



EXTERNAL EXAMINATIONS

SUMMER 2022

*Instructions and Information for
Candidates, Parents and Carers*

Senior Assistant Vice Principal - Assessment – Mrs Tucker
Examinations Officer – Miss Butler
Telephone: 01772 336293

1. GCSE Examinations – Summer 2022

The final examinations are fast approaching. The next few months will be the most important months of your life. What happens during this time will have a significant impact on your future. All the staff at Lostock Hall Academy want you to achieve the very best results you are capable of achieving. Please read this booklet, it has a lot of useful information about your examinations and will help you to prepare for them.

Please pay special attention to the examination start times for this year's examinations.

- For morning exams you **must arrive at 8.45 am** ready for a 9.00 am start.
- For afternoon exams you **must arrive at 1.15 pm** for the exam to begin at 1.30 pm promptly.

This allows 15 minutes for everyone to be seated and to have the JCQ rules and regulations read out to you in preparation for the exam. Please make sure you are on time!

Examination results will be available on **Thursday 25th August 2022 from 9.00am onwards.**

If you have any queries, please do not hesitate to contact me. I would also like to take this opportunity to wish you good luck for the future.

Miss Butler
Examinations Officer

2. Examination Instructions for Candidates

1. Make sure that you know exactly when your exams are and especially whether they are scheduled for the morning or afternoon.
 - The majority of the summer GCSEs will take place in the Sports Hall.
 - Seating plans will be on display outside the glass corridor, near the dining hall on the morning of each exam. A copy of this will also be near the Sports Hall.
 - All dates and times can be found on your examination timetable. You will all receive a copy of this – make sure it is in a prominent place at home for both you and your parents to check each night, for your exams the following day.
2. You are still a member of the school until you have completed your last exam; therefore school rules apply to all examinations.
 - You must be in full school uniform.
 - Please remember make-up, jewellery, nail varnish and extreme hair styles/colours are not allowed.
3. You need to make sure that you bring the correct equipment for each exam.
 - You may use a calculator unless you are told otherwise.
 - ✓ If you do, make sure it works properly and that any batteries required are working.
 - ✓ Clear anything stored in it.
 - ✓ Remove any parts such as cases, lids or covers which have printed instructions or formulas.
 - ✓ Do not bring in to the exam room any operating instructions or prepared programs.
 - Please make sure you also bring in to the exams all the equipment you will need in a **CLEAR PENCIL case** or plastic bag;
 - ✓ Black pen (**blue ink is not permitted**)
 - ✓ Pencil
 - ✓ Eraser
 - ✓ Ruler (graduated in centimetres and millimetres)
 - ✓ Sharpener
 - You will need additional equipment for the Maths exams such as, protractor and pair of compasses.
 - For D&T exams you may also require coloured pencils.
 - You are not allowed to use correction fluid/tape, gel pens or highlighter pens in any of your **ANSWERS**. However, highlighter pens can be used to highlight text on your question papers.
4. Please ensure you allow enough time to get to school, so that if you are delayed for any reason e.g. traffic congestion, you still arrive in good time.

EXAM TIMES

Be outside your exam room at the following times:

Morning exams:	8.45am
Afternoon exams:	1.15pm

- It takes 15 minutes to seat candidates for an exam and to read out the notices at the beginning so **you must be there 15 minutes prior to the start time.**
- If you know you are going to be late for your exam please contact the school and let them know, giving your estimated time of arrival.
- If you do arrive late for your exam, do not be afraid to enter the exam room if the exam has started. The Examinations Officer or invigilator will be available at the beginning of examinations to take you in.
- If you are ill and cannot take the exam, you or your parent/carer **MUST** telephone the school immediately and leave a message for the Examinations Officer.
- If you miss an exam due to sudden illness you need to see Miss Butler as soon as possible afterwards, to obtain a self-certification form to be completed by your parent/carer and doctor's surgery.
- If you do not have a genuine reason for missing an exam you will be charged the entry fee for that exam. You will be invoiced £50 for each exam missed without a valid reason. Failure to pay may result in **ALL** your examination results being withheld.

3. Arrangements for Exams

1. Please line up **outside** the sports centre with all candidates sitting the same exam as you (sometimes more than one exam can be held in the sports hall at the same time).
 - There will be a seating plan placed at the bottom of the ramp.
 - Please be aware you must know your candidate number for each exam – this can be found at the top of your personal timetable – **memorise it!**
 - Under no circumstances are bags or coats allowed at your exam desk. They must be left at the back of the sports hall with all electronic devices switched off.

2. Once inside the room, exam board rules state that you must be silent (see regulations at back of this booklet).
 - If there is any communication between any candidates it will be assumed that you are cheating and will be treated accordingly.
 - You must not talk until you have left the exam room at the end of the exam.

3. Mobile Phones

We cannot stress enough how important it is **not to bring mobile phones and smart watches** into the exam.

- Anyone caught with a mobile phone or smart watch, whether it is turned off or not, will be reported to and severely reprimanded by the appropriate Awarding Body.
- You may be disqualified from that exam and also from other exams (see JCQ regulations).

4. Watches

Watches must not be worn in the examination hall. Many now have the facility to have internet connectivity and therefore they are not allowed. All watches must be removed and put in your bag.

5. Drinks and Food

You are allowed to bring a clear bottle of water with any labels removed, into the exam room. However, you are not allowed to bring in the following items:

- cans or cartons of drinks
- chewing gum
- any other food

4. You are not allowed to leave the exam room even if you have finished your exam, so do not ask. If you have finished your exam early remain seated, silent and facing the front. It would be advisable to go over the questions and to check your answers. Exams in many subjects now award marks for spelling, punctuation and grammar, therefore, it is essential that you proof-read your exam responses.

5. Do not graffiti on the exam desks or doodle on your exam papers. JCQ rules state in the 'Information for candidates for written examinations', that you must not write inappropriate, obscene or offensive material. To clarify, doodles are classed as inappropriate!

6. Exam entries are made under the format of legal surname and first names. **Candidates are instructed to write their name on their exam papers exactly as it appears on your personal timetable.**

7. If you or your parents/carers have any queries regarding your exams, you must forward them to the Examinations Officer, Miss Butler. Contact details are on the front of this booklet.
8. The school's policy on internal assessments for external qualifications can be viewed on the school website at: www.lostockhallacademy.org

4. Instructions for a Fire Drill During the Exams

We do hope that no fire alarms go off during the exam period. However, if the alarm does go off, these instructions must be followed in **COMPLETE SILENCE**.

1. Should the fire alarm go off, firstly do not panic. Do not attempt to finish the sentence you are writing.
2. You will be asked to leave the room in silence and in the order that you are sitting. Leave all equipment in the exam room.
3. When you leave the room you **MUST** be at least one metre away from the candidates in front and behind you.
4. If you are in the Sports Hall you will be taken to the area behind the sports hall. Do **NOT** walk to where you would usually go, as you will have to be kept separate from the rest of the school. **Under no circumstances must you speak to any other candidate.**
5. When you return to your exam room, do not start writing until the invigilator tells you to do so.

LISTEN CAREFULLY TO INSTRUCTIONS AND DO NOT PANIC!

5. How to Get Your Results

1. On results day, candidates receive a candidate statement of results (results slip). This includes all subjects and units taken, with the grade achieved for each. Statement of results are confidential between the awarding body and the candidate, therefore if you are unavailable to come to school to collect your examination results in person, **you** may:
 - send someone on your behalf, with a letter of permission from yourself, allowing that person to collect your results;
 - prior to results day, give the Examinations Officer a stamped addressed envelope so that the results can be posted to you;
2. Examination certificates will be presented at the GCSE Presentation Evening, held in November. You will receive an invitation for this event. If you cannot attend, certificates will be held on file for a period of 12 months. They can be collected from the Examinations Officer during this time. **Please note, certificates cannot be posted.**
3. Make sure you collect your certificates within 2 years of taking your exams. A storage fee of £15.00 per certificate will be charged after this period.
4. Upon receiving your certificates, it is advised that you **keep them in a safe place**, as the awarding bodies will not, under any circumstances, issue replacement certificates where the originals have been lost or mislaid. However, statements of result can be requested from each awarding body at a charge of approximately £40 per series. Where appropriate, a letter of confirmation of results can be obtained from the academy at a cost of £15.00.

6. Post Results Services

Enquires About Results (EAR)

Enquiries must be made within the enquiry period immediately following the publication of results. Applications cannot be submitted retrospectively for previous series. All Enquiries about Results (EARs) should first be discussed with the relevant Head of Faculty and/or subject teacher who will advise on the viability of such a request. You should be aware that your mark could go down as well as up, or stay the same. Re-mark requests must be submitted to the Examinations Officer as soon as possible and by the date noted below. You must complete a candidate consent form and return this to the Examinations Officer with the fee where applicable. Forms will be available on Results Day.

In the academy's experience it is rare for marks to change upwards by more than a marginal amount. However the school reviews the marks you and others have achieved and will advise you if we feel there is an anomaly and that the paper should be remarked. In the event that we feel a number of candidates have been marked wrongly, the school itself will request a remark of all those papers (with your agreement).

6. Important Dates

Please note that these dates are provisional and are subject to change. We will notify you as soon as possible of any changes.

- Summer Exams Begin: 17th May 2022
- Final Report: 31st March 2022
- Last GCSE Exam: 23rd June 2022
- GCSE Contingency Day: TBC
- Valedictory: 28th June 2022
- Exam Results: 25th August 9am-3pm
- Last Date To Request Re-marks: TBC
- GCSE Presentation Evening: TBC November 2022

7. Parental Support - Tips and Guidance

- A quiet, dedicated space for work is crucial. There should be no distractions - siblings, friends, Instagram, Snapchat or other social media!
- Ensure your child has some breaks away from study. Encourage them to exercise or pursue their hobby between study periods.
- Ensure socialising is kept to the weekends. Evenings should be being used productively.
- Encourage them to eat healthily and drink plenty of water - good brain food!
- Avoid taking holidays during term time. Actively, encourage good attendance and punctuality.
- Offer to help with testing.
- Keep a check on their revision timetable and ensure they are using it to manage their time.
- Have a copy of the GCSE Exam Timetable and help them to get organised for each exam.
- Keep school aware of any medical conditions your child may have; it could be that there are special considerations for certain conditions. Also any family crisis, like divorce or bereavement can mean additional stress for your child and affect their performance; again, please keep school informed.
- Reassure them that they must try their best and, even if they don't do as well as they would have hoped, you still love them just as much. There are always other options open to them.
- Keep in touch with staff through student planners, telephone or email. Please do not hesitate to get in touch if you require further help or advice.

8. Revision

Revision is crucial for exam success. There are so many different ways to revise and you need to find the techniques that are most useful to you. Here are some general tips and possible techniques you could try:

- Find a quiet, uncluttered place to work, free from distractions.
- Create a personal revision timetable. It will allow you to plan your targets and help you approach the exams in a structured way, fitting in all your revision, rather than cramming the night before.
- Make sure you have all the things you need at your desk before you begin so that you don't have to keep getting up which prevents the task from being completed.
- Take regular reward breaks but try to stick to the timetable.
- Make sure you know the times and date of your exams and plan your revision based on these dates.
- Save time by making sure you understand a topic whilst you are being taught it. Ask if you are unsure at the time. Revision is not the time to be learning new stuff!
- Use post-it notes and write key words on them. Stick them up around your room. As you walk around, challenge yourself to remember what they mean. If you can't remember, look the information up. Continue until you remember all the key words.
- Try the "Smaller and Smaller" method. Take three different sizes of paper (e.g. A4, A5, and a postcard). On the largest piece, write down all the information you need to learn about the topic you are revising. Next take only the important pieces of information and transfer them onto the smaller sheet. Finally condense the information to having only the important words on the postcard. Then try working backwards from the postcard as a prompt, and see if you can remember as much as is on your first large sheet. The night before the exam, you should only need to look at your postcard.
- Mind Maps: write the name of the topic on a large piece of paper, and then around the word, write other words that link to the topic. Around these words add other words, information and key facts. Draw lines between the words to link them together. This will help you to remember important words without writing a lot down. Look at the mind map to see if you can use it to talk about the topic.
- Plan to revise with a friend occasionally. Prepare a quiz on a topic for your friend. They can do the same for you. Meet up and test each other. Parents are also good for this...really!

9. Revision Timetables

Use the following chart as a template to plan your revision. Note the subject and topic to be studied in the spaces. Do not try to fill every slot. If the plan is not practical it will be impossible to keep to the schedule. Remember to include frequent five minute breaks and to drink lots of water to sustain concentration.

Term-Time Revision Timetable

WEEKDAYS	4.00 – 6.00	7.00 – 9.00
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
WEEKENDS	AM	PM
SATURDAY		
SUNDAY		
WEEKDAYS	4.00 – 6.00	7.00 – 9.00
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
WEEKENDS	AM	PM
SATURDAY		
SUNDAY		
WEEKDAYS	4.00 – 6.00	7.00 – 9.00
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
WEEKENDS	AM	PM
SATURDAY		
SUNDAY		

10. School Contacts

Please do not hesitate to get in touch with school if you would like more help or advice to prepare your son or daughter for their GCSEs. The best time to telephone the school to speak with a teacher is after 3pm. The school telephone number is: 01772 336293. Or, you can contact us via the Contact Us page on our website, please visit www.lostockhallacademy.org.

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

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

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

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

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

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

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



Image by Ben Wight

You need to know that the following would be malpractice:

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

Penalties that awarding bodies apply include:

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

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

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





Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2021

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, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

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

D. Instructions during the exam

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

E. Advice and assistance

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

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.



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

With effect from 1 September 2021

Produced on behalf of:



©JCQ^{CIC} 2021

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

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

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

Preparing your work – good practice

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

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

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

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

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

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

Research and using references

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

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

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

The regulations state that:

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

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

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

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

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

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

Plagiarism

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

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

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

Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2021

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.

A. Regulations – Make sure you understand the rules

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

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

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

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

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

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

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

C. Calculators, dictionaries and computer spell-checkers

- 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.

D. 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.

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 Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are in doubt about what you should do;
 - (b) you do not feel well.
- 3 You must not ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 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

Information About You and How We Use It

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

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

Who we are and how to contact us

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

Information about you and from where it is obtained

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

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

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

What happens to the information about you

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

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

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

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

Your rights

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

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

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

How long the information about you is held

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

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

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

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

Please note

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