



EXAMINATIONS BOOKLET

2021 - 22

**INFORMATION AND INSTRUCTIONS
FOR CANDIDATES**

School arrangements

Exam Board Notices

Exam Board Contingency Day – 29th June 2022

Students must be available from the date of their last exam until 29th June 2022.

Please note that this booklet contains important information regarding your examinations during the year. Please read this carefully and keep it in a safe place so that you can refer to it later.

November 2021

The Joint Council for Qualifications (JCQ) requires students to have been given certain information during their courses and prior to taking external examinations. These documents are included at the back of this booklet and students are expected to familiarise themselves with them.

Information for candidates – coursework 2021 – 22

Information for candidates - Non-examination assessments 2021-22

Information for candidates – on-screen tests 2021-22

Information for candidates - Privacy Notice 2021-22

Information for candidates – social media 2020

Information for candidates – written exams 2021-22

Welcome to the Hanley Castle High School Exams Booklet which outlines the policies and procedures to ensure the smooth running of both our internal (mock) and external (GCE/GCSE) exams and non-examined assessments and to ensure that candidates are aware of the required JCQ instructions and information for candidates. It is designed to answer many of the frequently asked questions we receive.

Result Days 2022

GCE (A Level)

Thursday 18th August 2022

GCSE

Thursday 25th August 2022

GCSE Retakes

Thursday 13th January 2022

English/Maths Nov 2021

Senior members of staff will be available on these dates to provide guidance to students on their results and to assist Year 13 with UCAS decisions.

Results will be emailed out to your student school email address. The Exam Board Awarding Bodies do not permit results to be given out over the phone for security reasons.

Certificates

Certificates for the summer results will be available from school from the first week in December. If you are in school at that time you will receive them in tutor time. Students that have left school will have to make arrangements to collect them from reception. They must be signed for and cannot be posted. If you wish someone else to collect them on your behalf, the student must send a letter or email giving permission. The person collecting the certificates must produce ID.

Certificates for the November GCSE maths & english exams will be available by the end of March and will be available from the exam's office.

Any unclaimed certificates will be kept for 5 years after which they will be securely destroyed. Some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue a Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate.

Exams in very bad weather

In the case of severe weather conditions, we will endeavour to run exams, even when the school is forced to close to students. Parents have the following options in terms of finding out about school closures

- Check the school website: www.hanleycastle.worcs.sch.uk
- If the school has had a power cut, the website will be unavailable. In which case, go to our "snow blog" at www.hanleysnow.blogspot.com
- Listen to the local radio station (radio stations have been asked to monitor the local authority website to announce closures as they occur)

IMPORTANT INFORMATION

Examinations Office

The Examinations Office is based in the passage between the English corridor/Staffroom and the Key Stage corridor. Should you have any queries please see the Exams Officer, Mrs Yapp.

Statement of Entries

Your tutor will give you your **Statement of Entry** sheet which will show all your details, exam entries, dates and times. You must check these statements to ensure that all the information is correct, as the spelling of your name and your date of birth will be printed on any certificates issued. Your legal name will be shown on all certificates. Any incorrect details or errors in the subjects for which you have been entered should be reported to Mrs Yapp in the Exams Office as soon as possible.

Exam Timetable

You will receive a timetable for all your internal (mock) and external (public exams). This timetable must be followed for starting times, **NOT** your statement of entry. This is because the timetable is correct for Hanley Castle, and the start times may be different to the general time on the statement of entry. Check this carefully. Changes to the timetable are unlikely, but circumstances may alter starting times or result in room changes. Alterations will be published on the notice board by the exams office. Remember the exam sessions are generally as follows but may vary to accommodate exam clashes.

Internal (Mock) Exams

Morning start at 9.00am

Mid-Morning 11.45 am

Afternoon start at 1.45 - 2.15pm.

External (Public) Exams

Morning start from 9.00am

Afternoon start at 1.30 pm

Make sure you know which exam room you are in and ensure you arrive at least 10 minutes before the start of each examination. (8.50am for morning exams)

Transport

Check your timetable. If you have an afternoon external (public) exam that finishes after 3.15pm, you will be responsible for making your own arrangements for getting home. There will be no bus provided. It is your responsibility to arrange transport to get to your exam in plenty of time. If you catch the normal morning school bus you may work in the nominated study room whilst waiting for a later exam.

Exam Clashes

Should you have any exam clashes you must report to Mrs Yapp immediately who will resolve this for you. This may mean that you have to sit one exam and then another immediately but all this will be explained and discussed with you.

Candidate & Centre Number

Learn your candidate four-digit number. However, it will be on your candidate card on your exam desk. Note that if you have joined the school since year 9 or in year 12 you will have a new candidate number given to you, which is different to your previous school. Our centre number is **24105** which is displayed at all times in the exam room and on your candidate card.

You must read all of the attached notices from the Joint Council for Qualifications. If there is anything you do not understand please ask Mrs Yapp in the Exams Office.

On the Day

➤ Bring with you

- ✓ Black pen(s) pencil(s) rubber 30cm ruler
- ✓ Calculator (no lid or formulas on the case), memory must be cleared
- ✓ Protractor and compasses for Maths and Science
- ✓ Coloured pencils e.g. technology exams
- ✓ Any prescribed text books (for A Level only)

These must be in a see-through pencil case or a clear plastic



It is your responsibility to have the correct equipment on the day

- Normal school regulations apply to uniform, hair, jewellery, make-up etc.
- Be outside the exam room 10 minutes before your exam is due to start.
- Remember to go to the toilet before the exam. Once the exam has started, toilet trips distract you and other candidates. For exams of less than one hour there will be no toilet breaks and in exams lasting over one hour there will be no toilet breaks in the final 30 minutes of an exam.
- Listen carefully to the instructions and notices read by the invigilator making sure you have the correct paper and tier (foundation or higher tier) before you start. If you think something is wrong put your hand up and tell the invigilator immediately when they come to you. Do not start writing on your exam paper until told to do so.
- If you feel ill during the exam, tell an invigilator straight away. (Put up your hand and they will come to you).
- If you are late, don't panic, call the key stage office to let them know. They will tell you what to do. You must switch off your phone and give it to your parent/carer. You will be allowed to sit the exam but:
 - You might not be given the full time.
 - For external public exams the exam board might not accept your script.
 - You should get to school as quickly as possible and report to your Key Stage Office.
 - You must see the Exams Officer immediately after the exam to explain why you were late. A formal submission may need to be made to the exam board by the Exams Officer.
- In the unlikely event that you are seriously ill and cannot attend, get someone to call the school on 01684 593241 and speak to the Exams Officer to let them know. If you miss a public exam you must speak to the Exams Officer on your return to school. No alternative arrangements can be made for you to re-sit this exam. If you are ill and are still able to sit an exam we may consider an application to the board for special consideration. You must contact the Exams Officer immediately if you feel that you have a case, a doctor's note may be required to support this.
- If you miss an exam, you will not get a result for that subject. If you are absent without a good reason you will be charged the entry fee for the examination.
- If the fire alarm sounds during an exam the invigilator will tell you what to do. You must stop writing and put down your pen. You must not talk to anyone. You will be given extra time at the end of the exam to compensate for the time lost.
- Remember to organise your lift home if your external exam finishes after 3.15pm.

GOOD LUCK

Examination Rules (set by Exam Boards)

MOBILE PHONES, **Watches**, Web enabled-technology such as smart watches
FOOD/DRINK (except water in a clear sports top bottle), BAGS, COATS
ARE **NOT** ALLOWED IN THE EXAM ROOM

Whilst you are in the exam room:

- Mobile phones/Watches/Smart Watches may not be brought into the exam hall. School policy states that personal possessions are brought to school at your own risk. If mobile phones are left at the back of the exam hall it is at your own risk and the school takes no responsibility in the event of theft.
- **Watches may not be brought into the exam hall. This is a new JCQ rule for 2021/22.**
- You may bring a bottle of water into the exam room to drink providing that it is in a clear, plastic bottle with **no labels** and that it has a sports cap not a screw top.
- You must empty your pockets of all notes, books, MP3/4 players, iPods, and mobile phones before you enter the exam room. This also now includes smart watches which have a data storage device. You may leave them at the back of the exam hall at your own risk.
- No bags or coats are allowed alongside your desk; they must be left outside the examination room.
- You must use black ink on your exam papers. Do NOT use erasable Frixxon pens.
- The use of a highlighter pen is not allowed in your answers. However, you may use one to mark your question paper, eg to highlight key words.
- You must not communicate in any way with another candidate.
- You may not borrow any equipment from another candidate.
- You must not write on the desk surfaces.
- You will not be allowed to leave the exam room until the end of each examination session.

The penalties for having a mobile phone on you whilst in the exam room, whether turned off or not, are severe and will result in **disqualification from the paper or the entire subject award.**

Any malpractice/improper behaviour will be reported to the exam board and may result in disqualification, not just from that exam but from the whole series you are taking e.g. all of your GCSEs or A Levels.

Appeals against internal assessment decisions (centre assessed marks)

Certain components of GCSE and GCE (legacy GCE coursework, GCE and GCSE non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Hanley Castle High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking

Within 5 days of being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure to consider whether to request a review of the centre's marking. Copies of the Appeals against Assessment procedure is available from the Exams Officer.

Students will be informed of their centre assessed marks by their teacher. Students may request a review of the centre's marking before marks are submitted to the awarding body. They may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.

Reviews of Results

Following the issue of results, Awarding Bodies make post-results services available. If the centre or a candidate (or his/her parent/carers) has a concern and believes a result may not be accurate, a review of results may be requested.

Reviews of Results (RoRs) offers three services.

➤ **Service 1 – clerical re-check**

A clerical re-check is carried out by the exam board. They will check that all parts of your script have been marked, the totalling of the marks and recording of the marks.

➤ **Service 2 – review of marking**

A post-results review of the original marking to ensure that the agreed marks scheme has been applied correctly. This service includes the clerical checks as described above.

Reviewers will not re-mark the script. ***Please be aware that marks and subject grades may go down as well as up. They may also stay unchanged.***

➤ **Service 3 – review of moderation (this service is not available to an individual candidate)**

Access to Scripts

- **PHOTOCOPIED Script to support reviews of marking** For A Level, only if you want a copy of your script. You may request a review of marking after you have seen a copy of your script. This will not show examiner's marks.

Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer and will be available on results days.



Joint Council for
Qualifications ^{CIC}

Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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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.

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

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

The regulations state that:

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

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

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

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

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^{CIC}

Information for candidates

Non-examination assessments

With effect from 1 September 2021

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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.

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- 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:



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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,

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

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 Wright

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>



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.