

# Dronfield Henry Fanshawe School



## Examination Information for Students, Parents and Carers 2022/2023

Success with care

## Introduction

Examinations can be a stressful time for students, parents and carers it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance and it is in the interest of all that the examinations run smoothly.

Dronfield Henry Fanshawe School will make every effort to ensure that students receive the best possible preparation for their examinations, that the administrative arrangements run smoothly, and that the examinations are conducted in a way that will cause as little stress as possible and help students to achieve their potential.

Trial examinations operate with the same standards and rules in order to familiarise students with the process.

This booklet provides information about examination procedures, answers some of the most frequently asked questions and helps guide and support students, parents and carers through the examination process.

It also contains the formal notices that are required by regulation to be given to each student.

If you have any questions or queries please contact Mrs Gill, the Examinations Officer:

Telephone: 01246 412372

Email: [sgill@dhfs.uk](mailto:sgill@dhfs.uk)

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## Important Points to Remember for Students

- Make sure you check your examination entries, name, and date of birth very carefully and report any errors to Mrs Gill straight away.
  - Make sure you hand in your assessments on time.
- Make sure you know when your examinations are and that you have an accurate, up to date timetable (the date your timetable was printed will be at the bottom).
  - Arrive at your exams at least 15 minutes before the timetabled start time.
    - If you are going to be late, inform the school.
  - It is your responsibility to bring everything you will need to complete the examination.
  - Do not bring any unauthorised materials into the examination room.
  - If you sit an examination when you are ill, or if you are too unwell to sit an examination, make sure that you get a note from your doctor (see p10). This is not required for trial examinations as these will be caught up by your subject teacher.
    - For students in Y10 and Y11 full school uniform should be worn.

## **Who is responsible for the examinations?**

The Examinations Officer, Mrs Gill, is responsible for administering all public and internal examination arrangements and for oversight of students during examinations, under direct responsibility from the Headteacher and the Deputy Headteacher.

There is a team of adult invigilators who will always be present during the examinations and who are supervised by the Examinations Officer.

The awarding bodies or examination boards set down strict criteria which must be followed for the conduct of examinations, and the centre is required to follow them precisely.

## **Who is entered for public examinations?**

It is centre policy to enter every pupil who is being taught a subject, for the most appropriate level of examination. Only by exception, after consultation with parents/carers, and with the written consent, will students not be entered.

## **Can pupils take holidays during term time?**

Dates for examinations are rigidly fixed by the examination boards and are subject to change until close to the start of the examination series. The Examinations Officer will not give actual dates for examinations to parents, carers or students in advance.

Parents/carers are reminded that applications for holidays during term time will only be granted in exceptional circumstances by the Headteacher and will never be granted during examination periods.

## **What information will pupils receive about their examination entries?**

When the entries have been made on the Centre's management system, students will receive a candidate statement of entry, detailing the subjects and tiers for which they been entered. This should be checked, and students are asked to inform the Examinations Officer if there are any errors or problems.

This document serves two purposes:

- I. to check that all entries have been made and are correct and that all personal details (name, date of birth) are correct. If any errors are identified, the Examinations Officer must be informed immediately.
- II. to inform Parents / Carers that they undertake to pay the entry fees should their child fail to take the examination without good reason.

## **Where will the examinations be held?**

The main location for written papers is the sports hall. Students are asked to be there 15 minutes before the advertised start time to enable seating procedures to be carried out efficiently.

Students should wait outside the examination room until invited to enter. Where a student sits will be determined by their candidate number. Students should sit in the seat allocated on their timetable.

Once formal teaching has ceased, students will only need to attend school when they have an examination.

## **How do I know when examinations take place?**

Provisional examination dates for written examinations in summer 2023 are Monday 15<sup>th</sup> May until Friday 30<sup>th</sup> June. Some practical examinations and speaking examination tests will take place earlier. Summer 2023 exams dates will be confirmed once the exam boards have finalised their timetables.

Some students may have examinations in January, February, and March.

All students will receive an individual timetable which will provide them with the dates and sessions (am or pm) of the papers they are taking.

Nearer the examination period, students will receive a second timetable which will include the exact start times and the location of the examinations. Students must make sure that they refer to this final version of the timetable for start times of examinations rather than the original version.

It is helpful if parents/carers make sure a copy of this timetable is available to them at home. Practical and speaking examinations will not appear on a student's timetable. Subject teachers will inform students of the date and time of these examinations.

## **At what time do the exam sessions begin?**

The examination boards dictate the permissible start times for examinations. Students are asked to report no later than 15 minutes before the start time indicated on the final timetable. Morning sessions will start at 9.15 am and afternoon sessions at 1.45 pm but timings for some papers may deviate from this pattern and this will be shown on the final timetable. It is the student's responsibility to be aware of the start time of each examination. Please ensure your child checks their examination commitments for each day on the previous evening.

The length of examination papers varies. Students will not be allowed to leave an examination early for any reason. Some students may receive an allowance of extra time for their examinations and so their finishing times will be later.

What happens if a student has more than one examination at the same time?

If a student is timetabled to sit two or more examinations at the same time this is known as a "clash". If these are for the same subject, this is intentional on the part of the board and the examinations will run one after another. If not, then this will be picked up during the checking process by the Examinations Officer. Students will remain under supervision between the two papers without communication with any other student. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the student is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an examination is delayed from a morning to an afternoon session students will be supervised over lunchtime. They should bring some revision or reading material and their lunch and a drink. Even attempting to communicate with any other student will invariably result in the loss of all those examinations for all of the students involved.

## **How are students supervised?**

Adult external invigilators will supervise students under the direct management of the Examinations Officer. Once students enter the examination room they must remain supervised and follow the invigilators' instructions at all times. The invigilators are experienced in examinations procedures and subject to strict regulation, references and DBS checking. They usually work in teams and can contact the Examinations Officer by radio/telephone to resolve any issues.

## **What happens if a student cannot find his/her place in the examination room?**

The Examinations Officer will be available at the start of every examination session in the sports hall. If your child is unsure of their seat number they should ask either the Examinations Officer or an invigilator.

## **What happens if a student is late?**

If parents/carers are aware that their child has got the timing of the examination wrong and has missed the start time, you should telephone school immediately and get a message to the Examinations Officer. Depending on how long the examination has been in progress, it may be possible for the student to be admitted. However, we are bound by examination board regulations on this matter. Normally students will be granted access to the room to complete the written paper.

Students who arrive more than 30 minutes after the official start time or once the examination has finished will still be admitted, but the exam board will need to be informed. They may decide to give a mark of 0 for the paper. This decision is beyond the centre's control.

What should students bring to the examinations?

Students should bring writing equipment, coloured pencils, erasers, ruler, calculator etc. in a transparent plastic bag or clear pencil case. Non-transparent pencil boxes or cases will not be permitted in the examination room.

Students must write in pen, not pencil apart from drawings. Pens must be black.

Some subject papers will require the use of set texts. Students will be advised by their subject teachers about this and responsible for their own tests where necessary.

Students are responsible for ensuring that they bring everything they need to the examination.

## **What should students not bring with them?**

Some items are strictly banned from examination rooms and should not be brought into the examination room under any circumstances. The examination boards treat mere possession of these items as an infringement. These items can be handed to an invigilator before the start of an examination, but the centre cannot be responsible for their security.

- Mobile phones
- Watches of any kind
- MP3/4
- Any device that can be connected to a mobile internet network e.g. Fitbit
- Text books are only allowed in certain examinations and students will be informed by the subject teachers in advance
- Students should not bring lucky mascots etc. into the examination room
- No food items (unless for medical reasons and previously agreed with the Examinations Officer), or chewing gum are allowed
- Only water is allowed in a clear bottle with no label
- The use of tippex or correction pens is not permitted. Students should cross through work they do not wish to be marked

## **May students bring a drink?**

Students may bring a drink with them into the examination room. However, this should be still water and in a clear bottle with no label (preferably a sport cap bottle). No fizzy drinks, cans or pouches will be allowed due to the risk of spillage.

## **Regulations governing the use of calculators**

Some subject papers, especially math, explicitly prohibit the use of calculators. In such cases, students must neither have one in their possession nor attempt to use any form of calculator during the examination.

In cases where calculators are permitted, please note that the following facilities are prohibited:

- Data banks
- Dictionaries
- Language translators
- Retrieval of text or formulae
- QWERTY keyboards
- Built-in symbolic algebra manipulations
- Symbolic differentiation or integration
- Capability of remote communication with other machines

The use, or attempted use, of any such calculators will be regarded as malpractice.

Calculators with graphic displays and programmable functions are permitted if information and/or programs stored in the calculator's memory are cleared before the examination. Retrieval of information and/or programs during the examination is an infringement of the regulations.

Students are responsible for clearing any information and/or programs before the examination.

## **What are the regulations regarding mobile phones?**

The regulations state that mobile phones are not to be brought into examination rooms under any circumstances or should be switched off in the student's bag with all alarms disabled. This applies to all public and trial examinations. They cause disturbance to other students and can present opportunities for malpractice. Any pupil found to have a mobile phone on their person in the examination room will be reported to the appropriate examination board. Should this happen students are likely to be disqualified from that paper and possibly from the whole examinations in that series.

## **What are the regulations regarding watches?**

Watches of again kind are not to be brought into examination rooms under any circumstances or should be placed in the student's bag with all alarms disabled. This applies to all public and trial examinations. They can present opportunities for malpractice. Any student found to have a watch on their person in the examination room will be reported to the appropriate examination board. Should this happen students are likely to be disqualified from that paper and possibly from the whole examinations in that series.

## **What is meant by malpractice?**

Malpractice is the term that the examination boards use for any irregularity, or breach of the regulations. The Examinations Officer is required to, and will, report all infringements to the appropriate body and they will decide on the action to take based on the nature of the infringement. There is a tariff system of actions that can be taken and some infringements carry automatic loss of marks as a minimum penalty. The examination boards take the integrity of exams very seriously and it is important that students heed the Examinations Officer's instructions carefully.

## **What happens if a student does not arrive for an examination?**

For public examinations, a student who is absent from any examination without presenting a doctor's note, a self-certification note; available from the Examinations Officer, or a satisfactory reason for a request for special consideration, will receive a grade based only on those elements of the examinations which have been marked.

Parents/carers should be aware that the centre will seek to recover the examination fees if a student does not turn up for an examination and has no viable reason.

If a student is absent from a trial examination, subject teachers will arrange a time for the student to catch up this missed examination. This could be before or after school.

## **How are examinations started?**

The invigilator will usually announce the examination formally, and students will be cautioned that they are subject to the regulations. Any instructions, board notices or changes to papers will be read out and students asked to complete their details on the answer papers. Members of the Senior Leadership Team will also be on hand.

## **What standards of behaviour are expected during examinations?**

At the back of this booklet is the 'notice to candidates' produced by JCQ, which gives general guidelines for conduct.

The centre and the examination boards regard breaches of examination regulations very seriously. Parents/carers should please impress on their child the importance of good behaviour in an examination, as any activities that may disturb or upset other students will not be tolerated.

The Headteacher and Centre Examinations Officer have the power to remove disruptive students.

Students are asked to wait quietly outside the examination venue, and to enter and leave in silence. This avoids disturbance to other students and helps to maintain a calm atmosphere.

Students who try to communicate with other students inside the venue, or who create a disturbance in the examination room, will be asked to leave, and the circumstances will be reported to the exam board. This may result in the student not receiving a grade for the whole of the examinations in the series.

## **What should students wear for examinations?**

Examinations are a school activity and all students in Y10 and Y11 must therefore wear full school uniform. We ask for the co-operation of parents/carers in ensuring students are correctly dressed. All students are aware of the requirements of the school uniform and must ensure they are observed. Students not dressed appropriately will not be permitted to sit examinations.

No clothing is to be left on the backs of the student's chairs.

## **Emergency Evacuations/Lockdown Procedure**

The school has a very well-rehearsed evacuation and lockdown procedure. In the event of an emergency evacuation, students will be directed to leave the building by the senior invigilator. Students should remain silent throughout. Once the all-clear has been given, students will be directed back to the examination room in an orderly way.

If the lockdown alarm is activated, students should hide under their desks and not come out until instructed to by a member of the leadership team.

## **What do I do if my child is unwell at the time of one of the examinations?**

If a student is unwell but able to take the examination, a request will be made to the examination board for special consideration on the grounds of illness.

If a student is too unwell to take the examination, you will need to either obtain a doctor's note or complete a self-certification form, which is available for the Examinations Officer. The board may, after examining the doctor's letter and any evidence of performance on other papers, decide to award a grade. It is essential that the student sees their doctor on the day of the examination at the very latest. Retrospective information is not accepted by the examination boards and any doctors' letters must be forwarded to the examinations officer without delay.

Please telephone the centre if your child will not be attending an examination or if they will be present but is unwell (it is often helpful for the invigilator to be aware that a student is not well).

## **What do students do if they finish early?**

Students should use all of the available time on their examinations and spend any time at the end checking their answers. In any event they are not permitted to leave before the duration of the examination. They must sit quietly at their desk so as not to disturb other students.

## **What do I need to do if a student has problems that may affect his/her examination performance?**

Some students are eligible for extra time or special examination arrangements. These are identified by the centre and appropriate applications made (sometimes supported by an educational psychologist's report). The SENCO is empowered to grant extra time, or make other arrangements, but only if they are given the correct evidence. The SENCO will give the Examinations Officer information to make arrangements for providing special assistance where appropriate and inform the students of any special rooming arrangements. All applications for Access Arrangements are made to the Examination Boards via the SENCO. Applications will be rejected if what is being requested is not the student's normal way of working.

Any illness, or family circumstances, which may affect examination performance, arising shortly before or during the examinations, should be communicated as soon as possible to the Centre Examinations Officer so that an application for special consideration can be made. Parents/Carers should be aware that any adjustment is likely to be small and that feedback is not provided.

## **How can a Parent/Carer best help their child during the examination period?**

Examinations are inevitably a stressful time for some students and support from both centre and parents/carers can be helpful. The centre will provide advice about revision programmes and examination techniques. Consequently, it should be unnecessary for any student to work abnormally long hours during the revision period. It is probably helpful to discuss with your child how they intend to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the student if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Students should get plenty of sleep and have opportunities to relax. A good breakfast on the morning of examinations will also help with concentration.

## **What happens about the return of centre books and equipment at the end of the examination period?**

Students will have been informed by their subject teachers about the arrangements for return of books etc. Please ensure that all textbooks and equipment are returned promptly.

## **When and how are the results distributed?**

A Level, AS Level and L3 Vocational and BTEC results will be distributed on Thursday 17<sup>th</sup> August 2023 and GCSE and L2 BTEC results will be distributed on Thursday 24<sup>th</sup> August 2023.

Collection times will be communicated at a later day. Students wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector and some ID. Results will not be given over the telephone or via email under any circumstances.

Any results that have not been collected on results day will be posted out via first class post to the address held on our system. If you wish results to be sent to an alternative address, please inform the Examinations Officer before the end of the summer term.

## **What can I do if results are substantially different from what is anticipated?**

It must be remembered that examinations can only measure performance on the day, and that students can do better or worse than anticipated for a variety of reasons.

It is advisable to obtain a copy of the script and mark scheme before proceeding to an EAR (Enquiry About Results), which can be costly. Details of the procedures, the fees involved, and deadline dates will be available in results envelope. The process should commence as soon as possible after consultation with the relevant Curriculum Leader. The final date for submission to the board is usually around four weeks after the results are first issued.

## **How do I obtain copies of marked examination scripts?**

It is possible to access marked scripts. Students will be required to speak to the Examinations Officer and pay a fee for each subject paper. All requests must be made by the student.

## **When do students receive certificates?**

The examining boards issue certificates quite some time after the examinations have taken place. Information regarding the collection of certificates will be sent out later.

## **Appendices**

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- II. JCQ Notice to Candidates (non-examination assessments)
- III. JCQ Notice the Candidates (Privacy Notice)
- IV. JCQ Notice to Candidates (social media and examinations & assessments)
- V. JCQ Notice to Candidates (Onscreen testing)
- VI. JCQ Notice to Candidates (Written Examinations)
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- VIII. JCQ Notice to Candidates (Mobile devices)



Joint Council for  
Qualifications <sup>CIC</sup>

## Information for candidates

### Coursework assessments

Effective from 1 September 2022

Produced on behalf of:



This document tells you about some things that you must and must not do when you are completing coursework. When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

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

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

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

The regulations state that:

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

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

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

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: [http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Preparing your coursework – good practice

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

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember

- your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

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

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

You must not write inappropriate, offensive or obscene material.

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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



Joint Council for  
Qualifications <sup>CIC</sup>

**Information for candidates**  
**Non-examination assessments**  
**Effective from 1 September 2022**

**Produced on behalf of:**



This document tells you about some things that you must and must not do when you are completing your work. When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations. If there is anything that you do not understand, you must ask your teacher.

## Preparing your work — good practice

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

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

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

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

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

You must not write inappropriate, offensive or obscene material.

## Research and using references

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

The research you do may involve looking for information in published sources such as textbooks, encyclopaedias, 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](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2023.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a

bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

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

## Plagiarism

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

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

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



## 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](http://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](http://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](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

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](http://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](http://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](http://www.qualificationswales.org)) in Wales, and the Council for the Curriculum, Examinations and Assessment (<http://ccea.org.uk/regulation>) in Northern Ireland.

## 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**

**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 <sup>CIC</sup>

## Information for candidates

### On-screen tests

With effect from 1 September 2022

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-screentest 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 computerspell-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-screentest

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
  - (a) you have been entered for the wrong on-screen test;
  - (b) the on-screen test is in another candidate's name;
  - (c) you experience system delays or any other IT irregularities.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. Do not open the question paper until you are instructed that the exam has begun.

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



Joint Council for  
Qualifications <sup>CIC</sup>

## Information for candidates

### Written examinations

With effect from 1 September 2022

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**

- 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.
- 6

## **C. Calculators, dictionaries and computerspell-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. Do not open the question paper until you are instructed that the exam has begun.
- 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.

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 any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



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.

# NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED  
SOURCES OF INFORMATION



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

**DISQUALIFICATION**

from your examination and your overall qualification.

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

