



Centre Name: Guru Nanak Sikh Academy

Centre Number: 12917

EXAMINATIONS 2021/2022

Student Exam Handbook

**GUIDANCE FOR
STUDENTS & PARENTS**

Candidate Name:

Form Group:

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Introduction

Guru Nanak Academy is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre and are made aware of the required JCQ/awarding body instructions and information for candidates. This handbook should be read in conjunction with the information supplied on the Academy website, exams section: www.gurunanaksikhacademy.co.uk

Purpose of this handbook

The purpose of this handbook is

- To support candidate briefings/assemblies
- To inform candidates about malpractice in examinations/assessments
- To inform candidates about the use of their personal data and copyright
- To ensure candidates are provided with all relevant information about their exams and assessments in advance of any exams/assessments being taken
- To ensure copies of relevant JCQ information for candidates documents and exam room posters are provided in advance of any exams/assessments being taken
- To answer questions candidates may have etc.
- To inform candidates of/signpost candidates (and where relevant parents/carers) to any exams-related policies/procedures that they need to be made aware of

Malpractice

- To maintain the integrity of qualifications, strict regulations are in place.
- Malpractice means any act or practice which is in breach of the regulations.
- Any alleged, suspected or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.
- JCQ provides information regarding what constitutes malpractice:
 - Introduction of unauthorised material into the examination room
 - Breaches of examination conditions
 - Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
 - Offences relating to the content of candidates' work
 - Undermining the integrity of examinations/assessments

You must read the following JCQ documents – please see the school website or appendix at the back of this handbook:

- JCQ Information to candidates – social media
- JCQ Information for candidates - written examinations
- JCQ Information for candidates – on-screen tests
- JCQ Information for candidates – non-examination assessments
- JCQ Information for candidates – coursework assessments
- AQA Warning to candidate notice – MFL Speaking Test

Personal data

- The awarding bodies collect information about exam candidates.
- To understand what information is collected and how it is used, you must read the JCQ Information for candidates – Privacy Notice. Please see the school website or appendix 1 at the back of this handbook.

Copyright

The copyright of any work created by a candidate that is submitted to an awarding body for assessment (referred to as Assessment Materials) belongs to the candidate. By submitting this work, a candidate is granting the awarding body a non-exclusive, royalty-free licence to use their assessment materials (referred to as Assessment Licence). If a candidate wishes to terminate the awarding body's rights for anything other than assessing his/her work, the awarding body must be notified by the centre and it is at the discretion of the awarding body whether or not to terminate such rights.

Coursework assessments/non-examination assessments

- You will be advised by Subject Teachers when these assessments will take place.
- For formal assessments, you will be informed in writing of when the assessment will take place.
- Please be aware of, and ensure you meet any deadlines set by your Subject Teacher.
- Depending on the type of assessment, it will be marked by your teacher and then moderated by the awarding body, or it will be sent to the awarding body for marking.
- Your Subject Teacher will advise you of your mark before the work is sent to the awarding body. If you wish to appeal against your mark, please speak to your Subject Teacher in the first instance.
- Please read the procedure regarding appeals in the exams section of the school website.

You must refer to the relevant JCQ Information for Candidates documents on coursework assessments and non-examination assessments – see appendix 1 at the back of this handbook or the school website.

Written timetabled exams

- A few weeks before your summer exams, you will be issued with a statement of entry.
- Please check the information on the statement of entry carefully, and in particular check the tier for which you have been entered in Mathematics, Science and Modern Foreign Languages. If there is anything wrong, advise your Subject Teacher and the Exams Officer.
- Please learn your candidate number. This will stay the same for all your exams and you must write this on the front of every exam paper.
- JCQ exam room posters – warning to candidates, unauthorised materials - and the seating plan for the exam will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations and to check your seat number.
- Whole-school exam timetables are published on the school website, and copies are also put on the exams noticeboard.

Contingency day - Summer 2022

JCQ has designated Wednesday 29th June 2022 as a 'contingency day' for examinations, in the event of national or local disruption to exams. Candidates will be expected to make themselves available up to this date. Please be aware of this date when planning holidays.

On-screen tests

- You will be advised, in writing, of your exam location and time.
- Please check the information given, and if there is anything wrong, advise your Subject Teacher and the Exams Officer.
- JCQ exam room posters – warning to candidates, unauthorised materials - and the seating plan for the exam will be displayed outside each room. Please look at these as you enter the room to remind yourself of the regulations and to check your seat number.
- Exam timetables are also published on the school website.

You must refer to the JCQ Information for Candidates – on-screen tests. Please see the school website or appendix 2 at the back of this handbook.

What to do if you identify you have two or more exam papers timetabled at the same time (a timetable clash)

- There may be a time when your exam timetable shows two exams at exactly the same time. Don't panic, this happens quite a lot.
- The Exams Officer will arrange for you to take one exam first, followed by the second, with a short break in between. You must not leave the room unsupervised during the short break, and exam conditions will remain in place.
- Depending on the length of your clash, sometimes you might need to sit one of the exams earlier or later than the published time. You will need to be supervised at all times if this happens. The Exams Officer will make the necessary arrangements and communicate these to you.
- Sometimes you might have a clash that requires overnight supervision. The Exams Officer will make the necessary arrangements and communicate these to you.

Where you will take your exams

The whole-school exam timetable, available on the school website and the exams noticeboard, will give details of where your exams will be held. This is most likely to be the Sports Hall, MPR, Room G5 and Vocational Block. On-screen exams may be held in one of the IT rooms, and practical exams may be held in specialist classrooms, such as Art and Catering rooms.

What time your exams will start and finish

- Your exams will normally start at 08:30 for a morning session and 13:30 for an afternoon session. Please make sure you arrive at least 30 minutes before the start of the exam.
- Please make sure you go to the toilet before the exam. You will not be allowed to go to the toilet for the first 30 minutes or the last 30 minutes, unless you have a medical/toilet pass. You will be escorted to the toilet by an invigilator.
- You will not be allowed to leave the exam before the end.
- If the exam finishes before 10:00 in the morning or 14:30 in the afternoon, you will have to stay in the exam room, under supervision, until that time. This is to make sure we maintain the security of the exam and comply with JCQ regulations.

Supervision during your exams

- Exams are supervised by a team of invigilators who are employed by school. They are fully trained to make sure the exams are carried out in accordance with the JCQ regulations.
- It is the job of the invigilator to watch students as they do their exam. They will not approach you unless you raise your hand for assistance, or they suspect malpractice.
- The invigilator cannot give you any help with your exam.
- Candidates must bring the required stationery to the exams. In an emergency, each invigilator will have a supply of stationery, so if you need anything please raise your hand and they will come to you.
- The Exams Officer and the invigilators are responsible for making sure your exams go as smoothly as possible and that the process is fair for everyone.

Exam room conditions

- You must wait outside the room to be escorted into the exam by a senior member of staff or an invigilator. Use this time to check the seating plan, to remove your watch and put it in your bag, and to switch off your phone and put it in your bag. Check that you have nothing in your pockets.
- You will be under formal exam conditions from the moment you enter the exam room until you are given permission to leave by the invigilator. This means that you must not talk to, attempt to communicate with or disturb other candidates once you have entered the room.
- You must leave your bag in the designated area and then find your seat quickly and quietly. There will be letters for rows on the walls to help you, and a place card on each desk. Invigilators will help you if you can't find your seat. Do not ask another candidate.
- You must listen to and follow the instructions of the invigilator at all times.
- The exam paper will have been placed on your desk before you enter the room. Do not attempt to look inside it or read anything. This is malpractice.

- Don't write anything on the front of the paper until you are instructed to do so by the invigilator.
- At the front of the room you will see a whiteboard displaying the following information, which you will need when you are asked to fill in the front of your exam paper:
Centre number: 12917
 - Subject title
 - Paper number
 - Actual start and finish times
 - Date
- When you are asked to fill in the details on the front of your exam paper, please use your legal name and not your preferred name. If a signature is required, please enter this as it is very important.
- When the exam starts, the invigilator will display the actual start and finish times of the exam.
- If you need to leave the room because you are feeling unwell, please raise your hand and an invigilator will assist you. You are not allowed to leave the room on your own.
- Please make sure that you put your name, candidate exam number and question on any additional sheets of paper you may use.
- You must not write on the desk – this will be regarded as vandalism and you will have to pay for any damage.
- You must not deface your exam paper as the awarding body may refuse to mark it.

Where you will sit in the exam room

- Your seat number will be displayed on the seating plan outside the exam rooms.
- It is very important that you make sure you sit at the correct desk so that you sit the correct exam paper, so check the place card on the desk before you sit down.
- If you are unsure of where to sit, please raise your hand and an invigilator will assist you.

How your identity is confirmed in the exam room

A senior member of centre staff (approved by the Head of Centre, who has not taught the subject being examined) will be present at the start of the exam to assist with the identification of students.

What equipment you need to bring to your exams

You will need:

- Several black ball-point pens (must be black) and spares
- Pencil
- Ruler
- Eraser
- Highlighter (you can highlight the question paper but not your answers)
- Clear pencil case
- Scientific calculator (unless the exam does not allow a calculator) without a lid/cover
- Maths exams may also require a protractor, set square and compass. Your Maths teacher will give you more information regarding the equipment needed.
- Some exams may need coloured pencils. Your subject teacher will advise you.
- You are not allowed to borrow equipment from another student during the exam

Using calculators

For exams where a calculator is allowed, you must be aware of the JCQ instructions:

Calculators must be: <ul style="list-style-type: none"> ○ of a size suitable for use on the desk; ○ either battery or solar powered; ○ free of lids, cases and covers which have printed instructions or formulas. 	Calculators must not: <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason; • have retrievable information stored in them - this includes: <ul style="list-style-type: none"> ○ databanks; ○ dictionaries; ○ mathematical formulas; ○ text.
The candidate is responsible for the following: <ul style="list-style-type: none"> ○ the calculator's power supply; ○ the calculator's working condition; ○ clearing anything stored in the calculator. 	

What you should not bring into the exam room

It is very important that you do not enter the room with any unauthorised items in your possession. These items include:

- Mobile phones
- MP3/4 players
- Wrist watches of any type
- iPods
- Any other similar electronic devices
- Earphones
- Revision notes and study guides
- Your own blank paper
- Calculators, unless allowed for the exam
- Calculator lid/cover
- Dictionaries, unless allowed for the exam
- Miscellaneous items such as make-up, lip salve, bus passes, money and keys, student reports and exam timetables
- Food items
- Correction fluid or tape

Please make sure you check all your pockets.

Food and drink in exam rooms

- You are allowed to take a clear bottle of water into the exam. The label must be removed before you enter the room.
- Other drinks, such as juice or fizzy pop, are not permitted
- Food is not permitted.

What you should wear for your exams

You must wear a full school uniform for all exams. If you are in the Sixth Form, you must adhere to the dress code for all exams.

Where your personal belongings will be stored during your exam

You must leave your coats and bags, and any other possessions, in the designated areas in the exam rooms.

What to do if you arrive late for your exam

You must arrive at least 15 minutes before the start of your exam. If you are late for any reason, please report to reception and tell the member of staff that you have an exam. You will be collected from reception and escorted to the room. You will be given the full time allowed for your exam. If you arrive very late for an exam (after 10:00am for a morning exam and after 14:30 for an afternoon exam) you will still sit the exam but there is a chance that the awarding body will not mark your paper.

What to do if you are unwell on the day of your exam

It is really important that you attend school for all exams, whether external or mock, unless you are **seriously ill**.

- If you are extremely unwell and cannot attend your exam, please ask your parent/carer to contact the Secondary Admin Officer immediately on 0208 573 6085. Tell the member of the admin team that you are missing an exam because you are ill. **You will need to provide medical evidence to confirm your illness.**
- If you feel unwell during an exam, please put your hand up and an invigilator will assist you.
- If you feel unwell before the exam starts, please tell a member of staff.
- If you are disadvantaged because of illness, it may be possible for the Exams Officer to apply for special consideration. Evidence will be requested to support this.

What happens if you have an unauthorised absence from your exam

Your exams are extremely important and it is vital that you attend all external exams. If you do not turn up for an exam you will not receive a grade. If you cannot provide relevant medical evidence, your parents/carers will be invoiced for the wasted exam entry fee.

Please advise the Exams Officer of any issues you may have around exam time that could affect your attendance.

What happens in the event of an emergency in the exam room

In the event of an emergency evacuation alarm, the invigilator will stop the exam and give instructions to you.

You must:

- ✓ Stop writing and close your exam papers.
- ✓ Stay seated until the invigilator advises you to leave the room.
- ✓ Follow the invigilator to the designated exams assembly points (on grass area near sports hall).

You must not:

- × Communicate with anyone inside or outside the room, other than the Exams Officer and invigilators.
- × Collect any personal belongings, unless advised to do so by the invigilators.
- × Return to your usual tutor group assembly point – remain with the Invigilator at all times.

If you do not follow these rules, you may not be allowed back into the room to complete your exam.

Once it is safe to re-enter the building, the Invigilator will re-start the exam and you will be given the full time to complete it.

Candidates with access arrangements/reasonable adjustments

If you are entitled to an access arrangement such as a reader and/or a scribe, you will take your exams in a smaller room, such as G5. Trained invigilators will be present in the room to give assistance. They, too, have to comply with the JCQ regulations, so there are certain things they are not allowed to do. If you are unsure of how your access arrangement will work, please speak to Miss Hannah Lowder, SENCO.

Results Days 2022

Results Days take place in August each year.

This year, A Level results will be released on Thursday 18th August 2022, and GCSE results will be released on Thursday 25th August 2022.

Further details and timings will be shared with you in the summer term.

On Results Days, senior members of centre staff will be available immediately after the publication of results to offer support, and to advise you should you wish to use the post-results services. Please remember that results are provisional until the awarding bodies issue your certificates.

If you are unable to collect your results in person on results day then:

1. Your results can be posted to you on the day.
2. You can send someone else to collect your results on your behalf. They will need to bring with them written authorisation and photographic ID.

Post-results services

There is a JCQ post-results service available after you have received your results. This is administered by the Exams Officer, with input from senior leaders and Subject Teachers. Your signed consent will be obtained before processing any requests to use the service as your grades may go up, go down or stay the same.

The post-results services available are a clerical check (service 1), a review of marking (service 2), a review of moderation (service 3) and access to scripts.

Full details will be given to you in the summer term, but in the meantime, you can read the Access to Scripts, Reviews of Results and Appeals Procedures on the school website.

Certificates

Your exam certificates are produced by the awarding bodies and are sent to school in the autumn term, following the release of your results in August. You will be sent details of how and when to collect your certificates before Christmas. It is important that you collect your certificates because we can only keep them for 12 months, after which they are posted to your last known address.

Internal appeals procedures

There are appeals procedures in place should you wish to appeal against:

- any internal assessment decisions
- any decisions not to support your request to use post-results services

You can read these procedures on the school website.

Complaints and appeals procedure

Guru Nanak Sikh Academy has a policy in place regarding Complaints and Appeal procedures in relation to the delivery or administration of a qualification. This is available to read on the school website.



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/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.

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

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.



Information for candidates

Non-examination 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 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.

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

Plagiarism

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

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

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



Information for candidates

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 ^{CIC}

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.

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.



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 examination regulations. Please read it carefully.

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

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

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

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

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



Image by Ben Wight

You 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.

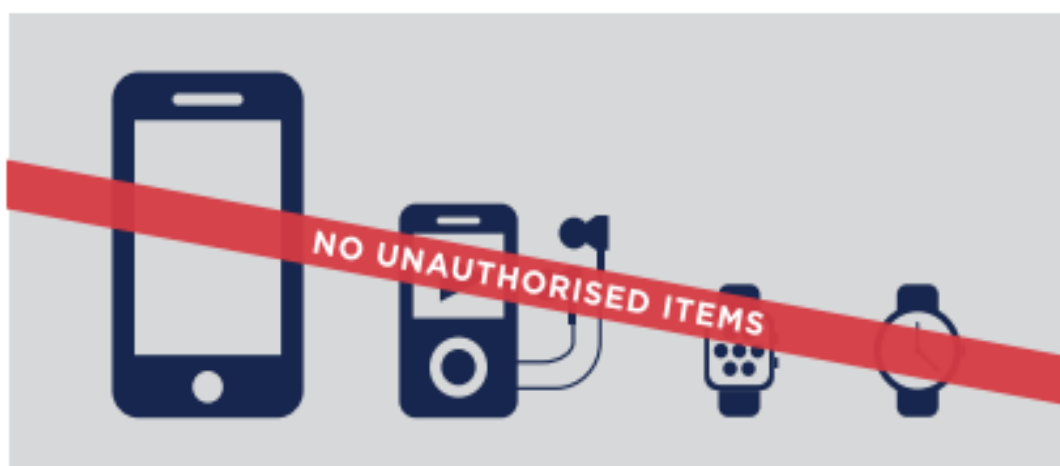
Please take the time to familiarise yourself with the JCQ rules:



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

**NO MOBILE PHONES
NO WATCHES
NO MP3/4 PLAYERS**

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



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

DISQUALIFICATION

from your examination and your overall qualification.

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



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.

Modern Foreign Languages Speaking Tests

Warning to candidates notice

You must not:

- become involved in any unfair or dishonest practice in any part of this assessment
- discuss this assessment with anyone who has not yet taken the assessment
- share information about this assessment in any way, including on the internet/social media.

Sharing information about Speaking tests can create an unfair assessment and could impact on your grades in this exam. Failing to report to your teacher any assessment-related information being shared may also lead to a malpractice investigation which could result in:

- a loss of marks for this component
- a disqualification from this component or the entire qualification
- a ban from sitting exams for a set period of time.

AQA monitors social media and student websites for evidence of malpractice.

Remember: treat the Speaking tests as confidential.
Keep things fair for everyone.