



## **Public Examinations**

### **Information for parents/carers and candidates 2021/2022**

#togetheraspiretogetherachieve

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If you have a query on the day of an exam,  
please contact the main reception on 01646  
690021.

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## **Introduction**

Public examinations can be a stressful time for candidates and parents/carers and it is important that all those involved are as well informed as possible. Well- informed candidates 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 exams run smoothly.

We will make every effort to ensure that candidates 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 candidates to achieve their potential. Mock/internal exams operate with the same standards and rules in order to familiarise candidates with the process.

This booklet is intended to provide information about examination procedures, to answer some of the most frequently asked questions and to help guide and support candidates and parents/carers through the examination process.

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

If you have any questions, please contact **Mrs Joanne Latham**, our Examinations Officer. [exams@milfordhavenschool.co.uk](mailto:exams@milfordhavenschool.co.uk)

## **Important Points to Remember**

- Make sure you check your **exam entries, name and date of birth** very carefully and report any errors to Mrs Latham straight away.
- Make sure you **hand in** your controlled assessments on time.
- Make sure you know **when** your exams are and that you have an accurate, up to date timetable.
- Remember to **sign in** at reception in case of an emergency.
- **Arrive** at your exams at least 30 minutes before the timetabled start time.
- If you are going to be late, **inform** the school.
- It is the candidate's **responsibility** to bring everything they will need in order to complete the examination.
- Do not bring any **unauthorised materials** into the examination room.
- If you sit an exam when you are ill, or if you are too unwell to sit an exam, make sure that you get a **note** from your doctor (see p10).
- Candidates not dressed in full school uniform will not be permitted to sit exams.

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

The Examinations Officer, Mrs Joanne Latham, is responsible for administering all public examination arrangements and for oversight of candidates during exams, under direct responsibility from the Head of Centre, Ms C-A Morris.

There is a team of adult invigilators who will be present during the exams at all times and who are supervised by the Centre's Examinations Officer.

The awarding bodies or examination boards set down strict criteria which must be followed for the conduct of exams, 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 exam. Only by exception, after consultation with parents/carers, and with the written consent of the Senior Staff, will candidates not be entered.

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

Dates for exams are rigidly fixed by the exam boards and are subject to change until close to the start of the examinations. The Exams Officer will not give actual dates for exams to parents/carers or candidates in advance. Parents/carers are reminded that they require the Head Teacher's permission to take candidates out of the centre if they book holidays during term time. Parents/carers do so at their own risk. It is strongly against good practice and our centre policy to take holidays in term time.

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

When the entries have been made on the centre's management system, candidates will receive a pupil entry summary detailing the subjects and tiers for which they have been entered. This should be checked and you are asked to inform the Exams Officer if you believe there are any errors or problems as soon as possible.

This document serves 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.

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

The main location for written papers is the Thornton Hall. Candidates are asked to be in the canteen **30 minutes** before the advertised start time to register to enable seating procedures to be carried out efficiently, and to allow for any unforeseen room changes. They are then asked to wait in the canteen until a senior member of staff

calls their name. They are then escorted to the examination room. Where a candidate sits will be determined by their candidate number. The candidate will sit at the desk bearing a seating slip with their name and candidate number. Desks will be arranged in candidate number order. This arrangement follows the Joint Council for Qualifications (JCQ) rules and the centre cannot change it.

When not in exams, candidates are expected to attend lessons. Once formal teaching has ceased, candidates will be provided with an allocated study room if they wish to remain on the school site.

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

All candidates and parents/carers will receive individual timetables which will provide them with the dates and sessions (am or pm) of the papers they are taking. It is helpful if parents/carers make sure a copy of this timetable is available to them at home. Practical and Oral examinations will not appear on a candidate's timetable. Subject teachers will inform candidates of the date and time of these exams.

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

The exam boards dictate the permissible start times for exams. Candidates are asked to report no later than 30 minutes before the start time indicated on the final timetable. Morning sessions will normally start at **09:00/9am** and afternoon sessions at **13:00/1pm** but timings for some papers may deviate from this pattern and this will be shown on the final timetable. It is the candidates' responsibility to be aware of the start time of each exam. Please ensure your son/daughter checks their exam commitments for each day on the previous evening.

The length of examination papers varies. Candidates will not be allowed out of an exam early for any reason. Some candidates may receive an allowance of extra time for the examinations and so their finishing times will be later.

### **What happens if a pupil has more than one exam at the same time?**

If a candidate is timetabled to sit two or more exams 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 exams should run one after another. If not, then this should be picked up during the checking process and notified immediately to the exams officer who can grant permission for one of the papers to be taken at a different time on the same day. The candidate will have to remain under supervision between the two papers without communication with any other person. In rare cases it may be necessary for a paper to be done the next day and it is a requirement that the candidate is supervised overnight. This is essential to avoid compromising the integrity of the examination and needs to be organised well in advance.

If an exam is delayed from a morning to an afternoon session the candidate 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 candidate will invariably result in the loss of all those exams for all of the candidates involved.

### **How are candidates supervised?**

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

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

If parents/carers are aware that their son/daughter has got the timing of the examination wrong and has missed the starting time, they should telephone the centre immediately and get a message to the Centre Exams Officer. Depending on how long the exam has been in progress, it may be possible for the candidate to be admitted. However, we are bound by examination board regulations on this matter. Normally candidates will be granted access to the room to complete the written paper.

Candidates who arrive more than 30 minutes after the official start time or once the exam has finished will still be admitted, but the Awarding Body 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 candidates bring to the examinations?**

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

Candidates must write in pen not pencil apart from drawings. Pens must be **black**.

Some subject papers will require the use of set texts. Candidates will be advised by their subject teachers about this and these will be provided by the school.

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

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

Some items are strictly banned from exam rooms and should not be brought into the examination room under any circumstances. The exam boards treat mere possession of these items as an infringement. These items should be placed in your bag in the lockup.

- Mobile phones
- **Watches**
- Any device that can be connected to a mobile internet network e.g. Fitbit, Apple Watch
- Textbooks are only allowed in certain exams and candidates will be informed by the subject teachers in advance
- Candidates should not bring lucky mascots etc. into the examination room
- No food items or chewing gum are allowed
- The use of tippex or correction pens is not permitted. Candidates should cross through work they do not wish to be marked with one line

### **May candidates bring a drink?**

Candidates may bring a drink with them into the exam room. Still water may be brought 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. Drinking too much is not advisable as candidates may not be allowed to use toilet facilities during short exams due to issues of supervision.

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

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

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. Candidates 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. This applies to all internal and external examinations. They cause disturbance to other candidates and can present opportunities for malpractice. Any pupil found to have a phone in the exam room will be reported to the appropriate examination board. Should this happen candidates are likely to be disqualified from that paper and possibly from the whole examinations in that series.

It is a very serious offence and our advice is that the phones should not be brought to centre. However, we understand that mobile devices are very important for some candidate's. All mobile phones should be switched off and placed in your bag and placed in the lockup. We can take no responsibility for the security of mobile phones brought to the centre.

### **What is meant by Malpractice?**

Malpractice is the term that the exam 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 exam boards take the integrity of exams very seriously and it is important that candidates heed the Centre Examination Officer's instructions carefully.

### **What happens if a pupil does not turn up for an examination?**

A pupil who is absent from any examination without presenting a doctor's note 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 may seek to recover the exam fees if a candidate does not turn up for an examination and parents/carers will be asked for a payment of up to £40 per GCSE subject depending on the examining board in the event of non-attendance.

### **How are exams started?**

The Examinations Officer or Invigilator will usually announce the exam formally, and candidates will be cautioned that they are subject to the regulations. Any

instructions, board notices or changes to papers will be read out and the candidates asked to complete their details on the answer papers.

### **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 and the high standards expected.

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

The Head of Centre and Centre Examinations Officer have the authority to remove disruptive candidates.

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

Candidates who try to communicate with other candidates 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 Awarding Body. This may result in the candidate not receiving a grade for the whole of the examinations in the series.

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

Examinations are a school activity and all candidates must therefore wear full school uniform. We ask for the co-operation of parents/carers in ensuring candidates are correctly dressed. All candidates are aware of the requirements of the school uniform and must ensure they are followed. **Hoodies, which are not part of school uniform anyway, are not permitted to be worn in an exam room due to the concealed pockets and hood.** Candidates not dressed appropriately will not be permitted to sit exams.

No clothing is to be left on the backs of the candidates chairs. Watches must not be taken into the examination room.

Items of jewellery, such as rings or bracelets, should not be worn as they make a noise on the desk and would be deemed a disruption to other candidates.

### **Emergency Evacuations/Lockdown Procedure**

The school has a very well rehearsed evacuation and lockdown procedure. In the event of an emergency evacuation, candidates will be directed to leave the building

by the senior invigilator. Candidates should remain silent throughout and stand with the invigilator/s that are allocated to their exam room. Once the all clear has been given, candidates will be directed back to the examination room in an orderly way

If the lockdown alarm is activated, candidates 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 son/daughter is unwell at the time of one of the examinations?**

Even if you would not normally visit your doctor's surgery for minor illnesses, it is important that you do so at examination time. Your doctor will advise as to whether your son/daughter is fit to sit the examination. If the candidate is unwell but able to take the examination, your doctor should provide a letter giving details of the illness which may be sent to the examination board to request special consideration on the grounds of illness. If the candidate is too unwell to take the examination, 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 you see your 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 exams officer without delay.

Please telephone the centre if your son/daughter will not be attending an examination or if he/she will be present but is unwell (it is often helpful for the invigilator to be aware that a candidate is not well).

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

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

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

Some candidates 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 ALNCo is empowered to grant extra time, provide a prompter or make other arrangements, but only if they are given the correct evidence. The ALNCo will give the Examinations Officer information to make arrangements for providing special assistance where appropriate and inform the candidates of any special rooming arrangements. All applications for Access Arrangements are made to the Examination Boards via the ALNCo. Applications will be rejected if what is being requested is not the candidate's normal way of working. Any illness, or family circumstances, which may affect

examination performance, arising shortly before or during the exams, should be communicated as soon as possible to the Centre Exams 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 best help their son/daughter during the examination period?**

Examinations are inevitably a stressful time for some candidates 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 pupil to work abnormally long hours during the revision period. It is probably helpful to discuss with your son/daughter how he/she intends to organise revision and to talk through any anxieties about particular techniques or subject matter. Testing knowledge of factual material can benefit the pupil if such help is requested, but often all that is needed is a quiet place to work and lots of encouragement. Candidates should get plenty of sleep and have opportunities to relax. A good breakfast on the morning of exams will also help with concentration.

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

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

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

GCSE results day is yet to be confirmed. Results can be collected in person or via email to the candidate's school email address. Candidates wishing for a relative or friend to collect their results must send a signed letter of authorisation with the collector who must also provide I.D. Results will not be given over the telephone under any circumstances. GCSE result slips which have not been collected will be posted out to the candidate's home address.

### **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 candidates 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 result), which can be costly. If there are serious grounds for concern about a result then the centre can initiate an enquiry with the appropriate board. Details of the procedures and the fees involved are available from the Centre Exams Officer and the process should commence as soon as possible after consultation with the relevant Director/Head of Subject. The final date for submission to the board is usually around four weeks after the results are first issued.

If the results have serious implications for the pupil's future plans then advice should be sought from the careers service. [www.careerswales.gov.wales](http://www.careerswales.gov.wales)

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

It is possible to access marked scripts. You will be required to speak to the Centre Exams Officer and pay a fee for each subject paper. You should be aware that copies of marked scripts must be ordered within two school weeks of the issue of results. You will also need a copy of the mark scheme. All requests must be made by the candidate.

### **When do candidates receive certificates?**

The examining boards issue certificates quite some time after the examinations have taken place. Milford Haven School holds an Annual Certificate and Prize-Giving Evening where certificates are presented to candidates. Certificates which have not been collected within one year can be destroyed. They can be replaced as a consequence of a direct application to the exam board by the candidate, and will require proof of identity (such as an original birth certificate) and will incur a substantial fee.

### **Notices Included in This Booklet**

- 1. JCQ Notice to Candidates (Coursework)**
- 2. JCQ Notice to Candidates (non-examination assessments)**
- 3. JCQ Notice to Candidates (Privacy notice)**
- 4. JCQ Notice to Candidates (Social Media and examinations & assessments) JCQ Notice to Candidates (Onscreen testing)**
- 5. JCQ Notice to Candidates (Written Examinations)**
- 6. JCQ Notice to Candidates (Warning to Candidates)**
- 7. JCQ Notice to Candidates (Mobile devices)**



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

## Information for candidates

Coursework assessments

With effect from 1 September 2021

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.

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/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 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<sup>CIC</sup>

## Information for candidates

Non-examination assessments

With effect from 1 September 2021

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, 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](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm), downloaded 5 February 2022.

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

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

## Plagiarism

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

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

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

## Penalties for breaking the regulations

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

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

The awarding body will decide which penalty is appropriate.

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





## Information for Candidates

### Information About You and How We Use It

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

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

### Who we are and how to contact us

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

### Information about you and from where it is obtained

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

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

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

## **What happens to the information about you**

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

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

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

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

## **Your rights**

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

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

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

## **How long the information about you is held**

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

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

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

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

### **Please note**

It is important to note that this notice concerns only how the awarding bodies use information about you (called your "personal data"). Complaints about how an awarding body handles your personal data can be made to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)). Information about the examinations and assessment themselves, including the rules about assessments, can be found on the JCQ Exams Office pages ([www.jcq.org.uk/exams-office](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

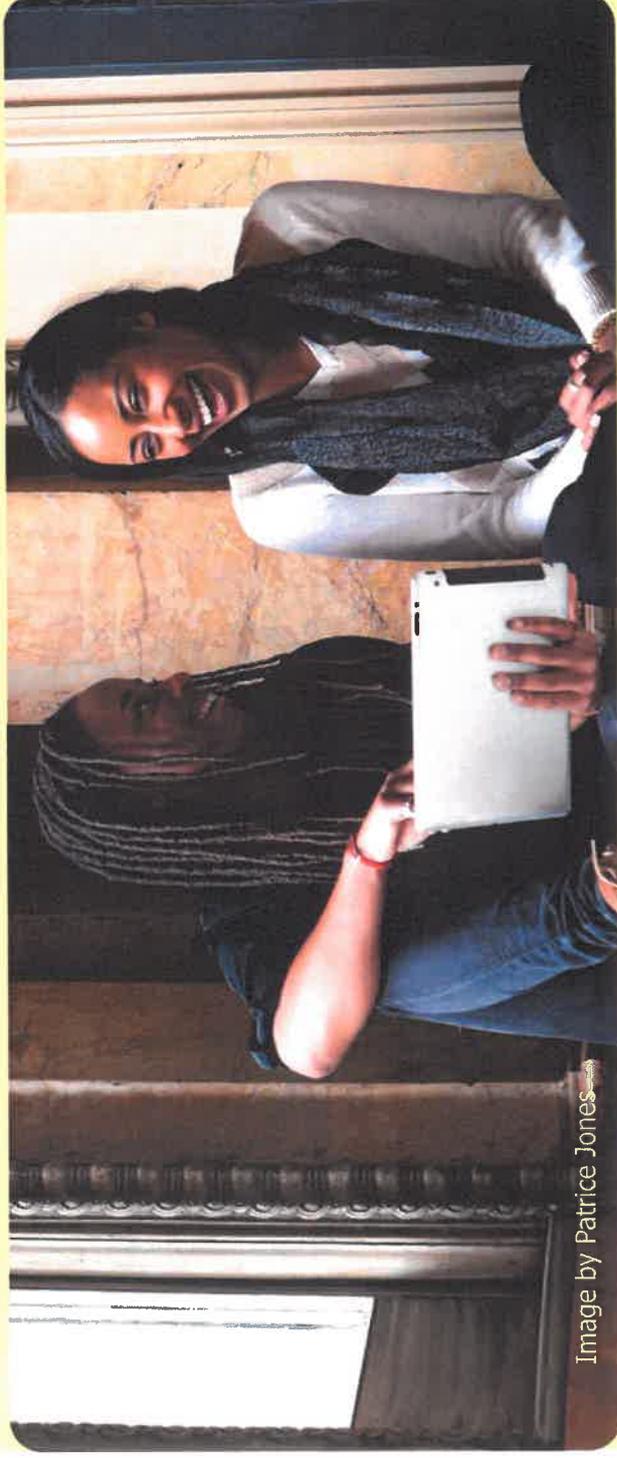


Image by Patrice Jones

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

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

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

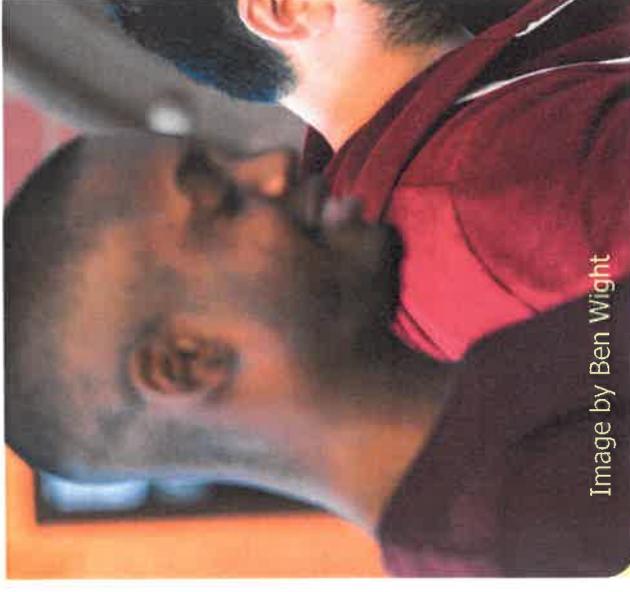


Image by Ben Wight

### **You need to know that the**

- copying or allowing work to be networking sites prior to an ex
- collusion: allowing others to he
- asking others about what ques tells you);
- having or sharing details about think these are real or fake; or
- not telling exam boards or you shared.

### **Penalties that awarding bo**

- a written warning;
- the loss of marks for a section





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

## 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.**

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.





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

## Information for candidates

Written examinations

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, 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.

## 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.





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 WATCHES MP3/4 PLAYERS**

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



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

# **DISQUALIFICATION**

from your examination and your overall qualification.

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



## 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.