencil case or a clear plastic bag.

Pens must be black ink or ballpoint – no erasable or correction pens are allowed. Glasses cases and smart watches are NOT allowed. If you are wearing a standard wrist watch you must remove it from your wrist and place it on the desk.

For mathematical and science examinations, you should make sure your calculator conforms to examination regulations:

Calculators must be:

- of a size suitable for use on the desk;
- either battery or solar powered;
- free of lids, cases or covers which have printed instructions or formulas.

Calculators must not:

- be designed or adapted to offer any of these facilities:
 - 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 (an invigilator may give a candidate a replacement calculator)
- have retrievable information stored in them - this includes:
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

You are responsible for the following:

- the calculator's power supply;
- the calculator's working condition;
- clearing anything stored in the calculator.

No item may be borrowed from another candidate.

Examination regulations are very strict regarding items that may be taken into the exam room. If you break these rules you may be disqualified from the examination.

Mobile phones must not be brought into the exam room unless they are switched off and handed to an invigilator. If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an exam (even if it is turned off) it will be taken from you and a report made to the exam board. No exceptions can be made.

Food or drink is not permitted in the exam room with the exception of water which must be in a clear bottle with the label removed.

Do not draw graffiti or write comments on examination papers. If you do, the exam board may refuse to accept your paper. You must not draw or write on the exam desks.

Listen carefully to the instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.

Check that you have the correct question paper – check the date, subject, paper and tier of entry. If you have been given the wrong paper in error you must inform an invigilator immediately.

Read all instructions carefully and number your answers clearly.

You must stay in the exam room for the duration of the exam. You will not be allowed to leave early without the express permission of the Examinations Officer. If you have finished your paper, use any time remaining to check over your answers and ensure you have completed your details correctly.

At the end of the exam, all work must be handed in. Remember to cross out any rough work you do not want marked. Make sure your details are on any additional answer sheets or booklets you use.

Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. Remember you are still under exam conditions until you have left the room.

Question papers, answer booklets and additional paper must not be taken from the exam room.

When dismissed, please leave the room in silence and show consideration for other candidates who may still be working.

If the fire alarm sounds during an exam, please listen for instruction from the invigilator. Do not panic. If you have to evacuate the room you will be asked to leave in silence and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room, do not start writing until the invigilator tells you to do so. You will be allowed the full time for the exam and a report will be sent to the awarding body detailing the incident.

Invigilators:

Invigilators have a key role in upholding the integrity of the exam process. They ensure that the exam is conducted in accordance with the regulatory requirements and ensure that all candidates have an equal opportunity to demonstrate their abilities.

They will assist with any issues that occur, e.g. supplying additional answer sheets and equipment but under no circumstances can they discuss the content of the exam paper with you or explain any words or questions.

Absence from exams:

If you experience difficulties during the exam period, e.g. illness, injury or personal problems, please inform school at the earliest opportunity so that we can help or advise you.

Only in exceptional circumstances are candidates allowed special consideration for absence from any part on an exam. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Examinations Officer without delay.

After the Examinations

Notification of Results:

GCE results will be available for collection in the café area on Thursday 13th August from 8.30am until 11.30am.

GCSE results will be available for collection in the café area on Thursday 20th August from 8.30am until 11.30am.

Members of staff will be on hand to provide support and guidance to students who require it.

If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation to school before results day. This may be a letter addressed to Miss Smith (Examinations Officer) or an email to lhs@longbenton.org.uk, marked for the attention of Miss Smith. The letter or email should state who will collect your results and the person collecting them should bring evidence of their identity.

If you cannot come to school on results day, you can supply Miss Smith or your Year Leader with a stamped addressed envelope or request that your results be emailed to you.

We aim to send all email requests by 12noon on results day. Students collecting their results in person will be given priority.

If you do not collect your results on results day or make other arrangements, your results will be available for collection on subsequent days from school reception.

Post Results Services

All Reviews of Results (RoRs) should first be discussed with the relevant Curriculum Leader/Subject Teacher/Senior member of staff who will advise on the viability of such a request.

Curriculum Leaders will review the marks you and others have achieved and will advise you if we feel there is an anomaly and that the paper should be reviewed. In the event that we feel a number of candidates have been marked incorrectly, the school will request a review of all of those papers (with your agreement).

If you wish to request a review that is not supported by the relevant Curriculum Leader/Subject Teacher/Senior member of staff then fees will apply. Please contact Miss Smith for the current fees for 2020 RoRs. Full payment must be made at the time of the request.

In all cases, a Candidate Consent Form must be completed before the application can be made to the exam board.

Deadlines (dates correct at the time of printing – December 2019)

GCE Priority RoRs	20 th August 2020
Priority return of scripts to assist RoR request (GCE)	20 th August 2020
Priority return of scripts to assist RoR request (GCSE)	27 th August 2020
GCE/GCSE RoRs	20 th September 2020
Access to Scripts:	27 th September 2020

Post Results Services

Fees for post-results services (Access to Scripts and Enquiries about Results) are set independently by each individual awarding body. Up to date fees and post results information will be included with your results in August.

Service 1 (Clerical re-check)	<p>A re-check of all clerical procedures leading to the issue of a result. It includes the following checks:</p> <ul style="list-style-type: none"> • That all parts of the script have been marked • The totalling of marks • The recording of marks • If requested, a copy of the re-checked script (additional cost) <p>The deadline for completion is within 10 calendar days of the awarding body receiving the request.</p>
Service 2 (Mark Review)	<p>A review of the original marking to ensure that the agreed mark scheme has been applied correctly. It includes:</p> <ul style="list-style-type: none"> • The clerical re-checks detailed in Service 1 • A review of marking as stated above • If requested, a copy of the reviewed script (additional cost) <p>The deadline for completion is within 20 calendar days of the awarding body receiving the request.</p>
Priority Service 2 (Mark Review)	<p>As a service 2 detailed above but is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.</p> <p>The deadline for completion is within 15 calendar days of the awarding body receiving the request.</p>
Access to Priority Copies of Scripts	<p>Candidates may request priority copies of GCE AS and A-level scripts before deciding whether to lodge an enquiry about results.</p> <p>This service is not available to priority service 2 enquiries about results for GCE A-level examinations.</p> <p>Centres will receive the copies by no later than 6th September 2020.</p>
Access to Original Scripts	<p>Candidates may request their original scripts following the deadline for re-marks. Once original scripts have been requested it is not possible to request a re-mark.</p> <p>Centres will receive the scripts after the 21st September 2020.</p>

Certificates

Certificates are received in school by November 2020 and an announcement will be made on the Longbenton High School website when they are ready for collection.

You will be required to sign to confirm that you have received your certificates and that they are correct. If you are unable to collect your certificates, you may give authority for someone else to collect and check them on your behalf. Please use the Contact Us link on the school website to tell us who will collect your certificates and the person collecting them should bring evidence of their identity.

Joint Council for Qualifications (JCQ) regulations state that certificates should be held for a minimum of 12 months. If they remain uncollected they may be disposed of securely. If you lose or fail to collect your certificates, you will need to obtain duplicates from the relevant exam board. Note that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results. Fees will apply.

Frequently Asked Questions

- Q. **What do I do if there is a clash on my timetable?**
- A. We will re-schedule papers internally (on the same day) where there is a clash of subjects. You will normally sit them back to back. However, depending on the duration, you may have a supervised break between exams. Correct times will be shown on your final timetable and further information provided if one of your exams has been moved to a different session.
- Q. **What do I do if I think I have the wrong paper?**
- A. An invigilator will ask you to check your paper before the exam starts. If you think something is wrong, put your hand up and tell them immediately.
- Q. **What do I do if I have an accident or I am ill before the exam?**
- A. Inform school at the earliest opportunity so we can help/advise you. You may need to complete a self-certification form or obtain medical evidence from your GP or hospital if you wish the school to make a special consideration request to the awarding body.
- Q. **What is a special consideration request?**
- A. Special consideration is a post exam adjustment to your mark to reflect temporary illness, injury or other indisposition **at the time of the assessment**. Parents should be aware that any adjustment is likely to be small and feedback is not provided. Candidates are only eligible for special consideration **if they have been fully prepared and covered the whole course** but performance in the actual exam or assessment is affected by adverse circumstances beyond their control.
- Q. **What do I do if I feel ill during the examination?**
- A. Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam.
- Q. **If I'm late, can I still take the exam?**
- A. Provided you arrive in school within 30mins of the start time, it may still be possible for you to sit the exam. Get to school as quickly as possible and report to reception. You must not enter an exam room without permission after an exam has begun. Please ensure that you arrive at school on time for your examinations as the exam board is not guaranteed to accept your paper if you are late.
- Q. **If I miss an exam can I take it on another day?**
- A. No. Timetables are regulated by the exam boards and you must attend on the given date and time.

Q. **Do I have to wear school uniform?**

A. Year 10 and 11 students must wear full school uniform. Post 16 students should dress appropriately.

Q. **What equipment should I bring for my exams?**

A. For most exams you should bring at least 2 black pens, 2 pencils, a rubber, ruler and pencil sharpener. For some exams you will need a calculator, compass and protractor and for others coloured pencils. Your teacher will advise you prior to your exams. **You are responsible for providing your own equipment for exams. You must not attempt to borrow equipment from other candidates during the exam.**

Q. **What is allowed in the exam room?**

A. Only material that is listed on the question paper is permitted in the exam room and students who are found to have any material with them that is not allowed will be reported to the appropriate exam board. In such circumstances, a student would normally be disqualified from the paper of the subject concerned.

Q. **Why can't I have my mobile phone in the exam room?**

A. Being in possession of a mobile phone (or any other electronic device such as iPod, headphones, smartwatch) is regarded as cheating and is subject to severe penalty from the awarding bodies. The minimum penalties are as follows:

Device found on you and turned ON – disqualification from the entire subject award. Device found on you and turned OFF – disqualification from the paper you are sitting at the time.

It is not worth the risk to bring your mobile phone into the exam. Please leave it at home on exam days or switch it off and hand it to an invigilator at the start.

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates For written examinations – effective from 1 September 2019

This document has been written to help you. Read it carefully and follow the instructions.
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A Regulations – Make sure you understand the rules	
1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: <ul style="list-style-type: none"> a) notes; b) potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device. <p>Any pencil cases taken into the exam room must be see-through.</p> <p>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.</p>
5	If you wear a wrist watch the invigilator will ask you to remove it and place it on your desk.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.
B Information – Make sure you attend your exams and bring what you need	
1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
C Calculators, Dictionaries and Computer Spell-checkers	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: <ul style="list-style-type: none"> a) make sure it works properly; check that the batteries are working properly; b) clear anything stored in it; c) remove any parts such as cases, lids or covers which have printed instructions or formulas; d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
D Instructions during the exam	
1	Always listen to the invigilator. Follow their instructions at all times.
2	Tell the invigilator at once if: <ul style="list-style-type: none"> a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	When the invigilator tells you , fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. Make sure you fill these details in on any additional answer sheets that you use.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use for rough work.
E Advice and assistance	
1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: <ul style="list-style-type: none"> a) you have a problem and are in doubt about what you should do; b) you do not feel well; c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.
F At the end of the exam	
1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



This notice has been produced on behalf of:

AQA, OCR, Pearson and WJEC

Information for candidates: non-examination assessments

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

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

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

Preparing your work – good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

Research and using references

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

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

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

Plagiarism

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

Do not think you will not be caught; there are many ways to detect plagiarism.

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Information for Candidates

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC
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Information for candidates
For on-screen tests – effective from 1 September 2019

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

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

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

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

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

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

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

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

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 should be aware that the following constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving (even if not requested) or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

Penalties that awarding bodies apply include:

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

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

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

